



REQUEST FOR QUALIFICATIONS

Professional Services for Comprehensive Facilities Master Plan & Improvement Project

City of Miamisburg

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CITY OF MIAMISBURG
PARKS & RECREATION

www.playmiamisburg.com



Request for Qualifications

Comprehensive Facilities Master Plan

Invitation

The City of Miamisburg (City), a municipal corporation, invites proposals from qualified planning, architectural, design, or engineering firms specializing in facility master planning, space planning, design-build facility improvement projects, mechanical and infrastructure design, and related fields. The City's objective is to develop a comprehensive facility master plan for publicly owned and maintained facilities in the City of Miamisburg. The City seeks qualifications in alignment with the municipal charter, ordinances, existing authorities, and the Ohio Revised Code, including ORC § 717.02. The primary aim is to engage a qualified firm capable of offering a holistic approach to facility use, facility infrastructure needs, building equipment, envelope, or other mechanical or systems improvements, space planning, and financial forecasting to develop a comprehensive facilities master plan. Optionally, selected firms may also be involved in final design, implementation, project management, performance monitoring, verification, and performance guarantee for facility improvements, as deemed necessary by the City.

Interested Parties

Firms, contractors or consultants interested in providing a response to this proposal may indicate as such in writing by notifying Ryan Davis, Parks & Recreation Director, City of Miamisburg, 305 East Central Avenue, Miamisburg, Ohio 45342 or via email at ryan.davis@cityofmiamisburg.com. This notification is not a requirement of proposal submission, but will aid in providing any additional information, adjustments to timelines, or answers to questions that arise during the RFQ process, to ensure all firms appropriate and fair access to relevant information.

General Submission Instructions

Four (4) copies of the proposal of Qualifications documents shall be sealed and submitted to the Parks & Recreation Director's Office, 305 East Central Avenue, Miamisburg Ohio 45342. Sealed proposals must be received by **10:00 a.m. (EST) on Wednesday, April 3, 2024** at the Parks & Recreation Director's Office located at 305 East Central Avenue, Miamisburg, OH 45342. Proposals received after this time will not be accepted. Digitally formatted proposals will be accepted, provided they are received by the dates above, with hard copies to follow, if requested.

Proposals will be considered from professional firms that demonstrate experience and success in developing designs, plans and projects, that have been or plan to be completed for facility improvement projects within the publicly-owned facility management field (governments, schools, etc.).

Selection Process

The selection of a qualified firm under this RFQ form will be based on the City's determination that the selected firm is qualified to prepare a comprehensive facilities master plan per the scope of services within this RFQ and implement infrastructure improvements, which may include energy conservation measures which best meets the needs of the City. The City reserves the right to accept or reject any or all respondent proposals based on the City's sole determination of its own best interests and needs. The City shall not be required to select any respondent based on low cost, payback, or other criteria not specifically listed within ORC § 717.02.

After selecting a firm, the City intends to negotiate a contract with such firm to complete the first phase and second phases, a Comprehensive Report (phase 2) that incorporates space planning analysis and existing conditions evaluations (phase 1) which will identify and prioritize infrastructure improvements, renovations, construction needs and/or energy conservation measures for implementation.

Selection Process and Timing

The following process will be used to select the preferred firm for the project, which is tentative and subject to change:

Issuance of RFQ	March 7, 2024
Deadline for Questions	March 27, 2024
Deadline for RFQ Submissions	April 3, 2024
Shortlist Created (if needed)	April 10, 2024
Interviews	Week of April 22, 2024
Shortlist Invited to Present Bids (ph I, ph II)	Week of May 20, 2024
Recommendation to City Council	June 4, 2024
Negotiation of Contract	Week of June 10, 2024
Selection of Provider/Award of Contract	June 18, 2024
Targeted contract commencement	July 1, 2024

This timeline is subject to change at the sole discretion of the City, based on City availability and time desired for review of proposals.

Background – Comprehensive Facilities Master Plan

The City of Miamisburg owns and maintains 22+ facilities throughout Miamisburg. Each facility has its own intended use, user, mechanical and infrastructure needs, maintenance needs and operational impacts that need to be considered by staff in the facility maintenance division when planning improvements. The intent is to select a qualified firm to provide a comprehensive planning document, designed around needs and uses of publicly owned and operated facilities within the

purview of Miamisburg Parks and Recreation Department. The comprehensive plan should address the following major elements: Space planning and utilization, Facility infrastructure assessment (including mechanicals, systems, building envelope, roofs, etc.), Compliance with codes when renovating (building codes, ADA, etc.).

