



**REQUEST FOR QUALIFICATIONS**

**ARCHITECTURAL & ENGINEERING SERVICES**

**FOR**

**THE DESIGN AND CONSTRUCTION OF**  
**DEERFIELD TOWNSHIP FIRE STATION 59**

**1. INVITATION:**

The Township of Deerfield, Warren County, Ohio is soliciting Statements of Qualifications from qualified firms interested in providing Architectural and Engineering (A/E) Services relating to the design and future construction of the proposed Deerfield Township Fire Station 59. 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 Township reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview process. The firm ultimately selected by the Township will provide full architectural and engineering services for the design and/or construction administration of the new Fire Station and associated improvements, as directed by the Township.

The RFQ is available on our website ([www.choosedeerfieldtwp.com](http://www.choosedeerfieldtwp.com)) or by contacting Deerfield Township, 4900 Parkway Drive, Suite 150, Mason, OH 45040, 513.701.6958. Please continue below for the complete Request for Qualification document.

**2. RESPONSES**

The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than **February 28th, 2019 at 9:00am.**

**3. PROJECT DEFINITION:**

**A. Project Description**

Deerfield Township has completed a feasibility study with KZF Architects for the proposed two bay approximately 9,000 sq. ft. Fire Station in a residential setting; which includes preliminary site planning, surveying and layout options. The Township intends to create a new fire station, based on the feasibility study that was performed, at a site location along the east side of Butler Warren Road near the Palmera Apartments (please see attached maps).

## **B. Project Schedule**

The schedule is as follows:

Issuance of RFQ – February 9, 2019

Receipt of A/E Consultant Responses – **February 28, 2019**

Interview of A/E Consultants Short List – March 4-March15, 2019

Award Design Contract – April 2, 2019

## **4. ARCHITECT/ENGINEER SCOPE OF SERVICES:**

The Architect/Engineer shall provide traditional detailed architectural and engineering services including civil, structural, mechanical, plumbing, fire protection and electrical engineering services and other authorized special services (e.g. interior design and landscape design) appropriate to creating complete construction and bidding documents for the design-bid-build form of construction.

Deerfield Township staff and KZF Architects have developed a site plan concept. The firm selected will work with Township staff to further refine this concept, focusing especially, but not exclusively, on

- To the extent necessary, provide Needs Assessment and Programming for Fire Station 59 to determine exact building sizes and locations. This assessment will identify exact building sizes and layouts.
- To the extent necessary, provide Site surveying and investigations to document the existing physical conditions of the site and to determine existing utility locations and legal record searches pertaining to the referenced parcels for the proposed campus.
- Providing complete documents for bidding and construction of the proposed site and facilities.
- Provide construction inspections
- Provide construction bid review, submittal review and approval,
- Provide project start and closeout assistance
- Assist the owner and act as the owner's agent throughout this project for all services as requested.
- Provide assistance and direction on the selection of a construction manager and or design-bid-build Company for construction of the project.

## **5. PROJECT PARTICIPANTS**

Deerfield Township Fire Department staff and Fire Station Planning and Design Committee members will be responsible for developing a short list of approximately three to five firms to be interviewed. Selected firms will be invited to make a presentation to the full Fire Station Planning and Design Committee. The Committee will make a recommendation to the Township Administrator/Fire Chief after they have reviewed proposals and conducted interviews of the short-listed firms.

## **6. CRITERIA FOR SELECTION:**

The purpose of this RFQ process, as previously stated, is to identify a qualified firm that is the most capable of providing the described services. Once identified, the firms will then be invited to respond to a Request for Proposals. The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

- A. Design philosophy and approach to design in general.
- B. Prior design service experience with projects of similar scale and complexity. Specifically township and or municipal construction of fire stations.
- C. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
- D. Clear understanding of the functional and operational aspects of the fire service and its role in society.
- E. Professional qualifications of individuals assigned to the Project.
- F. History of effective schedule and budget management for projects of similar scale and complexity.
- G. Use of processes that creatively engage fire department staff and other stakeholders in all stages of design.
- H. Commitment to developing an energy efficient and healthy building.
- I. Prior experience working in various project delivery systems.

