

REQUEST FOR "STATEMENT OF QUALIFICATIONS" FOR PROFESSIONAL DESIGN AND INSPECTION SERVICES FOR A NEW FIRE STATION

The Huron Township Trustees gives notice of its intent to hire an architect/firm to provide architectural services for a new fire station at the Huron Township Complex, 1820 Bogart Road, Huron, Ohio. The bidding for the construction of the project is intended to take place in the spring of 2018.

This invitation is open to any architect/firm indicating an interest to submit qualifications for selection. The Huron Township Trustees invites parties interested in providing final design drawings of the Fire Station, construction documents, assisting the Township in the bidding process, and inspection services for the project to submit a "Statement for Qualifications" that addresses the following criteria.

1. Information regarding the firm's history
2. Education, technical training, and experience of owners and key personnel
3. Firm's experience in designing substantially similar projects.
4. Ability of the firm to complete the project within the time-line proposed.
5. Three references that include the following information: project owner, brief description of the project, year completed/anticipated completion date, construction, cost, other relevant information, contact person and phone number.
6. Firm's past experience with the Huron Township Trustees.

Design professionals wishing to submit a "Statement of Qualifications" must request a "Statement of Qualifications" packet from Huron Township, 1820 Bogart Road, Huron, Ohio 44839 (419-433-2755) on or before 3:00 PM., Monday, December 11, 2017, and follow the directions in the packet. The completed packet must be returned to Huron Township, 1820 Bogart Road, Huron, Ohio, 44839, on or before 11:00 AM., Monday, December 18, 2017.

The Trustees will not be responsible for any cost incurred by respondents in preparing responses.

The Statement of Qualifications received by the Trustees will be evaluated and ranked in order of their qualifications. The contract will be awarded to the successful architect/firm whose qualifications conform to the Request for Qualifications and, in the opinion of the Huron Township Trustees, is most advantageous to Huron Township. The Huron Township Trustees reserves the right to reject any and all responses, to waive informalities and irregularities in responses received or to accept any portion of any response or all items proposed if deemed in the best interest of Huron Township.

HURON TOWNSHIP FIRE STATION

1820 BOGART ROAD, HURON, OHIO

DESIGN PROFESSIONAL/DESIGN FIRM

“STATEMENT OF QUALIFICATIONS

DECEMBER, 2017

HURON TOWNSHIP BOARD OF TRUSTEES REQUEST FOR PROPOSALS

Huron Township, Erie County, Ohio, requests proposals to include a statement of interest in the project and a statement of qualifications in accordance with Ohio Revised Code §153.65 -70 for professional architectural services from persons or firms legally engaged in rendering professional services in the State of Ohio to assist the Township in the construction drawings and documents, bidding of the project, and rendering construction inspection services for a new fire station to serve the future needs of Huron Township. Proposals for the aforementioned services must be received by the Township at 1820 Bogart Road, Huron, Ohio, 44839, no later than 11:00 AM., December 18, 2017.

Proposal Format

1. Experience: The firm or individual should have experience in designing Fire Stations and in preparing the necessary documents for going to bid. They should also have experience applying for, and securing all necessary permits for commercial buildings in the State of Ohio. The firm should also reference experience in working with State of Ohio regulations.
2. Project Team/Key Staff: Identify the key project team members and their responsibility. Provide a brief resume for each person outlining their credentials and experience.
3. References: Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the scope of this project.
4. Project Understanding: Provide your general understanding of a fire department project and issues regarding the identified project. Identify any potential challenges or special concerns that may be encountered.
5. Other Supporting Data: Include any other information you feel may be relevant to the selection of your firm or yourself, including any sub-consultants.

The entire Statement of Qualifications submittal shall not exceed twenty (20) pages, excluding front and back covers, dividers, table of contents, and letter of introduction (which shall not exceed two (2) pages).

Criteria for Review of Statement of Qualifications

1. Qualifications of the Firm (20-30%): Preference will be given to those firms with experience in the design of fire stations in small communities. The capacity of the firm (architect) to be available to the Township for consultation during the process will be considered.
2. Qualifications of the Project Team (Key Staff) (30-40%): Preference will be given to those with Key Staff experience relevant to the above scope of work being requested. Familiarity with the region will be considered as well as the design and construction of small fire station projects experience
3. Experience in Working with State of Ohio Regulations and Procedures (10%): Preference will be given to project teams (or architects) whose personnel have a demonstrated working relationship with public entities and possess a thorough understanding of State rules and regulations regarding the design and construction of small fire stations.
4. Project Understanding (25-35%): Preference shall be given to architects/firms which have a comprehensive understanding of the project requirements and environment.

HURON TOWNSHIP FIRE STATION REQUEST FOR QUALIFICTIONS

Selection of the Architect or Architectural Firm

It is the intent of the Huron Township Trustees to review the Statements of Qualifications submitted and rank the qualified firms or architects. The Township trustees, at their option, may appoint a committee to review and rank the Statements of Qualifications.

The Trustees may choose to interview a shortlist before making a selection. Those on the shortlist shall be notified at least seven (7) days prior to the interview date. The unsuccessful candidates will be notified in writing no later than ten (10) days after selection.

Huron Township reserves the right to reject any and all submissions to this RFQ, request clarifications, or waive informalities and technicalities, if it is deemed in the best interest of the Township. The Township Trustees will consider and award the contract to the lowest and best bid in the opinion of the Township Trustees. The Township assumes no responsibilities for any cost incurred in responding to this RFQ.

All selections shall be qualification based. No overhead rate, fees, or any cost information shall be identified as part of this submittal.

Contract

The top ranked architect/firm will be invited to negotiate a contract with Huron Township. A detailed scope of work will be developed and agreed to by the selected firm/architect and Huron Township. The detailed scope of work and all associated fees will be incorporated as part of the contract.

The architect/firm and the Township shall not discriminate on the basis of race, color, national origin, or sex in performance of the contract.

Disadvantaged Business Enterprises utilization is encouraged.

Submission of Qualifications Statement and Contact Person

Five (5) copies of the Qualification Statement and all associated information must be submitted no later than 11:00 AM, Monday, December 18, 2017, to:

John A. Zimmerman, Building Official
Huron Township
1820 Bogart Road
Huron, Ohio 44839

All questions regarding this RFQ should be in writing and directed to:

John A. Zimmerman, Building Official
Huron Township
1820 Bogart Road
Huron, Ohio 44839