

Liberty Township Trustees

Delaware County, Ohio

Request for Qualifications (RFQ) for Architect

To Design a New Fire Station 321

Project Name: New Fire Station 321
(“Project”)

Owner/Contracting Authority: Board of Trustees
Liberty Township, Delaware County, Ohio (“Owner”)

Project Site/Location: New Fire Station
7761 North Liberty Rd. (adjacent & north of Fire Station 321)
Powell, Ohio 43065

Format: Statements of Qualifications shall be submitted in the following format:

Number of copies (stapled, not bound): 5

Number of electronic copies (.pdf on flash drive): 1

Paper size: 8 ½" x 11"

Number of pages per copy: Not to exceed 15, one sided only.

Submission

Response Deadline: August 4, 2021 at 4:00pm local time (Eastern Standard Time). It is the responsibility of the person submitting to be sure statements are received by this deadline. Statements received after this deadline shall not be considered.

Submit to:	Liberty Township Trustees c/o Mike Schuiling 2845 Home Road Powell, Ohio, 43065
Packaging:	Sealed opaque envelope (separate from mailing envelope) clearly labeled on the front: "Statement of Qualifications – New Fire Station 321"

General Description of the Project:

Fire Station: The Owner is looking to build a new single story, wood frame or light gauge metal framed, cement board sided, standing seam metal roof (administration & living areas) and pre-engineered structure with standard pre-engineered siding and standing seam metal roof with mezzanines (apparatus bays and support areas). The structure will be approximately 20,000sf square feet in size. The project construction budget is approximately \$5 million dollars (\$5,000,000).

Communications Please note the following policy concerning communication between consultants and Liberty Township during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFQ requirements.

Requirements for Statements of Qualifications:

Statements of Qualifications are for a Project Architect and shall include the following:

- History of the design professional firm;
- Location of the firm and distance to Project Site/location;
- Description of the firm's facilities and equipment;
- Names and experience of the firm's owners, principals and key personnel in the firm.
- Names, education, technical training, experience, and any specific technical expertise of the project architect assigned to this project, other architects and design professionals, and other key technical personnel to be assigned to this project;
- Fire Station Design experience.
- Evidence of producing successful fire stations at a reasonable cost (provide dates of completion and square foot construction costs).
- Previous work performed for the Owner;
- Previous work performed for other townships.
- References.

Ranking and Negotiations:

As required by Ohio Revised Code 153.65-73, responding firms' statements of qualifications will be evaluated and ranked in order of their qualifications. The Township Administrator shall convene a team of at least three (3), but no more than six (6), Township staff to evaluate, and select the architect; and, notify the selected firm, to seek an agreement as soon as the team review is complete. Following this evaluation, the Owner will enter contract negotiations with the most highly qualified firm.

Source of Funding:

Funding for the Township Hall will be provided by the General Fund.

Project Schedule:

Conceptual design phase is complete

Design and construction to immediately follow design professional selection.

Project to bid for construction by November 1, 2021

Construction award December, 2021