



# Miami Township Fire & EMS

## REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DESIGN/BID/BUILD OF A NEW FIRE STATION

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### Invitation

1. Miami Township Fire and EMS, Clermont County, Ohio (“Owner”) is soliciting Statements of Qualification from qualified firms interested in providing architectural and engineering (AE) services for the new Miami Township Fire and EMS, Fire Station 27 Project to be delivered in a single-phase delivery program. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondent. The Owner reserves the right to select based solely on the qualifications submitted without conducting a formal interview process. The firm ultimately chosen by the Owner will provide complete architectural and engineering services for the design and/or construction administration of the new Fire Station 27 Project and associated improvements, as directed by the Owner.
2. The RFQ is available publicly on the Miami Township Fire and EMS website (<https://www.miamitwpoh.gov/fd/index.html>) or by contacting Miami Township Fire and EMS, attention Chief Dave Jetter ([dave.jetter@miamitwpoh.gov](mailto:dave.jetter@miamitwpoh.gov)). Please see below for the complete RFQ document.
3. Response Deadline: October 22, 2024 – 5:00 PM Local Time.

### Project Description

1. The project involves designing and constructing a new fire station that will include apparatus bays, living quarters, offices, training areas, fitness spaces, a maintenance area, adequate storage, a decon area, and storage for personal protective equipment. The selected firm will collaborate with the Owner to ensure the final design meets operational requirements while staying within budgetary constraints.
  - a. Address: 6492 Branch Hill Guinea Pike, Loveland, Ohio 45140
  - b. Parcel ID: 172521F044
  - c. Includes an existing fire station (to be replaced)
  - d. 1.69 Acres
  - e. At least 7,000 square feet
  - f. Estimated Total Project Cost (soft cost and contingencies) is \$6,000,000.
2. Green Build Policy – Miami Township does not have a formal Green Build Policy but could consider including sustainable design initiatives and materials where economically feasible and operationally practical.
3. All aspects of the project and related issues will be implemented and operated consistently with the policies and procedures of Miami Township and Miami Township Fire and EMS

4. The selected AE firm must be thoroughly familiar with the Design-Bid-Build process, including preparing detailed plans and specifications, supporting the bidding process, and providing construction administration services to ensure compliance with project requirements and applicable regulations.

### **Scope of Services**

The scope of services for the selected firm will include, but not be limited to:

1. Pre-Design Services:
  - a. Site analysis and evaluation
  - b. Programming and space planning
  - c. Conceptual design options
  - d. Preliminary cost estimates
2. Design Services:
  - a. Schematic design and design development
  - b. Construction drawings and specifications
  - c. Coordination with civil, structural, mechanical, electrical, and plumbing engineering disciplines
  - d. Sustainable design practices (LEED certification or equivalent, if applicable)
  - e. Cost estimation and value engineering
3. Bid Services:
  - a. Preparation of bid documents and specifications
  - b. Assistance with bidding, including pre-bid meetings and responding to inquiries
  - c. Evaluation of bids and recommendations for award
4. Construction Administration:
  - a. Regular site visits and construction oversight
  - b. Review and approval of submittals and shop drawings
  - c. Respond to Requests for Information (RFIs)
  - d. Ensure compliance with project specifications and timelines
  - e. Final inspections and punch list oversight

### **Evaluation Criteria for Selection**

1. This RFQ process aims to identify a qualified firm most capable of providing the described services. The RFQ submittal should be organized to address the following criteria, which, among others, will be used in the evaluation of qualifications:
  - a. Prior design service experience with projects of similar scale and complexity. Specifically for fire station / public safety building construction in the area.
  - b. Prior experience with public-sector clients and processes for similar scale and complexity projects.

- c. Experience with Design/Bid/Build delivery method.
- d. Familiarity with local, state, and federal building codes, safety standards, and ADA requirements.
- e. Clear understanding of the project site, project program, and the functional and operational aspects of the Miami Township Fire and EMS.
- f. Sustainable design practices and energy efficiency expertise.
- g. Professional qualifications of individuals assigned to the project.
- h. History of effective schedule and budget management for similar scale and complexity projects.
- i. Prior experience working with public entities and managing projects within budgetary limits.
- j. Organizational structure of design team.

