



REQUEST FOR QUALIFICATIONS AND PROPOSALS

CITY OF DELAWARE, OHIO

DESIGN/ BUILD REFUSE STORAGE AND RECYCLING FACILITY

ARCHITECTURAL AND CONSTRUCTION MANAGEMENT SERVICES

The City of Delaware, Ohio is expeditiously proceeding with the construction of a Refuse Equipment Storage and Recycling Transfer Building hereto the "Refuse Facility", on the City's east side adjacent to the current Public Works facility. The City is currently in the process of procuring architectural/engineering and construction management services with an architect/engineer/contractor team "Team", that possess the necessary skills and qualifications to complete the project. The City is hereby seeking Statements of Qualifications and Project Proposals from qualified teams for the provision of the described services.

The city will review all Statement of Qualifications received, from which the three most qualified teams as determined from the submitted information will be invited to submit formal project proposals and to make formal presentations regarding their respective proposals. Upon review and evaluation of the proposals and presentations, one team will be selected to provide the professional services in accordance with the Project Description and Scope of Services shown below.

PROJECT DESCRIPTION

The project includes the design and construction of a vehicle storage/recycling transfer building, and construction of enclosed, climate controlled records storage space within the existing steel frame refuse building. This new facility will be constructed on the east side of the Public Works Facility located at 440 East William Street, Delaware, Ohio, in the general location and orientation as shown in attached exhibits. The City had preliminary building plans and specifications prepared through prior architectural services that define the building size and arrangement necessary to meet the established needs of the refuse collection operation. Minimal site survey and soil information is available regarding the site conditions. Additional soil investigation may be necessary.

The new facility is expected to house a minimum of 20 refuse service vehicles, include heated work space, restroom facilities, and a large recycling sorting floor with loading docks. The facility must be constructed without interior support columns, and with minimal clear height below the interior structure of 16 feet to allow for proper operation of equipment. Improvements within the existing refuse building including the construction of a full height demising wall across the width of the building, separating heated from unconditioned space, and the construction of an estimated 1000 SF of enclosed and conditioned records storage space capable of supporting mezzanine storage above the records storage area. Project will require site civil work including necessary extensions and connections to electric, fiber, gas, sanitary, storm and water utility lines, grading, concrete pavement, exterior lighting, and the demolition of the existing 24 ft. diameter 66 ft. high concrete silo, including foundation removal to no less than 24 inches below existing grade.



One design alternatives to be included:

- 1) Installation of roof mounted solar array to provide a minimum of 50% of the total estimated monthly energy use in the new facility, with additional usage above current demand able to be placed back into local power supply grid.

SCOPE OF SERVICES

Work includes complete design/ build architectural and engineering design services, oversight of all aspects of demolition and construction, budget and schedule development, management and monitoring service as liaison between the City and all contractors and subcontractors, review of all pay requests, certification of lien waivers, certification of payroll and prevailing wage certificates, and involvement until project is completely closed and all legalities settled.

PROJECT MEETINGS

The successful Team will meet once a week for a scheduled project meeting to include designated city representatives and the attendance of at least the general contractor as well as other contractors and engineers as required. The Team will be responsible for all meeting agendas and notes. Meetings will occur at the Public Works facility.

BUDGET

The successful firm will see to it that the project stays within the City's estimated maximum budget of \$2,000,000.00 (Two million dollars). Each proposal shall include a conservative budget for the entire completion of this project, including the team's fees, and a minimum 10% contingency. The Team's fees shall be negotiated after selection is made. However, if the City and the Team initially selected cannot enter into a mutually agreeable contract for services, the Team selected second will be asked to enter negotiations and then the third, if necessary.

STATEMENTS OF QUALIFICATIONS

A Statement of Qualifications (SOQ's) identifying the architect, engineer and contracting firms included as part of the Team shall be submitted in advance of a proposal. SOQ's shall identify the individual members of each Team, and include details of their respective experience and role in the project. An organizational chart shall be included identifying the structure of the Team, specifically identifying the Manger assigned to the project. Details of past projects should be included however limited to similar industrial/municipal use facilities of similar size and construction over the past five years.

This information must be submitted to Jackie Walker no later than 4:00pm local time on September 1, 2017 via email at jwalker@delawareohio.net.



PRE-PROPOSAL MEETING

A pre-proposal meeting for the three Teams selected to submit detailed proposals will be held at the City of Delaware Public Works Facility, 440 East William Street, Delaware, Ohio 43015 at 9:00 am. This will include a tour of the existing facilities and site visit of the proposed new building location.

PRESENTATIONS

Each of the three firms to submit proposals shall be prepared to make a presentation of their firm's proposal to the design committee. Presentations shall be made at the City Public Works Facility, 440 E William Street. Contact Jacqueline M. Walker, Assistant City Manager at (740) 203-1027 for your specific time. Each firm will need to include in their presentation exhibits of exterior elevations, floor plans, cross-sections and site access points. Presentations must also include overall project budget discussion and estimated project timeline through final occupancy. Each presentation will last a maximum of 45 minutes which must include time to address staff questions and answers. Each firm will need to bring to the presentation five paper copies of their proposal and corresponding exhibits, as well as a digital version on a thumb drive, all to be left with the City upon conclusion of their presentation. The City of Delaware intends to make a selection within one week of presentations and be prepared to sign a contract shortly thereafter.

TEAM SELECTION TIMELINE

Submission of Statement of Qualifications	September 1, 2017
Notification of Team Finalists	September 8, 2017
Pre-Proposal Meeting	September 15, 2017
Proposal Presentations	October 16, 2017
Selection of Preferred Team	October 23, 2017
Team Contract Negotiations	October 30, 2017

ACCEPTANCE

The City Manager will award this contract based solely on the most responsive and responsible proposal received in what he determines in the best interest of the City of Delaware. If you have any questions, please contact:

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740-203-1010

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