

REQUEST FOR QUALIFICATIONS (RFQ)

For Architectural Services

The City of Chillicothe is soliciting Statements of Qualifications from qualified firms interested in providing professional architectural services relating to construction of a new fire station on the west side of Chillicothe. Architects with relevant experience and qualifications are encouraged to submit. The purpose of the Request for Qualifications (RFQ) process is to identify the most qualified respondents. The City of Chillicothe reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview. The Architect selected by the City of Chillicothe will provide architectural services for the project.

Additional information is available by contacting Chillicothe Fire Department, Chief Creed, at 54 E Water St, Chillicothe, Ohio 45601, 740-773-2212, or email to jeffrey.creed@chillicotheoh.gov.

SCOPE OF WORK

The fire station will consist of living and sleeping areas for three to six personnel who provide fire and emergency medical services (EMS) 24 hours a day, 7 days a week, and an apparatus floor to house two or three emergency vehicles. The property is located at 40-50 Centennial Blvd, Chillicothe, Ohio. The project will be fully funded by Safety Capital Funds and a bond levy. The estimated cost for this project is expected to be between \$1.4 and \$1.7 million.

The selected Architect will discuss and clarify with the City of Chillicothe the cost breakdown of the project. The Architect will provide the following categories of services: Assistance with Project Selection, as needed; site work and infrastructure requirements, as needed; Construction Document Preparation including Prevailing Wage; Bid and Award Support, as needed; Construction Administration, as needed; Post Construction; and Additional Services, as need identified.

TIME OF PERFORMANCE

Services of the selected Architect will begin immediately upon contract approval by the City of Chillicothe. The completion date of the Architectural design work will be determined after discussions and negotiations with the selected Architect.

INFORMATION SOUGHT FROM APPLICANT

The purpose of this RFQ process, as previously stated, is to identify a qualified Architect that is the most capable of providing the described services. The RFQ submittal should be organized to clearly address the following criteria, which, among others, will be used in the evaluation of qualifications:

- Experience with Emergency Services Building Design with particular expertise in building design for fire service.
- General knowledge of current recommendations for firefighter safe living environments to protect firefighters from exposure to diesel exhaust and off gassing of carcinogens from PPE along with other safety concerns.

- Prior experience with public-sector clients and processes for projects of similar scale and complexity.
- Current knowledge of State, Local and Federal Prevailing Wage and the public sector labor laws that may impact the overall costs and feasibility of the project.
- Professional qualifications of individuals assigned to the project.
- History of effective schedule and budget management for projects of similar scale and complexity.
- Use of processes that creatively engage appropriate stakeholders in all stages of design.

REVIEW CRITERIA

The City of Chillicothe will review all Architectural Service qualifications submitted by the deadline.

A. *Schedule.*

- RFQ – Solicitation date: September 16, 2019
- Deadline for submission: October 8, 2019

B. *Selection Criteria.* The responses to this RFQ will be evaluated on the following criteria:

1. Firm location, workload, and size (Maximum 10 points)
2. Firm qualifications (Maximum 30 points)
3. Key Consultant qualifications (Maximum 20 points)
4. Overall team qualifications (Maximum 10 points)
5. Overall team experience in Fire Department Design (Maximum 30 points)
6. *Interviews / Selection.* After review and scoring, interviews **may** be conducted with the Architect determined to be the most qualified, and additional information may be required at that time. Negotiations will begin with the Architect determined to be the most qualified for the project.
7. *Disqualification.* Firms may be disqualified and their responses not considered for any of the following reasons:
 - Reason for believing collusion exists among the firms.
 - The Architect's involvement with any litigation against the City of Chillicothe.
 - The Architect's default on any current or previous contract.
 - Lack of competency as revealed by a financial statement, experience, or questionnaires, etc.
 - Uncompleted work which, in the judgement of the City of Chillicothe, will prevent or hinder the prompt completion of this project.
 - Delinquent property taxes owned by the Architect.

SUBMISSION REQUIREMENTS

- A. Qualifications will be received at the address below no later than the close of business (4:30 p.m.) on October 8, 2019 by mail, email or fax to:

City of Chillicothe
Fire Department
54 E Water St
Chillicothe, Ohio 45601
740-773-2212
ATTN: Jeffrey Creed, Fire Chief
jeffrey.creed@chillicotheoh.gov

- B. The Qualifications should contain a statement that to the best of the Architect's abilities, all information contained in the RFQ submittal is complete and accurate.
- C. The Qualifications should contain a statement granting the City of Chillicothe authorization to contact any previous client of the Architect for purposes of ascertaining an independent evaluation of the Architect or team member's performance
- D. The Qualifications should address the following:
- Architect's history including years in business, services offered, and location(s).
 - Technical expertise of Architect's current staff. A project manager should be clearly identified. Identify the key members of your team that would be involved in the project and describe their area of expertise, and indicate their availability for this project schedule.
 - Experience of relevant projects previously completed or projects underway, and references for such.
 - Overall description of methods by which the Architect intends to approach the project, deliver methods, along with a timetable for completing each element.
 - Availability of staff to meet the time requirements

RESERVATION OF RIGHTS

- A. The City of Chillicothe reserves the right to reject any and all statements of qualifications/proposals where the offeror takes exception to the terms and conditions of the RFQ or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFQ.
- B. The City of Chillicothe reserves the right to reject, in whole or in part, any and all proposals where the offeree, taking into consideration factors including but not limited to, price and the results of the evaluation process, has determined that award of a contract would not be in the best interest of the offeree.