

City of Montgomery

Request for Qualifications

Architectural & Engineering Services For The Design/Bid/Build of the Montgomery Safety Center Renovation/Addition Project

Invitation:

The City of Montgomery, Ohio (“City”) is requesting professional design services firms to submit qualifications to serve as Criteria Architect or Engineer (“CA/E”) for design build services for the Montgomery Safety Center Renovation/Addition Project. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents. The City reserves the right to make its selection solely on qualifications submitted and is not required to conduct a formal interview process.

The City intends to contract for Professional Design services for the construction of a significant renovation and addition of our existing Safety Center facility. Firms interested in being considered for a contract to provide the required services must reply in writing with a statement of qualification no later than Thursday, December 12 at 1:00 p.m. Statements received after this date and time will not be considered.

A RFQ pre-submittal conference will not be held.

Building Location:

The Safety Center is located at 10150 Montgomery Road, Montgomery, Ohio 45242.

Project Definition:

- New Addition to serve the Fire Department with facilities consisting of but not limited to:
 - Vehicle bays
 - Equipment storage
 - Offices
 - Training room
 - Locker room
 - Living spaces

- Sleeping quarters
- Workout facilities

Renovated and expanded space to serve the Police Department with facilities consisting of but not limited to:

- Offices
 - Equipment storage
 - Training room
 - Locker room
 - Covered cruiser parking area
 - Sallyport
 - Evidence room/storage
 - Holding cells
 - Living spaces
 - Workout facilities
- Infrastructure and maintenance improvements to existing systems, electronics, and support spaces
 - General site improvements including, but not limited to parking improvements, site lighting, landscaping, etc.
 - Other miscellaneous Improvements

Project Budget:

The total project is currently estimated not to exceed \$7.5 million in cost.

Statements of qualifications should include information regarding:

- **Relevant Experience of the Respondent: A summary of relevant projects where the respondents firm provided architectural & engineering services for similar public Design/Bid/Build projects.**

List no more than five relevant public projects. A relevant project is one which best exemplifies your qualifications for this project:

- Name of project
 - Type of building(s)
 - Project location
 - Total project cost
 - Project description
 - Project delivery method
 - Describe the services your firm provided
 - Indicate which team members were involved in the project and specify their role.
 - Provide a statement acknowledging if the project was completed on time/on budget.
 - Provide a few illustrative photographs or renderings, if available.
- The firm's history; education, technical training and experience of owners and key

technical personnel.

- The technical expertise of the firm's current staff.
- Ability of the firm to complete the Project, including availability of the firm's staff and other equipment and resources to achieve completion of the project.
- The firm's past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality or work, and meeting deadlines.
- History of effective scheduling and budget management for projects of similar scale and complexity.
- Identify projects which were re-bid due to estimate, budget, or legal reasons.
- Identify claims, settlements, and litigations that the firm is currently involved in, or which are currently resolved or outstanding.
- Identify the firm's representative that will be assigned to the owner throughout the entire construction process.
- The firm's equipment and facilities.
- Identify the firm's professional liability insurance.
- Identify the use of any Engineering Consultants including their professional liability insurance.

CA/E Scope of Services:

The CA/E shall provide services for each phase of the Design/Bid/Build process which includes but is not limited to:

- The CA/E will identify the nature of the project, establish performance goals, and prepare the design criteria for a Design-Build Project.
- The CA/E will assist with compiling the necessary documents for a bid package to be sent out to advertise for a Design-Build contractor for this project. The CA/E will also assist the City of Montgomery with analyzing the bids that are received and providing guidance related to the selection of the most appropriate contractor for the project.
- The CA/E may also be required to spend a specified amount of time at the site during the construction phase to ensure that the established criteria are adhered to and to ensure quality control.

Submittal Deadline:

Submissions must be received at Montgomery City Hall located at 10101 Montgomery Road no later than 1:00 p.m. on Thursday, December 12. Late submittals will not be accepted.

Responses:

Should you choose to participate, please submit four (4) paper copies and one electronic copy of your Statement of Qualifications to:

Mr. Brian Riblet, City Manager
Montgomery City Hall
10101 Montgomery Road
Montgomery, OH 45242

The envelope in which the Submittals are delivered must be sealed and clearly labeled on the outside with the Respondent's name and the project identification:

“Montgomery Safety Center Renovation/Addition Project – Qualification Submittal.”

No oral interpretations shall be made to any respondent. Requests for an interpretation shall be made in writing and addressed to the City of Montgomery in care of Brian Riblet, City Manager, briblet@montgomeryohio.gov and must be received at least five (5) days prior to the deadline set for submissions.

Modifications and Withdrawal:

Respondents may modify their submissions by submitting a new submission at any time prior to the scheduled closing time for receipt of qualifications. The revised submission must state it supersedes and replaces the previous statement of interest. Submissions may be withdrawn by written request if received from the Respondent prior to the scheduled closing time for receipt of qualifications.

Reservation of Rights:

The City of Montgomery reserves the right to evaluate the qualifications submitted; waive any irregularities therein; reject any or all respondents submitting qualifications, should it be deemed in the City of Montgomery's best interest to do so; decline to proceed with selection of any candidates; request additional qualifications; make inquiries as necessary to verify qualifications; make selections based solely on qualifications without an interview process; and to negotiate a contract with the firm it believes can best meet the needs of the City of Montgomery.

Nothing in this document shall require the City of Montgomery to proceed with design and/or construction services.

As required by Ohio Revised Code 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. A formal presentation may or may not be required by any or all firms. Following this evaluation, the City of Montgomery may enter contract negotiations with the most highly qualified firm. The City of Montgomery reserves the right to reject any or all proposals in whole or in part.