

REQUEST FOR QUALIFICATIONS (RFQ)

ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE EXPANSION OF THE WAPAKONETA FIRE STATION

The City of Wapakoneta, Ohio is seeking Statement of Qualifications (“SOQ”) proposals from qualified firms interested in providing professional architectural and engineering design services to the city for the expansion of its existing fire station building located at 103 Willipie Street. Firms submitting an SOQ must be able to provide evidence of the firm’s experience and technical expertise in designing, engineering and construction administration of fire station facilities.

Firms interested in being considered for a contract to provide the required services must reply in writing with a statement of qualifications no later than 12:00 pm on February 10, 2023. Statements received after this will not be considered.

Sealed SOQs shall be sent by regular U.S. Mail, recognized overnight delivery service, or via hand delivery to:

**Fire Chief Eric Sammetinger
Wapakoneta Fire Department
103 Willipie Street
Wapakoneta, OH 45895**

In accordance with Ohio Revised Code Section 153.65, firms responding with a proposal response will be evaluated and ranked in the order of their qualifications. All submitted SOQ will become a public record in accordance with ORC Section 149.43, and the property of the City of Wapakoneta. Following this evaluation, the city may enter into contract negotiations, with the most highly ranked firm.

PROJECT DESCRIPTION

The proposed project will expand the existing fire station located at 103 Willipie Street, Wapakoneta, Ohio 45895. The total project cost estimate, including construction, site work, permits, etc. is approximately \$3,900,000. The gross square footage for this building expansion project is approximately 5,800. The anticipated project delivery method is General Contracting. The building and site improvements shall be designed and constructed utilizing sustainable, high performance building practices similar to LEED requirements. However, LEED certification is not required for this building expansion.

SCOPE OF WORK

The City of Wapakoneta requests that the selected firm provide a full range of design services for this project including (but not limited to) architectural, structural, civil, site development, mechanical, telecommunications, graphics and related services which may be required in the

connection with the design and execution of the building expansion project. All work performed must comply with existing federal, state, and local codes, statutes, and requirements.

The selected firm will work cooperatively with the City of Wapakoneta and will provide: schedule development, estimate development, program verification, schematic design, design development, a Guaranteed Maximum Price (GMP) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages.

When the drawings and specifications are at a stage of completion agreed to by the City, such documents, the selected firm shall submit to the City, its proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the construction documents. The selected firm, the City, and any selected engineers and consultants, shall then meet to reconcile any questions, discrepancies or disagreements relating to the construction documents. The final negotiated contract sum shall not exceed the project budget established for construction. If the proposed contract sum exceeds such budget, then the City may terminate its agreement with the selected firm and seek from other firms, proposals for completion of the project.

The selected firm shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The selected firm shall hold all subcontracts and shall be full responsible for the means and methods of construction, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all equal employment and minimum wage requirements, and submitting monthly reports of these activities to the City. The City reserves the right to approve the selected firm's selection of subcontractors and any supplemental terms to the subcontract.

Among other responsibilities, the selected firm will be responsible for the following functions:

1. Project Start-up
2. Site Analysis and Selection
3. Project Program Verification
4. Conceptual Designs and Construction Costs
5. Schematic Design
6. Design Development
7. Construction Documents Preparation
8. Construction Inspection
9. Project Close-out Services

The selected firm shall provide all labor, materials, and equipment in order to perform the professional services required for completion of all elements of the architectural and engineering design services and construction adherence to final design plans. The firm shall provide any of

the necessary technical disciplines required for the architectural and/or engineering design of all building systems or components.

The selected firm will be required to meet regularly during the construction of the project with the city and the selected construction firm. The scheduled meetings may have to be augmented with additional site meetings as necessary to address unforeseen issues that may arise during construction. The presiding and recording of accurate minutes of these meetings shall also be the responsibility of the selected firm.

STATEMENT OF QUALIFICATIONS (SOQ)

The Statement of Qualifications (SOQ) submitted by each firm should accurately demonstrate the professional and specialized knowledge and experience required to complete this project. A responsive SOQ shall be straightforward and concise with emphasis on brevity and clarity. The submitted SOQ shall contain the following information at a minimum:

1. Firm's history and that of any associated design firm: (2-page limit)
 - a. Name of firm and contact name with phone number
 - b. Location of principal and branch offices
 - c. Length of time in business
 - d. Firm ownership structure
 - e. Number of projects and total design service volume over the past 4 years
 - f. List total number of firm's personnel, other than secretarial/clerical, by professional or skill group
 - g. Describe any professional liability insurance policy or policies provided by any company or companies that are authorized to do business in Ohio and that afford professional liability coverage for the design services propose to be rendered.
2. Nature of association with one or more outside design firms: (1-page limit)
 - a. Which firm will be the lead contracting party.
 - b. How will the work be apportioned or shared between firms.
 - c. What percentage of the entire work will be apportioned to each firm.
3. Experience: (8-page limit)
 - a. List four relevant or similar projects, preferably involving the construction of a new fire department building, which your firm and any associated design firm have served as design service provider during the past four years. The following information should be provided for each completed project:
 - 1) Project name, location, and owner.
 - 2) Brief description of project.

