 **REQUEST FOR QUALIFICATIONS**

**ARCHITECTUAL SERVICES  
FOR  
VARIOUS TOWNSHIP FACILITIES**

1. **INVITATION:**The Township of Green, Hamilton County, Ohio (“Green Township”) is soliciting Statements of Qualifications from qualified firms interested in providing architectural and engineering services relating to the modifications and renovations of the Administrative Offices, Station #53 Fire Headquarters, and Public Services facility all located at 6303 Harrison Avenue as well as construction of a new Police Headquarters located at 6191 Harrison Avenue. Firms with relevant design experience and qualifications are encouraged to submit a response. The purpose of the Request for Qualifications (“RFQ”) process is to identify the most qualified architectural firms. Green 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 Green Township will provide full architectural and engineering services for modifications and improvements to 6303 Harrison Avenue and construction of the new Police Headquarters, as directed by Green Township.

The RFQ is available on our website www.Greentwp.org or by contacting Green Township, Administrator Frank Birkenhauer, and (513) 574-4848. Please continue below for the complete description of RFQ requirements.

1. **PROJECT DEFINITION:**Green Township is considering modifications and renovations to the combined Administration, Public Services, Fire, and Police building located at 6303 Harrison Avenue in addition to a new Police Station at 6191 Harrison Avenue. The project would be renovating the site at 6303 Harrison Avenue and relocating the current Police facility to a new location at 6191 Harrison Avenue.
2. **RESPONSES:**The response to this RFQ shall be submitted in such form and quantity and at the location provided under the Submittal Requirements in Section 7 below. The schedule for responding to this RFQ is as follows:

* Issuance of RFQ: September 21, 2020
* Receipt of Architect Firm Responses: October 23, 2020

Proposed schedule for notifications:

* Notification of Top Qualified Firms: No later than November 10, 2020
* Notification of Selected Firms: No later than December 15, 2020

1. **ARCHITECT SCOPE OF SERVICES:**The Architect will work with Township staff to develop the final concept.
2. **PROJECT PARTICIPANTS:**Green Township’s Planning and Design Committee members will be responsible for reviewing each Firm’s Statements of Qualification and ranking them according to the criteria for selection below. Green Township’s Planning and Design Committee will make a recommendation based upon the documents submitted by each Firm. Green Township’s Planning and Design Committee will consist of a Township Trustee, Township Administrator, Police Chief, and Development Director.
3. **CRITERIA FOR SELECTION:**The purpose of this RFQ process is to identify a qualified architectural firm to provide the Basic Services. The Firm’s submittal to this RFQ should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:
4. Design philosophy and approach to design in general.
5. Prior design service experience with projects of similar scale and complexity. Specifically, township and or municipal construction of public facilities, including renovations or modifications of existing facilities.
6. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
7. Clear understanding of the functional and operational aspects of township services.
8. Professional qualifications of individuals assigned to the Project.
9. History of effective schedule and budget management for projects of similar scale and complexity
10. Use of processes that creatively engage appropriate stakeholders in all stages of design; and
11. Commitment to developing an energy efficient and healthy building.
12. **SUBMITTAL REQUIREMENTS:**
13. Submittal Documents – Format

Follow these instructions carefully:

* In total, five (5) copies of the Submittals, including attachments, are required.
* All five (5) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost.
* One (1) digital copy of the Submittals, including attachments, is required; and
* The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Firm’s name and the project identification, “Green Township Facilities – Qualifications Submittal”.

**Submittals MUST be delivered to the following address on or before 4:00pm, October23, 2020.**

ATTN: Frank Birkenhauer  
Township Administrator  
Green Township  
6303 Harrison Avenue  
Cincinnati, Ohio 45247

**Late submittals will not be accepted by Green Township.**

1. Submittal Content: Each submittal shall be organized in the following order:
2. **Outside Cover and First Page:** Include:
   * + The title, “Statement of Qualifications for Architectural Services for Township Facilities”,
     + The name of the Firm; and
     + The submittal dates.
3. **Table of Contents:** Include a table of contents.
4. **Transmittal Letter:** Include a short Transmittal Letter that:
   * + Summarizes why the Firm believes itself to be the most qualified.
     + Contains the statement that to the best of the Firm’s abilities, all information contained in the RFQ submittal is complete and accurate;
     + Contains a statement granting Green Township and its representatives’ authorization to contact any previous client of the Firm (or a Firm’s team member) for purposes of ascertaining an independent evaluation of the Firm’s or a Firm’s team member’s performance; and
     + Include at least one copy of the transmittal letter with the **original** signature of an officer of the Firm.
5. **Description of the Firm:** Include a complete narrative description of the Firm. Information should include:

* The Firm’s area of architectural specialization;
* Firm history;
* Honors and awards;
* Location of home and branch offices;
* Names of the principal officers of the Firm; and
* Identification of the major consultants if known.

1. **Organization Chart:** Include a simple organization chart showing how the Firm, if selected as the architect, would organize its personnel for the Project.
2. **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 Firm’s team. Indicate their availability for this Project schedule.
3. **Resumes:** Provide resumes of any person identified as a key professional. The resumes should contain the following:

* Name.
* Educational background.
* Employment history.
* Proposed role in the Project.
* 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; and
* Other information you believe to be relevant.

1. **Narrative:** Your proposal should be organized to clearly address how your Firm best satisfies the Selection Criteria identified in Section 6(A) through (H) above.
2. **A Summary of Relevant Projects Where the Firm was the Architect for Public Projects:** List no more than six 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 actually involved in the project and specify their role.
* Provide a statement acknowledging if the project was completed on time/on budget; and
* Provide a few illustrative photographs or renderings, if available.

1. **RESERVATIONS OF RIGHTS**
2. Green 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; and
3. Nothing in this document shall require Green Township to proceed with design and/or construction services.
4. **ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION**
5. A complete package of this RFQ including attachments can be obtained from Green Township website at www.Greentwp.org, or at Green Township Administrative offices located at 6303 Harrison Avenue, Cincinnati, Ohio 45247.
6. Green Township reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Firms submitting qualifications, should it be deemed in Green Township’s best interest to do so; (4) to make selection based solely on qualification and past experiences without an interview process.
7. All questions and answers will be posted on the township website at www.Greentwp.org; and
8. If interviews are conducted, the Interview Committee will be the same as the Planning and Design Committee.