Within these major elements, the City of Miamisburg is interested in developing a facility investment plan that identifies, prioritizes and provides funding structure options and potential resources. In general, these will be viewed within the framework of immediate concerns, 2-5 years, 6-10 years, 11-15 years, 16-20 years, and 21+ years. This plan should also provide a framework for future replacement cycles and needs within the facilities.

Several short-term and mid-term projects are currently identified at various facilities that will be incorporated into the comprehensive plan, allowing for holistic prioritization of needs, interests and financial impacts when determining improvement projects, expansions, reductions and equipment replacement. The City desires to have a clear understanding of the future needs, while identifying the timelines, prioritization and cost impacts of routine, preventative maintenance and equipment or infrastructure replacement cycles based on anticipated useful life.

Scope of Services – Comprehensive Facilities Master Plan

Upon review of qualifications proposals, the City intends to negotiate with a qualified firm for the following scope of services, generally separated into three phases. The City, at its sole discretion may amend this scope, agree to pursue, or not, any portion of the scope, up to any formal contract authorization.

Phase I – Planning & Existing Conditions

Phase I scope will include a detailed review of the City's goals and objectives, review of current maintenance and equipment replacement plans and practices, as well as providing the contractor with a clear understanding of the scope of work, locations and currently identified projects within the facility maintenance division. Deliverables for this first phase include an "existing conditions report" to include a comprehensive review of all existing sites, providing current conditions floor plans, and catalog of existing infrastructure. Critically important to this phase of work will be space planning and utilization analysis for various facilities.

Phase II – Comprehensive Report

The second phase includes the development of a Comprehensive Report. The report may include and be written to the specifications of Ohio Revised Code § 717.02 as a 'Comprehensive Energy Conservation Report' to provide future funding opportunities for projects. The Comprehensive Report will incorporate the findings of Phase I to be used as a planning document, designed around needs and uses of publicly owned and operated facilities within the purview of Miamisburg Parks and Recreation Department. The Comprehensive Report should address the following major elements:

space planning and utilization, existing projects previously identified, facility infrastructure assessment (including mechanicals, systems, building envelope, roofs, etc.), energy efficiency opportunities and code compliance when renovating (building codes, ADA, etc.).

As an integral component of the Comprehensive Report, the City of Miamisburg aims to formulate a facility investment plan encompassing the identification, prioritization, and establishment of funding structures and potential resources for specific projects. This plan will be organized within a time horizon framework, addressing immediate concerns, 2-5 years; mid-term concerns, 6-10 years; and long-term concerns in increments of 5 years up to 21+ years. Additionally, the plan will establish a framework for anticipating future replacement cycles and addressing operational and maintenance requirements within the facilities.

Phase III – Implementation

The third phase is the implementation of the infrastructure improvements, potentially as a part of energy conservation measures. This phase will be a separate negotiation around an updated scope of services as directed and approved by the City. The City, at its discretion, may proceed with the infrastructure improvement measures to be implemented in one or more phases of work by the qualified firm.

Requirements and Goals

The City's purpose of issuing this Request for Qualifications (RFQ) is to identify and select a qualified architect, professional engineer, energy services company, contractor, or other person experienced in the design and implementation of infrastructure improvements and/or energy conservation measures. Respondents must be competent, qualified and capable of providing comprehensive plans with experience in providing building management services which may include energy management services, including, but not limited to, the performance of energy consumption audits, the design, selection, and installation of energy efficient systems. Firms should demonstrate the ability and willingness to provide ongoing support and training services, possible assistance in securing financing for the transaction, and a written guarantee of savings.

Respondents must demonstrate qualifications, experience and capabilities to develop and construct projects and programs that are technically sound, modern and creative. Projects which are proven to meet the needs of building users, are financially feasible, and/or projects which conserve energy, reduce maintenance costs, increase functionality of facilities, increase automation, address training needs, and improve systems functionality, resiliency and energy independence.

After assessing qualifications and choosing a firm, the City aims to accomplish the following objectives through the execution of an agreement(s) with the selected firm:

- Identify immediate, mid-term, and long-term capital projects.
- Prioritize investments in capital, equipment updates, and renovations.