- 3) Year completed.
 - 4) Construction cost.
 - 5) Other relevant information.
- b. List three current design service projects, preferably involving the construction of a new or expansion of an existing fire department building, of your firm and any associated design firm, including the following information for project:
- 1) Project name, location, and owner.
 - 2) Brief description of project.
 - 3) Anticipated completion date.
 - 4) Construction cost.
 - 5) Other relevant information.
- c. List five owner references for relevant or comparable projects on which your firm and any associated firm served as design service provider, preferably a municipal or other local government project involving the construction of a new or expansion of an existing fire department building. Include owner name, location, and phone number, and a brief description of the project indicating how it is comparable, or your experience on the project is relevant to the services required by the Project.
- d. Description of previous work performed for the City of Wapakoneta.
4. Project Staff: (2-page limit)
- a. Identify your firm's and any associated design firm's proposed design service and engineering staff for the Project, including the Partner in Charge and Project Architect. For each key staff member, include a resume, which summarizes:
- 1) Education, including name of institution(s), field(s) of study, and degree(s) earned.
 - 2) Professional registration(s) and/or professional society membership(s).
 - 3) Design or engineering service project experience.
5. Design Services: (3-page limit)
- a. Briefly describe the pre-design services of your firm and any associated design firm (e.g. program evaluating, site selection, etc.)
 - b. Briefly describe the scope or pre-construction phase services of your firm and any associated firm and detail how they are to be provided.
 - c. Briefly describe the scope of construction phase services of your firm and any associated firm, detail how they are to be provided.
 - d. Describe the method of working with the Project engineers, consultants, owners, and other Project team members (e.g. in-house or outside consultant) of your firm and any associated firm.

- e. Describe any unique or innovative design service techniques you have utilized on past projects and why they have been a benefit to the owner.
6. Current Capacity/workload: (2-page limit)
- a. Capacity to handle project with current workload.
 - b. Capacity to handle project with anticipated workload during the project.
 - c. Capacity ability to work within reasonable length design phase schedules.

EVALUATION CRITERIA

The evaluation of the statements of qualifications (SOQ) will be based primarily, but not limited to, the following:

1. Competence of the design firm to perform the required professional design services, as indicated by the technical training, education and experience of the firm's personnel who are likely to be assigned to perform the services.
2. Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously.
3. Experience of the firm with comparable projects for comparable public entities, based on, among other things, the size and nature of the project.
4. Past performance as reflected in evaluations of previous clients with respect to factors such as control of costs, quality of work and meeting deadlines.
5. Other similar factors as deemed appropriate and lawful by the city.

SELECTION AND RANKING PROCESS:

The City will evaluate statements of qualifications submitted and select and rank professional design firm candidates in compliance with Ohio Revised Code 153.69 and notify all parties submitting statements of appropriate City action.

Prior to selection, the City, at its discretion, may hold interviews or discussions with individual or associated candidate firms to explore a firm's statements of qualifications, the scope and nature of the services the firms would provide, and the various technical approaches the firm(s) may take toward the Project.

Statements of qualifications must be signed by a duly-authorized official of the proposing firm or if a joint venture by an official from each participating firm.

Any proposed contract negotiations between the City and the successful firm, as a result of this request for statements of qualifications, are subject to approval by the City of Wapakoneta City Council.

During this selection and ranking process, the City of Wapakoneta reserves the following rights:

1. To reject any and all statements of qualifications, to postpone selection, and to re-solicit or cancel the procurement if deemed in the best interests of the City.
2. To reject additional information from any and all submitting firms.
3. To subject the execution of the contract to the availability of funds and negotiation of agreeable terms with the successful firm.
4. To enter into a contract with any submitting firm based upon the firm's initial offer. Oral presentations may be conducted with one or more proposing firms as deemed necessary by the township.

NEGOTIATIONS DISCLAIMER

Should a firm be selected, and if the city cannot successfully negotiate within a reasonable period of time (as determined by the city) a contract with the selected firm ranked best qualified, the City shall inform the firm in writing of the termination of negotiations and may enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best qualified firm selected until a contract is negotiated. The City of Wapakoneta reserves the right to cancel this request in part or in its entirety at its sole discretion.