2. Selection Process –

The Owner will review, score, and rank submitted qualification packages from AE's. Upon final scoring and ranking of respondents, the Owner will attempt to negotiate a contract with the respondent considered to be the best qualified, and, if unsuccessful, will attempt to negotiate a contract with the respondent deemed next best qualified, and so on until either a contract is successfully negotiated, or in the opinion of the Owner is not in the best interest of the Owner to negotiate with any other respondents.

3. Cancellation and Rejection –

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

- a. Owner, at its sole discretion, shall have the right to seek clarifications from any of the respondents to understand the nature of the submissions fully and to evaluate and rank the respondents.
- b. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the Owner's staff or trustees not identified herein. All questions and Requests for Information (RFI's) shall be directed to Chief Dave Jetter.

**Submittal Instructions**

- 1. Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFQ are public and will be available for inspection after the selection process.

## Submittal Requirements

### 1. Technical Qualifications / Requested Submissions –

To accurately assess each respondent's qualifications for this project, the Owner requests that each respondent submit the requested submission information in the order and format presented below and include the following:

- a. Cover Letter / Letter of Interest – A brief statement summarizing the firm's interest, qualifications, and unique approach to the project.
- b. Firm Profile – Include history, size, and relevant experience with fire stations or similar facilities.
- c. Project Team – Provide resumes of key personnel who will be assigned to the project, highlighting relevant experience.
- d. Relevant Experience – Provide at least three (3) completed projects of similar scope, including project description, size, location, budget, photos, and client references.
- e. Narrative –
  - Approach to Design and Construction Administration – Outline the firm's process for managing design, cost control, and construction oversight.
  - Clear understanding of local government facilities' functional and operational aspects and their societal roles.
  - History of effective schedule and budget management for similar scale and complexity projects.
- f. Schedule – Provide an anticipated timeline from design through project completion.
- g. References – Contact information for at least five (5) previous clients, preferably for similar projects.

The Owner reserves the right to conduct an independent investigation of the respondent's technical qualifications by contacting project references, accessing public information, and contacting other third parties. Additional information may be requested during the evaluation of technical qualifications.

## RFQ Submittal Instructions

1. Each respondent must submit four (4) bound paper copies and one (1) electronic copy in PDF format on USB Flash Drive of its response to this RFQ by the deadline listed herein. Late responses will not be accepted.
  - a. Electronic file portions of the submittal must be combined into a single PDF format file name with the project's name (Miami Township Fire and EMS – Fire Station 27 Project – AE Services) and the respondent firm's name. Use the "print" feature of Adobe Acrobat or similar software to create a PDF rather than using a scanner. If possible, reduce the size of the PDF.
2. Submittals will be received at the Miami Township Fire and EMS Fire Station 26, 5888 McPicken Drive, Milford, Ohio 45150.

3. Envelopes containing proposal materials must be sealed and addressed to Miami Township Fire and EMS, with attention to Chief Dave Jetter. The project name (Miami Township Fire and EMS—Fire Station 27 Project—AE Services) and the respondent firm's name must be listed on the envelope.
4. Submittals / narrative pages should be 8½"x 11". All information provided shall be bound in a single volume. A clear and concise presentation of information is encouraged, with a maximum limit of thirty (30) double-sided pages for all requested information and supporting data.
5. The owner reserves the right to waive any informalities, irregularities, or technical defects in the responses to this RFQ. Submittals received after the stated deadline will not be accepted; there are no exceptions.

### **General Information**

1. The owner reserves the right to determine the "best value" offer based on an individual item or group of items or in any way determined to be in the best interests of the Miami Township Fire and EMS.
2. The Owner shall have no liability for the respondents' costs and expenses in responding to the RFQ, responses to clarification requests and submittals, potential interviews, and/or subsequent negotiations.
3. Offerors shall promptly notify the Owner of any ambiguity, inconsistency, or error they may discover upon examining the documents. Interpretations, corrections, and changes will be made by addendum. Each Offeror shall ascertain before submitting a proposal that all addenda have been received and acknowledged.
4. Respondents must have or obtain all necessary local, state, and federal occupational licenses before performing any work on the project.
5. Contracts entered will be governed by and construed according to the laws of the State of Ohio.

### **Questions**

All questions regarding this RFQ must be submitted in writing and directed to Chief Dave Jetter ([dave.jetter@miamitwpoh.gov](mailto:dave.jetter@miamitwpoh.gov)).

END OF RFQ