- Develop programming and space planning strategies to enhance functionality.
- Where feasible, reduce energy and operating costs.
- Enhance environmental conditions within facilities.
- Improve the maintenance and operation of facilities.
- Enhance working conditions in the identified facilities.
- Identify and plan for the ongoing operational and maintenance needs of existing facilities.
- Safeguard capital funds and enhance facility resiliency.

Included Facilities

The City desires to identify and prioritize infrastructure improvements within all of its buildings. A full list of which is included in appendix A. Portions of the project may entail a select number of buildings, the City reserves the right to consider future phases with a selected, qualified firm.

General Instructions

Sealed proposals will be accepted until **10:00 a.m. (EST), Wednesday, April 3, 2024**, at the Parks & Recreation Director's Office, 305 East Central Avenue, Miamisburg, Ohio 45342. Proposals received after that time will not be accepted. Proposals of Qualification shall be sealed in a package clearly marked with the proposer's name and "PROPOSAL OF QUALIFICATIONS FOR COMPREHENSIVE FACILITIES MASTER PLAN". Proposals received after this time will not be accepted. Digitally formatted proposals will be accepted, mailed to, or electronically sent to the attention of Ryan Davis by emailing Ryan.Davis@CityofMiamisburg.com, provided they are received by the dates above, with hard copies to follow, if requested. Firms providing submissions via email should request acknowledgement of receipt from the City of Miamisburg to ensure submissions were received. The City is not responsible for non-submission or delayed submission as a result of e-mail technical difficulties, server or network connections, or permissions.

Whether delivered by U.S. mail, personal delivery, carrier, or via email, the proposer assumes the responsibility for ensuring the proposal is submitted on time at the specified location. Only proposals received by the specified time and date will be considered. All proposals and accompanying documentation shall become the property of the Owner. Submission of a proposal constitutes proposer's acceptance of the procedures, evaluation criteria and RFQ instructions. The City reserves the right to solicit additional information or proposal clarification from anyone submitting a proposal, should the City deem such information necessary.

The City reserves the right to change the submission deadline or to issue amendments to the RFQ anytime or to cancel or reissue the RFQ at any time without penalty. The City reserves the right to accept or reject any and all proposals or parts and to waive any technicalities or irregularities as determined by the City. Further, the City is not liable for any costs incurred by the proposer

including, but not limited to the costs for the preparation of the RFQ and attendance at any presentation or meeting with City representatives.

The City will not be responsible for any error or omission in the information provided, nor for the failure of the proposer to determine the full extent of the effort necessary to provide the requested qualifications, documentation, scope or services. The proposal of qualifications shall be prepared and submitted in accordance with the provisions of the RFQ instructions and specifications. Any alteration, omission, addition, variance or limitation of, from, or to a proposal will be sufficient grounds for non-selection of the proposal.

Proposal of Qualifications Format

Proposals shall be relevant, concise and include samples of previous work. To facilitate the evaluation process, the following will be required:

Response Preparation and Completeness

Please ensure that all requested information is submitted and organized in the specified format. Failure to comply with these requirements may prompt the City to request immediate submission of the missing information or, in severe cases, lead to the exclusion of the respondent firm from consideration. It is crucial to prioritize the completeness and clarity of the content in your submission.

Confidentiality

To ensure a fair and unbiased evaluation process and to safeguard against the inadvertent disclosure of proprietary trade secrets, proposals and associated documents submitted in response to the RFQ will not be accessible for public inspection and copying until after the contract execution.

Proposal Requirements

The City's goal is to identify and prioritize infrastructure improvements which could include energy conservation measures by developing a plan with existing conditions and space planning in the first phase and a comprehensive plan report in the second phase. The select firm may have the opportunity, upon approval by the City to implement the improvements in phase three which may include, but is not limited to, the repair, upgrade, or modernization of existing heating, ventilating, air conditioning, interior and exterior lighting, roofing, mechanical systems, electrical systems, plumbing systems, interior finishes, exterior hard surfaces, and building envelop. These improvements may be performed in accordance with relevant statutory and local legislative requirements.

Each proposal will be reviewed to determine if it is complete prior to full evaluation. The City reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the RFQ.

Each proposal shall address how the firm intends to incorporate the financial impact opportunities, including arranging for or provide financing of the projects. Respondent must be able to provide a performance bond in an amount equal to the full value of the contract, to be negotiated upon firm selection. Firm will be required to provide a certification from a surety company licensed to do business in Ohio indicating that they will provide such a bond.

Firms must have a minimum of ten (10) years in business, and be experienced in the planning, and execution of facility improvement projects.

