REQUEST FOR QUALIFICATIONS (“RFQ”) - ARCHITECTURAL & ENGINEERING SERVICES for the planning, design and construction of 2 new Fire Stations for The Madeira & Indian Hill Joint Fire District

The Madeira & Indian Hill Joint Fire District (the “District”) is soliciting Statements of Qualifications from qualified firms (“Firm” or “Firms”) interested in providing professional architectural and engineering services relating to the design and construction of two (2) new fire stations to replace the District’s existing fire stations. Firms with relevant design experience and qualifications are encouraged to submit Statements of Qualification. The purpose of the RFQ process is to identify the most qualified Firms.

The Firm ultimately selected by the District will provide full architectural and engineering services for the design and construction administration of the two (2) new fire stations as directed by the District.

PROJECT DESCRIPTION:

The District has concluded a Facility Assessment Study of its two (2) existing fire stations and has determined that both need to be replaced, with new fire stations to be built on the existing sites in Madeira and Indian Hill. The District will need to sequence construction of the two (2) stations to maintain full fire and EMS services during the construction period by alternatively occupying one fire station while construction of the other fire station is occurring. The funding for this project has been negotiated and the cost of the project has been professionally estimated. This amount has served as the benchmark for the secured funding. The District is eager to move this project forward quickly, yet efficiently. Copies of the Facility Assessment Study, completed by MSA Architects in the Spring of 2014, are available upon request to Chief Ashbrock at the Indian Hill Fire Station, 6475 Drake Road, Cincinnati, OH 45243.

There will be a question/answer information session regarding the proposed projects, followed by a brief tour of both existing Fire Stations on Monday, October 20, 2014 at 10:00am (Cincinnati time). This session is optional but will be the only time prior to the RFQ due date that the stations will be open for touring. Any questions prior to, but not later than 5:00 p.m on October 27, 2014 (Cincinnati time), shall be submitted in writing via email to Chief Ashbrock - (AshbrockS@mihjfd.org) with the subject line “MIHJFD Fire Stations Project”. All questions/answers will be shared via email with those who attend the information session or notify Chief Ashbrock of their intention to submit on a Statement of Qualifications.
**SCOPE OF SERVICES:**

a) Firms shall provide customary architectural, engineering and interior design services based upon a mutually agreed-upon program and schedule. The RFQ is for a full range of professional design services, including without limitation the following consulting services:

   i) Civil Engineering Services  
   ii) Structural Engineering Services  
   iii) Architectural Services  
   iv) Mechanical, Electrical & Plumbing, and Fire Protection Services  
   v) Landscape Design Services  
   vi) Interior Design Services  
   vii) Data and Telecommunication Services

b) The selected Firm shall provide documents in the appropriate media for the following phases of design and in compliance with established industry standards outlined by the American Institute of Architects. The following is an abbreviated outline of the duties and responsibilities:

   i) Schematic Design Phase  
   ii) Design Development Phase  
   iii) Construction Documents  
   iv) Construction Administration

c) The selected Firm will participate in the selection of a Construction Manager, if the District deems it necessary, during the later stages of the Schematic Design Phase. The District’s desires to expedite the commencement of construction and the selected Firm will work with the District to fully develop a process that engages the Construction Manager at this phase in an effort to fast-track site preparation while managing cost and deliverable expectations.

d) The selected Firm will work with the selected Construction Manager in the development of the project schedule that meets the District’s time frames. The District is interested in accelerating the start of construction, beginning with the Madeira fire station, yet reducing the risk and minimizing adversarial relationships between parties without relinquishing control over the design to the Construction Manager.

Firms interested in providing the aforementioned services must prepare and submit to the District a Statement of Qualifications ("Proposal") in accordance with the procedures in this RFQ. The District will review Proposals only from those Firms that include all of the information required as described herein (in the sole judgment of the District). The District will consider Proposals only from Firms that have demonstrated the capability of providing architectural and engineering services for the design of fire stations, and also consider a background of working closely with a Construction Manager under a CM At Risk Stipulated Sum Fee Contract.
**SUBMISSION REQUIREMENTS:**

It is highly recommended that Firms adhere to the RFQ Proposal format below. Failure by any Firm to respond to a specific requirement may result in disqualification. The District reserves the right to accept or reject any or all Proposals. Firms are reminded that Proposals will be considered exactly as submitted. Points of clarification may be solicited from Firms at the discretion of the District. Those Proposals determined not to be in compliance with provisions of this RFQ and the applicable law and/or regulations (in the sole judgment of the District) will not be processed and rejected. All costs incurred by a Firm in connection with the preparation and submission of a Proposal and any subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively of the Firm.

Those Firms interested in providing the professional design services for this project must **submit five (5) bound copies of its Proposal and one (1) CD in a PDF format** to the District by **November 3, 2014 at 12:00 p.m. noon (Cincinnati time)**. Qualifications are to be submitted in a sealed package clearly marked “Qualifications for MIHJFD Fire Stations - Architectural & Engineering Services” to the attention of:

Stephen M. Ashbrook, Fire Chief  
Madeira & Indian Hill Joint Fire District  
6475 Drake Road  
Cincinnati, OH 45243  
(513) 561-7926.

