

Public Announcement

**REQUEST FOR QUALIFICATIONS
(RFQ)**

**PROFESSIONAL SERVICES FOR RENOVATION AND CONSTRUCTION OF THE
VILLAGE OF MINERVA PARK COMMUNITY BUILDING**

The Village of Minerva Park, Franklin County, Ohio (the "Village") hereby requests Statement of Qualifications (SOQ) from qualified firms interested in providing professional architectural and engineering design services to the Village for the renovation and new construction of the Community Building. Firms submitting an SOQ must be able to demonstrate the firm's history, experience and technical expertise in designing, engineering and construction administration of Police stations.

Firms interested in being considered for a contract to provide the required services must reply in writing with a statement of qualifications no later than **3:30 p.m.** on **March 20**, 2019. Statements received after this will not be considered.

Three copies of sealed SOQs shall be sent by regular U.S. Mail, recognized overnight delivery service, or via hand delivery to:

***Village of Minerva Park
Attn. Mayor Tiffany Hughes
2829 Minerva Lake Road
Columbus OH 43231***

As required by Ohio Revised Code 153.65, et seq., responding firms will be evaluated and ranked in the order of their qualifications. All submitted SOQs will become a public record in accordance with Section 149.43, and the property of the Village. Following this evaluation, the Village may enter into contract negotiations with the most highly ranked firm.

PROJECT DESCRIPTION

Community Building work shall consist of the following:

A renovation of the existing structure along with new construction to create a new police station, administration offices, council chambers, parking area, community room(s), and immediate public park area surrounding the structure(s).

SCOPE OF WORK

The Village of Minerva Park requests that the selected firm provide a full range of design services for this project including (but not limited to) architectural, structural, mechanical, electrical, plumbing, fire protection, security, interior design, data and telecommunications,

graphics and related services which may be required in the connection with the design and execution of the new building project. All work performed must comply with existing federal, state, and local codes, statutes, and requirements.

The selected firm will work cooperatively with the Village of Minerva Park representatives and will provide schedule development, probable cost development, programming, schematic design, design development, construction documents preparation, bidding services and construction administration.

Work will also be based in part on the preliminary designs created by the Village.

SOQ FORMAT

The SOQ of each submitting firm should clearly and accurately demonstrate the professional and specialized knowledge and experience required to complete this project. A responsive SOQ shall be straightforward and concise with emphasis on brevity and clarity. The submitted SOQ shall contain the following information at a minimum:

1. History of firm and any associated design firm:
 - a. Name of firm and contact name with phone number.
 - b. Location of principal and branch offices.
 - c. Length of time in business.
 - d. Firm ownership structure.
 - e. List total number of firm's personnel, other than secretarial/clerical, by professional or skill group.
 - f. Describe any professional liability insurance policy or policies provided by any company or companies that are authorized to do business in Ohio and that afford professional liability coverage for the design services propose to be rendered.
2. Nature of association with all consulting engineering firms:
 - a. Submit an organizational chart illustrating the relationship between firms.
 - b. How will the work be apportioned or shared between firms.
 - c. What percentage of the entire work will be apportioned to each firm.
3. Experience:
 - a. List at least five relevant or similar projects involving the construction of a new Police department building or renovation of existing Police station facility which your firm has served as design service provider during the past eight years. The following information should be provided for each completed project:
 - 1) Project name, location, and owner.
 - 2) Brief description of project.

- 3) Year completed.
- 4) Construction cost.
- 5) Other relevant information.

4. Project Staff:

a. Identify your firm's and any consulting design firm's proposed design service and engineering staff for the Project, including the Principal in Charge and Project architect. For each key architectural staff member, include a resume, which summarizes:

- 1) Education, including name of institution(s), field(s) of study, degree(s) earned, and year(s) received.
- 2) Professional registration(s) and /or professional society membership(s).
- 3) Police Station design project experience.

5. Design Services:

a. Briefly describe the design services of your firm and any associated design firm.

6. Current Capacity/Workload:

a. Capacity to handle project with current workload.

7. Litigation/Claims:

a. Provide specific information on the firm's litigation and claims history, in the last ten years, with respect to:

- i. Termination for default.
- ii. Litigation by or against your firm.
- iii. Judgments entered for or against your firm.

8. General, Workmen's Compensation and Professional Liability Insurance:

a. The Village requires evidence of insurance coverage, to be presented only after the successful firm is selected to provide services. While submittal of insurance information is not required as part of the Statement of Qualifications, please confirm that your firm maintains workers' compensation insurance in required statutory amounts, Employer's Liability Insurance of not less than \$500,000 Accident/\$500,000 Disease; Professional Liability Insurance of not less than \$2,000,000; Automobile Liability Insurance of not less than \$1,000,000 per occurrence; and Commercial General Liability Insurance of not less than \$1,000,000 per occurrence.

EVALUATION CRITERIA

The evaluation of the statements of qualifications will be based primarily, but not conclusively, on the following:

1. Competence of the design firm to perform the required professional design services, as indicated by the technical training, education and experience of the firm's personnel who are to be assigned to perform the services.
2. Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously.
3. Experience of the firm with comparable projects for comparable public entities, based on, among other things, the size and nature of the project.
4. Past performance as reflected in evaluations of previous clients with respect to factors such as control of costs, quality of work and meeting deadlines.
5. Design firm's proximity to the project site.
6. Other similar factors as deemed appropriate and lawful by the Village.

SELECTION AND RANKING PROCESS

The Village will evaluate statements of qualifications submitted and select and rank professional design firm candidates in compliance with Ohio Revised Code 153.69 and notify all parties submitting statements of appropriate Village action.

Prior to selection, the Village, at its discretion, may hold interviews or discussions with individual or associated candidate firms to explore a firm's Statement of Qualifications, the scope and nature of the services the firms would provide, and the various technical approaches the firm(s) may take toward the Project.

Any proposed contract negotiations between the Village and the successful firm, as a result of this request for statements of qualifications, are subject to approval by the Village of Minerva Park Council.

During this selection and ranking process, the Village of Minerva Park reserves the right to reject any and all statements of qualifications, to postpone selection, and to re-solicit or cancel the procurement if deemed in the best interests of the Village.

Firms may be disqualified and their responses not considered for any of the following reasons:

1. Reason for believing collusion exists among the firms.
2. Reasonable grounds for believing that any of the following exists or has occurred:
 - (a) The firm's involvement with any litigation against the Village.
 - (b) The firm's default on any current or previous contract.
 - (c) Lack of competency as revealed by a financial statement, experience and questionnaires, etc.

- (d) Uncompleted work which, in the judgment of the Village, will prevent or hinder the prompt completion of the Project, if awarded.
- (e) Delinquent property taxes owed by the firm.

NEGOTIATIONS DISCLAIMER

Should a firm be selected, and if the Village cannot successfully negotiate within a reasonable period of time (as determined by the Village) a contract with the selected firm ranked best qualified, the Village shall inform the firm in writing of the termination of negotiations and may enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best qualified firm selected until a contract is negotiated. The Village of Minerva Park reserves the right to cancel this request in part or in its entirety at its sole discretion.

Please email bpelishkek@minervapark.org with any questions.