As energy efficiency provides opportunity for cost savings, it should be noted that any savings provided by projects identified in phase two to be implemented in phase three will be fully (100%) retained by the City.

Request for Qualifications Format and Specifications

Proposals should include the following information pursuant to the specifications entailed:

1. Cover page with title, firm's name, telephone number, mailing address, e-mail, and web address.
2. Executive Summary - Responses shall include a summary overview of the respondent's proposal and other pertinent information. Such summaries are to be no more than 2 pages in length.
3. Brief Description of the Firm:
 - A. Name of business and office location
 - B. Length of time in business
 - C. Total number of local and other employees
 - D. Name of principals and areas of expertise
 - E. Professional services provided by the firm
 - F. Provide information specifying legal business classification, state of incorporation, audited annual report, and summary of financial strength.
 - G. Address the company's ability to fulfill the financial guarantee terms and duration of the contract, or the entire program, where multiple phases of work may be implemented.
 - H. The City is seeking a vendor-neutral offering of goods and/or services. If respondent firm, including an affiliate organization such as a subsidiary, sister, or parent company, manufactures, sells, or otherwise distributes in commerce, equipment, materials, or other goods and/or services, the firm shall list all such goods and services that respondent could propose to use or install on or about the City's facilities as a part of a potential project.

4. Project Team

- A. List the individuals who are anticipated to work on this project. Provide the following information for each team member:
 - a. Team Assignment
 - b. General and professional qualifications
 - c. Project experience directly relevant to this project
 - d. Indicate current workload and certify that no project team member will be substituted without prior approval from the City of Miamisburg.

5. Sub-consultants

- A. List any firm that will act as a sub-consultant to your firm, its specialty areas, location of office, and firm's experience related to this project. Provide information regarding prior projects on which sub-consultants have worked with your firm. Indicate current workload and certify that no sub-consultant will be substituted without prior approval from the City of Miamisburg.

6. Process Approach

- A. Provide a detailed approach allowing the review team to understand the process you would recommend being taken for each portion or phase of this proposal. Responses should include a detailed approach to meeting the goals and objectives for the City. Provide detailed approach to programming, space planning, and capital assessments.
 - a. List number of proposed meetings/sessions and where in the planning process they would occur.
 - b. Proposed process for soliciting public and/or stakeholder input.
 - c. List of the visual and electronic material that will be utilized and provided to communicate the process and results of the plan.
- B. Concept timetable for completing each portion of the project.
- C. Sample copies of similar work prepared for a minimum of two other clients.
- D. Additional information that may help the City in considering the team for selection.
- E. At the City's option, the construction of improvements may follow in the third phase. As such, provide an overview of your firm's technical approach to implement the repair, upgrade, or modernization of existing heating, ventilating, air conditioning, interior and exterior lighting, roofing, mechanical systems, electrical systems, plumbing systems, interior finishes, exterior hard surfaces, and building envelope.
- F. Describe any other benefits your firm can offer the City.

7. Intended Deliverables

- A. Provide a detailed list of deliverables, tasks or documents to be provided by consultant to the City at/by the conclusion of the project based on understanding of the scope of services for each phase of the project.
- B. Additional information that may help the City in considering the firm for selection

8. Project Management Experience

- A. Should the City implement the recommendations, a firm skilled and experienced in project management with a track record of success is critical. Provide a detailed description of the company's project management capabilities, approach, methods of contract management and control.

9. Professional References & Relevant Project Experience

- A. The proposer shall include at least three current public sector client references that include the client's contact name and title, organization's name, address, telephone number, and e-mail address.
- B. Relevant Project Experience
 - a. Include brief description of projects completed by the firm and/or project team in the past five years that directly relate to this project. Description of the projects should include:
 - i. Brief descriptions of similar or related projects completed within the past five years by the project team. Description of the projects shall also include:
 - ii. Name of client, contact person and contact information.
 - iii. Visual representation of the project
 - iv. Completion date, if applicable

10. Financial Approach

- A. The proposer shall describe the funding sources and types of funding sources available to the City to implement projects relevant to the scope of this project. Proposers shall demonstrate the firms knowledge of and use of alternative funding sources to implement facility improvement or energy efficiency projects.

11. Legal Actions or Lawsuits

- B. The proposer shall make known to the City any outstanding lawsuits, legal actions or conflicts of interest which would affect its ability to perform the contract.