The following format requirements were developed to aid Firms in their Proposal development. They also provide a structured format so reviewers can systematically evaluate several Proposals. These directions apply to all Proposals submitted. The purpose of the RFQ Proposal is to demonstrate a Firm’s technical capabilities, professional qualifications, past project experiences, and knowledge within this industry for fire station projects. A Firm’s RFQ submittal must address all the points outlined herein as required, in the following order.

**PROPOSAL FORMAT - RESPONSE TO THIS REQUEST FOR QUALIFICATIONS MUST INCLUDE THE FOLLOWING SECTIONS:**

**(A) Introductory Information:** An introductory information section shall include:

1. Reference to this RFQ.  
2. Name of the Firm responding, including mailing address, e-mail address, telephone number, and name of contact person.  
3. An executive summary stating the Firm’s understanding of the project, team capabilities, design approach, and opinion why the Firm should be chosen. Include any general information the Firm wishes the District to consider about its Proposal.

**(B) Firm’s Work History and References:**  
(1) Provide a brief description of any Fire Station(s), Fire Headquarter(s) or similar projects of comparable size and complexity for which the Firm provided architectural and/or engineering services within the past ten (10) years. Limit information to no more than five (5) projects. All such descriptions should include:

   a) Project location  
   b) Size (sf)
Renovation and/or Replacement

Description of cost estimates including percentage of architectural and engineering design fees applied.

Duration of construction and construction cost.

Name and contact information for a reference with knowledge of the Firm’s work on the specified project.

(C) Project Team:
(1) The Proposal should clearly outline the background and experience of the Firm’s project team. The project team consists of those members from the architectural and engineering Firms assigned to work on the project. Include a one page summary resume of each project team member. Understand once the District issues a contract, no change in personnel assigned to the project will be permitted without prior written approval from the designated District representative. At a minimum, provide the following information for each proposed project team member:
   a) Name
   b) Job title for this project
   c) Professional Discipline / applicable Registrations
   d) Specific duties assigned on this project
   e) Recent experience with Fire Stations

(D) Project Design Philosophy / Approach to Design:
(1) Provide a brief explanation of your design team’s design philosophy and design approach that would be used in the District’s project.
(2) Provide a brief explanation of your team’s past experience working with a Construction Manager at Risk as a project delivery method and your thoughts on whether or not this is the appropriate project delivery method for this project.
(3) Provide a brief explanation of your team’s design and construction documentation process and reports to the owner.
(4) Provide a brief explanation of your team’s ability to coordinate and communicate with multiple end users (Fire Station staff and different municipal governing bodies). Also describe any process used to creatively engage fire department staff and other stakeholders in all stages of design.

(E) Budget / Schedule:
(1) Provide team examples of effective budget and schedule management for projects of similar size and complexity.
(2) Provide a budget analysis of the last three fire station projects your team has completed including anticipated versus actual cost.

(F) Energy Efficiency:
(1) Provide team examples of a commitment to developing energy efficient fire station buildings.

(G) References:
(1) Provide contact information of 3-5 references for similar project type and size.

(H) Problems:
(1) Provide an example or two (2) of a project that did not go well for your design team. Identify the problem areas and what your firm did in response to the problem.
(2) Identify any litigation, or pending litigation, for your design team members over the past five (5) years

(1) Additional Information:
In addition to the information required as described above, Firms may submit other supplemental information that it feels may be useful to the District in evaluating its Proposal.

PROPOSAL EVALUATION CRITERIA
The District will evaluate Proposals based on the factors outlined within this RFQ and using a process consistent with Ohio’s Qualifications-Based Selection law contained in Ohio Revised Code Sections 153.65-.73. The District reserves the right to reject any and all Proposals that fail to comply with the requirements set forth in this RFQ as well as to waive any minor irregularities in any Proposal. The District reserves the right to request clarification of irregularities submitted, and to request additional information from any Firm. The District reserves the right to eliminate any Firm if it is determined that the Firm cannot perform services specified in their response.

Proposal evaluation criteria will be as follows:

1. Nature and quality of previously completed work.
2. Qualifications of personnel assigned to the project.
3. Understanding of the project requirements and design approach.
4. Ability to customize the design to the needs of the District.
5. Availability to deliver the services required with flexibility in scheduling.
6. History of previous projects final costs compared to original budget.
7. Previous experience working with a construction manager involved early in the design phase.
8. Reference checks.
9. Unique and intangible factors demonstrated by the Firm.

SELECTION PROCESS
Firms submitting sealed Proposals will be evaluated based on the above criteria and a point scale system employed by the District. The Firms will be ranked and selected by the District’s evaluation committee. After completion of the evaluation process, the District’s evaluation committee may ask the top ranked Firms to provide a short, in-person presentation. Firms not invited to make a presentation will be notified that they are no longer being considered for the project. After viewing any presentations, the selection committee will again rank the presenting Firms and begin negotiations with the top ranked Firm to enter into a contract. All Firms that have made presentations to the District will be notified of the District's final selection results. If negotiations with the top ranked Firm shall not result in a contract, then negotiations shall begin with the second highest ranked firm and so on until an agreement can be reached. Once terms are agreed upon, a contract shall be presented to the District's Board of Trustees for approval.

It is the intention of the District to award the entire scope of work for both fire stations to one Firm, however, the District reserves the right to award separate contracts for each fire station if it is deemed necessary.