## 7. SUBMITTAL REQUIREMENTS

### A. Submittal Documents – Format

Follow these instructions carefully:

In total, one unbound original, one PDF, five bound copies of the Submittals, including attachments, are required. Five (5) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost. One (1) copy should be clipped together to facilitate document reproduction. One (1) electronic PDF copy

In the five (5) bound copies, use a tabbed divider followed by a section cover page, to separate Sections I through III. The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "Deerfield Township Fire Station 59 – Qualification Submittal".

**Submittals shall be delivered to the following addressee at or before February 28, 2019 at 9:00 am:**

ATTN: Joel Smiddy  
Deerfield Township  
4900 Parkway Drive, Suite 150  
Mason, OH 45040

Late submittals will not be accepted.

**B. Submittal Content:** Each Submittal shall be organized in the following order:

#### **Outside Cover and First Page:**

Shall contain (i) the title, "Statement of Qualifications for Architectural/Engineering Services Relating to the Deerfield Township Fire Station 59, (ii) the name of the Respondent, and (iii) the submittal date.

**Table of Contents:** Include a table of contents.

**Transmittal Letter:** Include a short Transmittal Letter. The Transmittal Letter shall:

- Summarize why the Respondent believes itself to be the most qualified.

- Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- Contain a statement granting the Township and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

## **Section I – Description of the Respondent**

**I – A Firm Description:** Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms).

Information should include:

- a. The Respondent's areas of architectural specialization;
- b. Firm history;
- c. Honors and awards;
- d. Location of home and branch offices;
- e. Names of the principal officers of the firm;
- f. Identification of the major consultants if known.

**I-B Organization Chart:** Include a simple organization chart showing how the Respondent, if selected as the Architect/Engineer, would organize its personnel for the project.

**I-C Key Professionals:** Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the Architect's team. Indicate their availability for this project schedule.

**I-D Resumes** Provide resumes of any person identified as a key professional. The resumes should contain the following:

- a. Name.
- b. Educational background.
- c. Employment history.
- d. Proposed role in the Project.
- e. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
- f. Other information you believe to be relevant.

## **Section II – Narrative**

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- A. Design philosophy and approach to design in general.
- B. Prior design service experience with projects of similar scale and complexity.
- C. Prior experiences with public-sector clients and processes for projects of similar scale and complexity.
- D. Clear understanding of the functional and operational aspects of, fire rescue services and their rolls in society.
- E. Professional qualifications of individuals assigned to the Project.
- F. History of effective schedule and budget management for projects of similar scale and complexity.

- G. Use of processes that creatively engage fire department staff and other stakeholders in all stages of design.
- H. Commitment to developing an energy efficient and healthy building.