12. Amount of insurance coverage the firm has in each of the following categories:

- A. General Liability
- B. Professional Liability
- C. Workman's Compensation

13. Template Agreement

- A. The respondent shall provide a proposed template contract or contracts that identify the general terms and conditions as well as other agreement provisions to be used in the development of the comprehensive plan and potential subsequent implementation of the approved project or program measures. The template contract shall be used to negotiate the final contract between the City and selected firm. The City reserves the right to negotiate any terms of the contract that are in the best interest of the City.

Submission of Proposal Instructions

Proposer shall submit a detailed response to the RFQ requirements and scope of services and shall be signed by an authorized representative of the company along with a letter of transmittal that indicate the respondent's proposal is a valid offer to provide services in accordance with the RFQ requirements and that the respondent will comply with the terms of the RFQ.

Four (4) copies of proposal documents shall be submitted to the Parks & Recreation Director's Office, 305 East Central Avenue, Miamisburg, Ohio 45342. Proposals received after that time will not be accepted. Proposals of Qualification shall be sealed in a package clearly marked with the proposer's name and "PROPOSAL OF QUALIFICATIONS FOR COMPREHENSIVE FACILITIES MASTER PLAN". Proposals received after this time will not be accepted. Digitally formatted proposals will be accepted, mailed to, or electronically sent to the attention of Ryan Davis by emailing Ryan.Davis@CityofMiamisburg.com, provided they are received by the dates above, with hard copies to follow, if requested. Firms providing submissions via email should request acknowledgement of receipt from the City of Miamisburg to ensure submissions were received. The City is not responsible for non-submission or delayed submission as a result of e-mail technical difficulties, server or network connections, or permissions.

All information requested must be submitted and organized in the format requested. Failure to submit all information as requested may result in the City requiring immediate submission of the missing information and/or elimination of the respondent firm from consideration. Emphasis should be placed on completeness and clarity of content.

Evaluation

The City's evaluation of submission will consider the criteria listed below in evaluating respondent firms' proposals. These categories may be weighted on importance and significance to the contemplated project or program, based on the City's good judgment and discretion. The City will select the responding firm that is deemed most qualified.

Each proposal of qualification will be reviewed for completeness, responsiveness and adequacy of documentation, the firm's understanding of the scope of services and approach to providing service and the qualifications and relevant experience of the firm. In particular, the following will be considered:

- Firm qualifications
- Project team members' experience and references
- Technical/Process approach
- Intended Deliverables
- Financial Approach
- Other factors and benefits discerned through the proposal

In addition to the criteria outlined in this document, and with the City retaining the right to reject any or all proposals, the selection of a firm, negotiation, and contract award, if pursued, will be based on the submission of the most favorable proposal. The City, at its sole discretion, will determine the suitability of a respondent's proposal. Factors considered in evaluating the best proposal may include the specified criteria as well as any other criteria deemed relevant by the City. Such criteria include:

- The respondent's work history, including experience, conduct and performance on previous contracts, and under other names, management skills, and ability to execute the contract properly. The respondent should have a record of consistent customer satisfaction and of consistent completion of projects, including projects, which are comparable to or larger than the City's project.
- The respondent's experience providing solutions to complex challenges, including financial constraints, with clear planning and prioritization to execute plans to completion.
- The respondent's financial condition.
- The qualifications and experience of the respondent's work force proposed to be used to complete the project.
- The respondent's compliance with federal, state, and local laws, rules, and regulations, including but not limited to Occupational Safety and Health Act, and the State of Ohio's Equal Employment Opportunity Commission requirements, as applicable.
- Other essential factors, as the City may determine.

During the evaluation process, the City retains the right, when deemed in its best interest, to seek additional information or clarification from respondents, or to permit corrections of errors or omissions. Submission of a proposal implies the respondent's acceptance of the conditions outlined in the proposal documents. The City has no expressed or implied obligation to reimburse responding firms for any expenses incurred in proposal preparation. The City also reserves the right to reject, in whole or in part, any or all proposals. In the case of the City reducing the overall list of submissions to a shorter list of finalist firms, oral interviews may be conducted by the City.

Additional Information, Communication & Questions

Respondents shall provide any questions concerning this RFQ via email to the City's point of contact listed below, at least 5 business days before the submission deadline established herein. Answers to such questions will be communicated to all respondents at least 3 business days prior to the response deadline noted herein.

