

Request for Qualifications (Design-Build Contract)

Project Name: **Florence Township Fire Station**

Response Deadline: April 5, 2016 – 6:00pm

Project Location: Florence Township

City/County: Williams

Agency: Florence Township

Number of paper copies requested (stapled not bound): 4

A. Project Description

The Florence Township Trustees are proposing to reconstruct the Florence Township Fire Station that was destroyed by a fire in May of 2015.

The project includes the evaluation of 2 to 3 sites to help the Township finalize the most viable solution to move forward with design and construction of a new non-staffed, approximate 12,000 to 15,000 square foot, pre-engineered facility.

The structure is intended to provide services for fire operations, which at a minimum shall include but not limited to:

- Housing a minimum of eight (8-10) township firefighting/medical apparatus
- Accommodating department staff offices and training/meeting facilities
- Communications/on duty room during fire operations
- Storage for firefighting equipment and gear
- Facilitating required fire support mechanical operations for hose/equipment cleaning and drying
- Facilitating required breathing air compressor operations
- Incorporate energy efficient utilities including radiant floor heating and high efficiency lighting.

The Township would also like to evaluate design and cost options for additional or future office and community use.

The Design-Builder (“DB”) will also assist with securing outside funding through government grants and be subject to requests as deemed required by funding authority requirements. All design and construction dates will be finalized based on total project costs and available funding options if needed.

This project will be subject to Ohio Prevailing Wage Rates per Ohio Revised Code, Section 4115.

B. Scope of Services

The selected DB, as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the operating department and the Florence Township Trustees, the breakdown of the Agreement detailed cost components, to address the operating department’s project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, provide the following categories of services: develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Schematic Design, Design Development, Subcontractor Prequalification and Bidding process, Construction Documents, Construction and Closeout stages.

The Scope of Services for this project are as follows:

Preconstruction Services:

- Schedule Development
- Site Selection Assistance
 - Evaluate Emergency Response Timing Factors
 - Evaluate Economic Feasibility
- Provide Public Education Support
 - In the event the final negotiate contract sum is greater than the estimated project cost the DB will assist the township in research funding options, including but not limited to government grants opportunities and public meetings if local taxes levies are required.
- Design Development
- Guaranteed Maximum Price (GMP) Proposal
- Construction Documents
- Preconstruction Surveys
- State and Local Permits

Construction Services:

- Construction Supervision
- Progress Schedule Reporting at regular Trustee's meeting on the first and third Tuesday at 6:00pm at 201 S. Michigan St. Edon, Ohio 43518.
- Full subcontractor responsibility for means and methods of construction
- Prevailing Wage Compliance
- Project Safety
- Compliance with all required laws and regulations
- Testing and Inspection of all services
- Punch List
- Project Closeout

For purposes of completing the Relevant Project Experience in the Statement of Qualifications, below is a list of relevant scope work requirements for this RFQ.

- Design-Build Experience
- Pre-engineered Steel Building Construction
- Public Project / Prevailing Wage
- Vehicle Storage Construction Experience
- Ohio Construction Reform
- Township Services
- In-house Design Experience

C. Funding / Estimated Budget

Total Project Cost (GMP): \$500,000

Primary Funding: Local/Township

Other Funding: To Be Determined

D. Anticipated Schedule

DB Services Start	April 19, 2016
Construction Stage Start	June 1, 2016 (pending GMP & funding)
Contract Completion	November 1, 2016

E. Evaluation Criteria for Selection

Selection Criteria:

The DB will be selected using a qualification based selection process during the Request for Qualifications (RFQ) stage to develop a shortlist for further evaluation and selection. The qualification-based selection criteria for the RFQ is included in this announcement.

Short List:

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Florence Township Trustees will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Florence Township Trustees determines that fewer than three firms are qualified, it will only select the qualified firms. The short-listed firms will receive (i) a form of the Agreement with the Florence Township Trustees containing the contract terms and conditions, (ii) a set of the most recent criteria documents and (iii) a proposed Project schedule.

Interview:

The short-listed firms will be interviewed by the Florence Township Trustees and representatives of the operating department. The purpose of the interview will be to meet the proposed Project Team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable and budget. The Florence Township Trustees will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule:

Tentative schedule is subject to change.

Qualifications Due	April 5, 2016 – 6:00pm
Interview at the Florence Township Station	Week of April 11, 2016
Selection of DB	April 19, 2016

Cancellation and Rejection:

The Florence Township Trustees reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the project. The Florence Township Trustees shall have no liability to any proposer arising out of such cancellation or rejection. The Florence Township Trustees reserves the right to waive minor variations in the selection process.

F. Submittal Instructions

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary. If mailed, qualifications should be submitted via certified mail to:

Florence Township Trustees
c/o Fiscal Officer
201 S. Michigan St. PO Box 107
Edon, Ohio, 43518

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. E-mailed copies of the Statement of Qualifications is preferred, but not required to florence@williams-net.com.

Submit all questions regarding this RFQ in writing to Florence Township Fiscal Office at florence@williams-net.com with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Williams County Engineers Website at <http://www.wmscoengineer.com/bidprojects> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Proposers are requested to submit the following information in response to this RFQ

1. Summary: Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
2. Bonding/Insurance: Provide evidence of capacity to provide bonding in the amount of the construction budget and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
3. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the project.
4. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the project through a competitive process and, if so, the nature of the work and capability to self-perform.
5. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
6. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.

Design-Build Selection Rating Form

Project Name: Florence Township Fire Station Project Number: 2016-01

Proposing Firm: _____

City, State, Zip: _____

Selection Criteria		Value	Score
Primary DB Location Workload (Maximum 15 Points)			
a. Proximity of DB offices to where primary work will be performed.	Less than 25 Miles	10	
	25 to 100 Miles	5	
	More than 100 Miles	0	
b. Amount of contracts awarded by Florence Township Trustees in the past 24 months.	Less than \$100,000	5	
	\$100,001 to \$125,000	2	
	More than \$125,000	0	
Primary DB Qualifications (Maximum 30 Points)			
a. Project Management Experience (Experience, Credentials, Testimonies)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 – 10	
b. Design Technical Staff	In-house, experience in project design	0 – 10	
c. Construction Technical Staff	In-house, experience in project construction	0 – 10	
Key Consultant Qualifications (Maximum 10 Points)			
a. Key Consultants (e.g. architectural, civil, mechanical, or electrical engineering, roofing, or other specialty consultants).	Experience / ability of key consultants to perform effectively and collaboratively	0 – 10	
Overall Team Qualifications (Maximum 15 Points)			
a. Previous collaboration of the Project Team (sample projects on which a significant number of individual team members have worked together)	More than 10	10	
	5 to 9	5	
	Less than 5	0	
b. Team Organization (showed formal relationships between owner, Contracting Authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0-5	
Overall Team Experience (Maximum 30 Points)			
a. Past Performance of the Project Team (provided reference letters from sample project contracts)	Past performance as indicated by DB evaluations and letters of reference	0 – 10	
b. Experience with similar projects and Design-Build project delivery methods	More than 10	5	
	4 to 9	3	
	Less than 4	0	
c. Budget and Schedule Management (included data on estimate versus bid and original contract sum & time versus change orders for sample projects)	Performance in completing projects within original construction budget & schedule	0 – 10	
d. Experience in assistance with sourcing outside funding (securing grants, public approval, government assistance)	Experience in finding and securing outside funding towards specified project.	0 – 5	
		Subtotal	

Notes:

Evaluator:

Name: _____

Signature: _____ Date: _____