

EST 1808
CITY OF
DELAWARE
OHIO
REQUEST FOR STATEMENTS OF QUALIFICATIONS

Design/ Build for the Fire Substation
City of Delaware, Ohio

The City of Delaware, Ohio is located north of the Columbus Metropolitan area on U.S. Routes 23, 42 and 36. The City of Delaware, the seat of Delaware County, is the largest City within the county with a population of approximately 40,000. A distance of approximately thirteen miles traveled on U.S. Route 23 separates the City of Delaware and Interstate 270, the City of Columbus outer belt. Although a part of the Columbus Metropolitan area, which in recent years has experienced unprecedented growth, the City of Delaware remains a full service, traditional community with a sizeable industrial park located southwest of the City.

The City of Delaware is accepting Statements of Qualifications from professional teams for the design, construction administration and construction of a fire substation. The City is interested in a design/build concept. The location for the new substation is 821 Cheshire Road, Delaware, Ohio 43015. The successful team will need to possess a strong grasp on the City's needs, the City's financial limitations, the community's expectations, NFPA, OSHA and all City, State and Federal regulations for this type of design and construction.

A committee appointed by the City Manager, R. Thomas Homan, shall evaluate all Statements of Qualifications by using the attached evaluation form and criteria as outlined below. Together, they will rank all submitted Statements of Qualifications and select no more than three teams they consider to be the most qualified to provide the required professional services. Evaluation of qualifications and ultimate selection of the teams which are to receive a Request for Proposals will be based on, but not limited to, the following criteria:

1. The competence of the team to perform the required services as indicated by its background and experience on similar studies and/or projects, and by the technical qualifications, training, education and experience of the firm's personnel who would be assigned to perform the work.
2. The ability of the key technical personnel to effectively communicate, describe, explain and defend their work in a public forum with a professional and sensitive approach.
3. The personnel to be assigned to the project must be located in an office within the State of Ohio.
4. Proximity to the City of Delaware of the office that would execute the majority of the work.
5. The capacity of the team to perform the required services competently and expeditiously to meet proposed schedules as indicated by the firm's size and availability of necessary personnel, current workload and equipment and facilities.

6. The utilization of sub-consultants to add unique and desirable expertise to a project.
7. Past performance of the team, as reflected by the evaluations of other City of Delaware Departments and of other clients particularly with regard to completeness and thoroughness of studies, schedules, project budgets, responding to comments by client's staff and capabilities of key technical personnel.
8. The City of Delaware will use a single prime contractor for the construction of the project that shall be a member of the successful team.
9. Please reference the attached exhibits which are conceptual renderings, a draft site plan and floor plan, reflecting the City's current understanding of approximately how the project will ultimately be designed and constructed. The access arrangement of driveways relative to the adjacent road system is a generalization and not to be construed as the preferred final parking and access arrangement. PLEASE NOTE: These exhibits are to be used a guide only and are to be used as reference only.
10. Please include in your response all related information on your sub-consultants to be utilized on this project.
11. Time is of the essence of each and every part of this project. Once the architect is selected, it is the City's expectation to have a final design shortly thereafter. This will be discussed in more detail during the interview process.
12. The City is particularly interested in teams with firm track records of environmentally sustainable designs.

Statements of Qualifications, including the cover letter are limited to 30 pages using a minimum 12 point font. Graphics are permitted but do not increase the page limit.

Fees will not be considered in the selection and must not be included in the response.

Responding teams should include in their Statement of Qualifications all information that is requested in both the evaluation criteria and form. Teams are encouraged to provide any additional information they feel will further demonstrate the firm's qualifications. The Statement of Qualifications should be submitted to the following address no later than January 30, 2017 by noon local time. Statements received after this deadline will not be considered.

Teams should submit three (3) copies of their Statement of Qualifications to:

Jacqueline M. Walker
Assistant City Manager
City Hall
One South Sandusky Street
Delaware, Ohio 43015

And one digital copy to: jwalker@delawareohio.net

Request for Qualifications Statement Evaluation Criteria

1. Professional Architectural, Engineering and Construction Experience 30 points
Discuss your specific experience in the areas of fire station design, construction management, construction, finance, program development, planning, and environmental planning services.
2. Understanding of the City of Delaware Fire Department and City Administration's operations and goals. 30 points
Prepare a statement of 500 words or less explaining why your firm is the best choice for the City to provide the requested services.
3. Familiarity with the Recent Passage of the Fire Levy and its Stated Objectives 10 points
Explain your understanding of the levy as it pertains to not only the construction of the fire substation but fire operations as a whole.
4. Recent Similar Experience 15 points
Provide five example projects performed within the last five years including references and contacts that are similar in scope to the work requested. Provide at least one reference and contact that is similar in scope to the work requested in the last five years in which your firm was a finalist and did not receive the contract. Also identify exactly who worked on the cited projects.
5. Qualifications of Key Individuals 15 points
Provide an organizational chart identifying the key individuals that will be working on this project and include resumes for each.