Additional information may be requested or questions relevant to this RFQ may be submitted by emailing Parks & Recreation Director, Ryan Davis at ryan.davis@cityofmiamisburg.com or by calling (937) 847-6473 between the hours of 8:00 AM and 5:00 P.M., Monday through Friday. To provide as much fairness in the RFQ process, answers to questions will be provided to any other firm who has expressed interest in the RFQ. All contacts, questions and communication regarding the request for qualifications should be directed to and with the above-named individual only. Respondents contacting other City Staff or Officials may be disqualified for doing so.

Terms and Conditions

As a condition for selection, the Firm is required to review and by submission of a proposal of qualification agrees to the following, the items listed are important to the City in terms of selection and/or will be an integral part of any eventual agreement between the Consultant and the City.

- **Ability to Accept or Reject:** The City reserves the right to accept or reject any or all proposals.
- **Ability to Award Project Scope(s) Separately:** The City reserves the right to select any or all portions of the project proposal from the firm.
- **It is understood that receipt of any statement of qualifications shall under no circumstances obligate the City to enter into a contract with any respondent. If a contract is deemed desirable, the award will be made to the firm whose qualifications are determined to be the most responsive. Any offer would result from negotiation and taking into consideration the relative importance of price and other evaluation factors set forth.**
- **Right to Interview:** The city reserves the right to interview firms as necessary prior to selection.
- **Reimbursement for Services Prior to Selection:** There will be no reimbursement for costs incurred by the Consultant prior to selection of the Consultant by City staff.
- **Alterations in Scope:** The consulting firm must provide all necessary labor, equipment, and materials necessary for completing the work unless otherwise agreed to in writing. Any alterations in scope, after selection, must be agreed to in writing by both parties.
- **Equal Opportunity Employer:** The consulting firm must assure the City of Miamisburg that it is an equal opportunity employer and that it does not and will not discriminate in any fashion in regard to race, sex, national origin, political affiliation, disability (handicap), and age where protected by law, or any other non-merit or non-occupational related factors.

- Late Proposals: Proposals received after submission deadline will be considered void or unacceptable. City of Miamisburg is not responsible for delay of receipt such as the non-delivery of U.S. mail, e-mail or by carrier. The date/time stamp in the City Manager's office shall be the official time of receipt.
- Altering Proposals: Proposals cannot be altered or amended after the submission deadline. Any alteration, or erasure made before the opening time of proposals must be initialed by the signer of the proposal, guaranteeing authenticity.
- Withdrawal of Proposal: A proposal may not be withdrawn or canceled by the offer proposer without written permission of the City of Miamisburg.
- Sales Tax: City of Miamisburg is exempt by law from payment of Ohio Sales tax and Federal Excise Tax.
- Conflict of Interest: No City of Miamisburg public official shall have interest in the contract.
- Ethics: The proposer shall not offer or accept gifts of value nor enter into any business arrangement with any employee, official or agent of the City of Miamisburg.
- Addenda: Any interpretations, corrections, or changes to the RFP will be made by addenda. Sole issuing authority of addenda shall be vested by the City of Miamisburg Parks and Recreation Director. Addenda will be mailed to all who are known to have received a copy of this RFP. Proposers shall acknowledge receipt of all addenda.
- Law Compliance: Proposals must comply with all federal, state, county and local laws concerning this type of service.
- Required Documentation: The proposer shall provide all documentation required by this RFQ. Failure to provide this information may result in rejection of the proposer's proposal of qualifications.
- Indemnification: The successful proposer shall defend, indemnify and hold harmless the City of Miamisburg and all its officers, agents, employees and volunteers from all suits, actions or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligence, or act or fault of the successful proposer, or any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from the proposal award. The successful proposer shall pay any judgment with costs that may be obtained against the City of Miamisburg growing out of such injury or damage.
- Patents/Copyrights: The successful proposer agrees to protect the City of Miamisburg from claims involving infringements of patents or copyrights.
- Contract Administrator: The City of Miamisburg contract administrator is the Parks and Recreation Director with designated responsibility to ensure compliance with contract requirements, such as, but not limited to, acceptance, inspection, and delivery. The contract administrator will serve as liaison between the City of Miamisburg and the successful proposer.
- Silence of Specification: The apparent silence of these specifications as to any detail or to the apparent omission of a detail concerning any point shall be regarded as meaning that only the

best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

- **Public Record:** All submitted information relating to this proposal of qualifications shall become part of the public record. Proposers may identify in their proposals what information they deem to be proprietary information. The final determination of whether information is subject to Ohio's public records laws shall be made by the City's legal counsel.