### **Section III – Relevant Experience of the Respondent**

#### **III-A Summary of Relevant Projects Where the Respondent’s Firm Was the Architect**

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

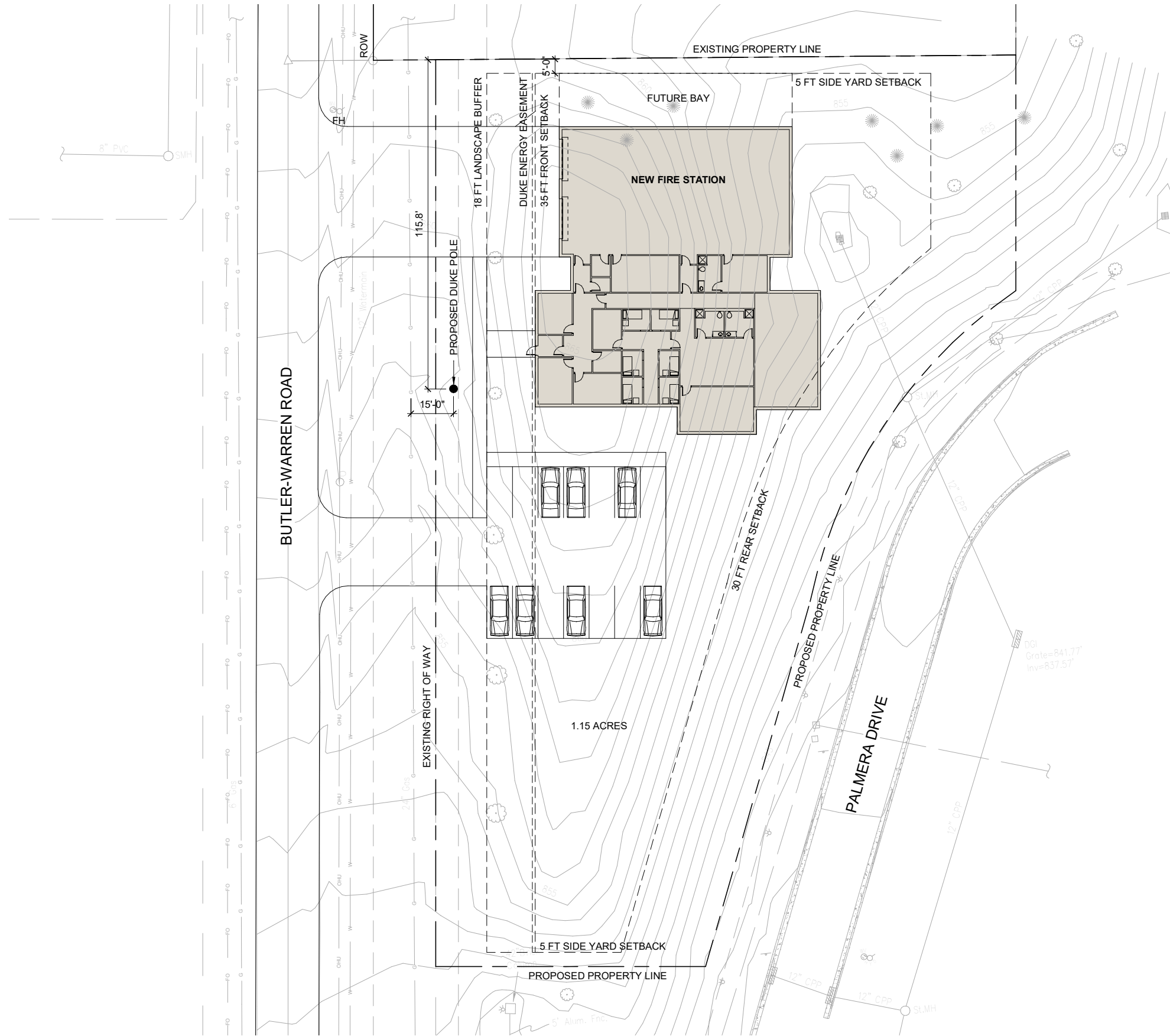
- a. Name of project
- b. Type of building(s)
- c. Project location
- d. Total project cost
- e. Project description
- f. Project delivery method
- g. Describe the services your firm provided
- h. Indicate which team members were actually involved in the project and specify their role.
- i. Provide a statement acknowledging if the project was completed on time/on budget.
- j. Provide a few illustrative photographs or renderings, if available.

### **8. RESERVATION OF RIGHTS**

- A. The Township reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.
- B. Nothing in this document shall require the Township to proceed with design and/or construction services.

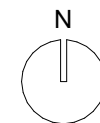
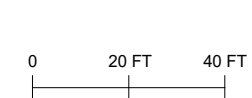
### **9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION**

- A. A complete package of this RFQ including attachments can be obtained from Deerfield Township website at [www.choosedeerfieldtp.com](http://www.choosedeerfieldtp.com), or at the Township’s Administrative offices.
- B. The Township reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Township’s best interest to do so; (4) to make selection based solely on qualifications without an interview process.



12/17/18  
6690.00

**SITE PLAN - OPTION 1 - WITH DUKE ENERGY EASEMENT**  
**DEERFIELD FIRE STATION 59**



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Architecture | Engineering | Interiors | Planning

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