Requirements for Firm's Contract

Firms should be prepared to discuss a range for the cost of services within the RFQ, which will not be discussed or evaluated during the firm selection process. Respondents should be aware that after the City selects a qualified firm, the City expects the firm to provide a fixed price contract for phase I and Phase II, the Comprehensive Report, which will then be negotiated based on City Budget and mutual understanding of the scope of work.

Change orders may be acceptable based on mutually unforeseen conditions, for additional scope of work requested by the City, or for hidden or latent items not contemplated during project development; provided, however, the selected firm's scope of work shall be well-defined such that change orders are the exception and not the rule.

The City of Miamisburg reserves the right to reject any or all proposals and to award to the firm the City determines to be most qualified and whose award of the contract will be in the best interests of the City.

Legal Notice

Request for Qualifications

For Comprehensive Facilities Master Plan For the City of Miamisburg, Ohio

The City of Miamisburg, Ohio is soliciting competitive sealed Qualifications proposals from qualified firms experienced in planning, architecture, design or engineering to develop a comprehensive facility master plan.

SUBMISSION OF QUALIFICATIONS: All Qualifications documents shall be sealed and submitted to:

City of Miamisburg
ATTN: Ryan Davis
Miamisburg Community Center
305 East Central Avenue North First Street
Miamisburg, Ohio 45342

Sealed statements must be received by 10:00 a.m. (EST) on Wednesday, April 3, 2024.

The City reserves the right to alter the submission deadline or to issue amendments to the RFQ anytime or to cancel or reissue the RFQ at any time without penalty. The City reserves the right to reject any and all submittals and to waive any irregularities as determined by the City. The City is not liable for any costs incurred by the respondent in the preparation of its Statement of Qualifications.

EXHIBIT A

The following includes a list of facilities owned, maintained, and in some cases occupied by the City of Miamisburg. This list includes information relevant to the RFQ and includes facility users, existing plans and square footage of the space. Upon selection, additional information for each site will be provided as needed, including but not limited to floorplans, mechanical equipment inventory and the like.

Tier I Facilities

Civic Center

Approx. 35,000 ft² – home to City Administrative Offices for the City Manager’s Office, Finance Department, Human Resources Department, Income Tax Division, Utility Billing as well as the Police Department, Municipal Court, Prosecutor and Probation Offices. Some space utilization and infrastructure improvements have been made recently, in addition to large-scale investments of equipment infrastructure within the last 7-10 years. Currently assessing facility space needs and utilization within the Police Department. There are known infrastructure needs in replacement of air handling equipment, plumbing infrastructure, window replacement, fire suppression and elevator requirements.

Civic Center Annex

Approx. 8,800 ft² – home to City Administrative Offices for the Planning, Development, and Engineering Departments as well as the Code Enforcement Division. Some space utilization and infrastructure improvements have been made recently, in addition to large-scale investments of equipment infrastructure within the last 7-10 years. Currently assessing facility space needs and utilization of the first floor. There are known infrastructure needs in replacement of HVAC equipment, windows and exterior doors. There is also a need to evaluate long-term use of second floor of the building.

Pipestone Club House

Approx. 5,500 ft² – clubhouse for the City’s premier 18-hole championship golf course. Some consideration and planning has been conducted around a large scale clubhouse renovation. There are known deficiencies in space utilization, kitchen equipment, plumbing and incorporation into operational assessment of needs for the course writ large.

Parks & Facilities Maintenance Center

Approx. 14,750 ft² – used as the maintenance facility for Parks & Facilities division operations. Known needs for space planning, parking assessment, long-term viability of the site evaluated against other sites is needed. Known deficiencies in space efficiency, condition of structures as well as security and storage needs, HVAC and equipment replacements and restroom/locker room improvements.

Mound Golf Course Club House

Approx. 2,400 ft² – clubhouse for the City's historic 9-hole course. There are known deficiencies related to drainage in basement, outdoor cart storage, and overall space utilization.

Aquatic Center (non-mechanical structures)

Approx. 26,150 ft² – The city's public aquatic center includes 5 structures serving over 40,000 annual visitors. In 2023 the facility experienced critical infrastructure failure within plumbing for the pool. As a result the facility is currently undergoing complete analysis for repair or reconstruction. Within the three structures not critically impacted by the scope of the analysis include the Restrooms, Changing Rooms, Concessions Offices, Staff and Admissions offices. Known deficiencies include roof replacement, floor refinishing, fixture replacements and window replacements.

Miamisburg Community Center

Approx. 14,150 ft² – home to the recreation programs, senior adult club, fitness center and staff within the Recreation & Special Events division. This facility has undergone recent renovation, with some known deficiencies remaining including kitchen upgrades, roof repairs, elevator upgrades, window and door replacements.

Miamisburg History Center (Historical Society Headquarters)

Approx. 9,700 ft² – operated by the Miamisburg Historical Society, owned and maintained by the City of Miamisburg, this site is home to the History Museum, artifact preservation and display.

Market Square Building

Approx. 5,700 ft² – used as meeting, rental and programming space on the second floor, and home to Thrive, a retail incubator program on the first floor, this facility in the heart of downtown is an icon in the community.

Tier II Facilities

Carnegie Center

Approx. 5,150 ft² – historical building located with Veterans Memorial Park adjacent to the Miamisburg Historical Society Headquarters. Used for small group gatherings and storage, with a potential revitalization through the Historical Society in the future. Known deficiencies include water and moisture control, access, foundation waterproofing and door & window replacements.

Miamisburg Community Center North

Approx. 4,400 ft² – home to a multi-use program space and Helping Hands food pantry. Known deficiencies include kitchenette updates, and space utilization for Helping Hands.

Community Park Learning Center

Approx. 5,200 ft² – home to a multi-use program space utilized regularly. Space planning and utilization is needed to determine size, and space requirements, analysis of renovation vs. reconstruction. Known deficiencies include RTU replacement, basement water removal and management, floors and ceiling replacement and storage equipment replacement.

Tier III Facilities

Hillgrove Union Cemetery Office

Approx. 4,700 ft² – home to administrative offices for the Cemetery and public meeting space. Recent renovations have occurred in administrative office areas. Known deficiencies include space utilization analysis, restroom renovation and FFE updates.

Heritage Village

Approx. 2,000 ft² – Two (2) historical log cabins serve as a historical site for visitors, class field trips and programs. Known deficiencies include log replacement, chinking. Recently, cabins were repainted and weatherproofed. Analysis of critical log replacement for the Gebhart Tavern is ongoing.

Pipestone Golf Course Maintenance Facilities

Approx. 5,150 ft² – serves as maintenance shop and offices for Pipestone Golf Course. Known deficiencies include structural/long term viability of barn, lighting upgrades and space analysis.

Mound Golf Course Maintenance Facilities

Approx. 2,000 ft² – serves as maintenance shop and offices for Mound Golf Course. Known deficiencies include garage door replacement, lighting upgrades and space analysis.

Tier IV Facilities

Park Restroom Sites

Various restroom structures exist within parks. These sites are generally functional but lack updates. These have been identified within the Park Master Plan for timeline and locations, but lack true space utilization, lighting, fixture and security upgrades evaluation.

- Beachler Park, 994 SF
- Mound Golf Course, 700 SF
- Rice Field, 4,160 SF
 - Includes 1 Concessions/Restroom, 2 Maintenance Sheds and “Center Building”
- Medlar Soccer Concessions/Restroom, 2,984 SF

Facilities	Square Feet	Tier
Beachler Concession and Restrooms	994	IV
Carnegie Center	5,139	II
Civic Center	35,000	I
Civic Center Annex	8,788	I
Community Park Learning Center	5,224	II
Heritage Village - Gebhart Tavern & Kercher Cabin	2,000	III
Hillgrove Union Cemetery Offices	4,700	III
Market Square	5,250	I
Miamisburg Community Center	14,148	I
Miamisburg Community Center North/Helping Hands	4,375	II
Mound Clubhouse	2,345	I
Mound Golf Course Maintenance Building	1,984	III
Mound Golf Course Restroom	700	IV
Parks & Facilities Maintenance Complex	14,750	I
PipeStone Clubhouse	5,582	I
PipeStone Golf Course Maintenance Building	5,150	III
Rice Field Concession and Storage	4,160	IV
Soccer Complex Restroom & Storage	2,984	IV
Sycamore Trails Aquatic Center (Building)	26,142	I
Total Square Feet	149,415	
	Tier I	112,005
	Tier II	14,738
	Tier III	13,834
	Tier IV	8,838

Note: This does not include all publicly maintained facilities, only those which are considered for the scope of this RFQ. Other locations (Mound Park, Sycamore Trails Park, Riverfront Park, Sunflower Park) have been omitted based on current projects or for other purposes outside of this RFQ.