



**REQUEST FOR QUALIFICATIONS  
DESIGN ENGINEERING SERVICES  
FOR  
ADMINISTRATION BUILDING & POLICE STATION**

**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/ Public Services facility all located at 6303 Harrison Avenue in addition to a new Police Station at a new site yet to be selected. 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 design firms as well as their proposed partnering engineering team. Green Township reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview process. The firm selected by Green Township will provide full design services for modifications and improvements to 6303 Harrison Avenue and / or full design services for a new Police Station, as directed by Green Township and as described in Section 10c.

The RFQ is at [www.Greentwp.org](http://www.Greentwp.org) or by contacting Green Township, or request via email at [fbirkenhauer@greentwp.org](mailto:fbirkenhauer@greentwp.org)

Sealed qualifications shall be addressed to Frank Birkenhauer, Green Township Administrator, 6303 Harrison Ave., Cincinnati, OH 45247-6498 until November 30, 2022 at 12:00 pm. For questions/ clarifications regarding the Design Engineering Services Administration Building & Police Station RFQ please call Nick Keyes at 513-356-5691 or email [nkeyes@jsheld.com](mailto:nkeyes@jsheld.com).

**2. PROJECT DEFINITION:**

Green Township is considering two separate projects at their Harrison Avenue campus that will substantially improve their ability to support public safety, public works and administration and prepare the Township’s critical public services for the future of the Green Township Community. The first project would be the relocation of the Police Department and all associated law enforcement functions to a new site and new building. This relocation frees up needed expansion space under their existing campus building so that Fire, Administration and Public Works can expand. The second project would be the expansion and renovation of the current combined Administration, Public Services, Fire, and Police building located at 6303 Harrison

Avenue. This renovation would focus on the expansion of the Fire Department operations including a new apparatus bay. In addition, it would allow for more efficient space for Administration and provide an opportunity for the Public Works Maintenance Department to shift to a new structure to be built at the rear of the site. It is expected that the existing building would require substantial interior modifications as well as improvements to the exterior of the building.

**Note** – If one design firm is selected for both the admin reno and new police station it would be required that the team have the essential bandwidth to run both design processes in parallel with some flexibility in slowing the admin renovation planning at DD to pick up after construction start of new police station.

### **3. PROJECT HISTORY:**

In February of 2022, KZF completed an existing Facility Assessment to determine the potential for a renovation in place and to identify the space programming for existing and future expansion of each of the 4 divisions (Admin, Fire, Police and Public Works). The resulting report, provided here in, created the basis for the design and constructability review that was completed between March and September. This process brought to light that the existing facility could not support the new program if all 4 divisions were to be housed at the existing building without substantial renovations therefore creating a need for a teardown and build new.

After a thorough review of the projected budget based on a new building it was determined that the best value option was to renovate/ expand the existing building and campus to house Admin, Public Works and Fire Station #53 and alternatively relocate the Police Department to a new site with a new building. With the Police Department under a separate roof, it has been determined that the current building could facilitate these 3 divisions as long as there was substantial interior modifications / improvements and several key external improvements.

The scope has not been confirmed entirely but the concept is in place to start the process of what the site and building improvements could entail and additionally what obstacles still remain in our way. It is important to note that it is the understanding that the Police Station will need to be constructed prior to the renovation to allow for their full transition out of the space and then undergo a phased interior renovation expansion of the 6303 Campus. The site selection process for the Police Station is currently underway and all efforts will be running in parallel as the programming and design progresses for both facilities.

### **4. PROJECT SCOPE CONSIDERATIONS:**

Based on the programming and a concept plan of how we could utilize the existing site / building for Fire/ Public Works/ Admin with the addition of the new Police Station Building offsite, the decision was made to consider the following conceptual framework:

#### **6303 Building Renovation / Expansion:**

- The existing 6303 building interiors would be fully renovated to expand into the existing Police Department space and the assumption is a partial to full rework of interior spaces with a focus on working around the building's core elements.
- The existing 6303 building has a dated façade in need of upgrades to modernize where possible
- As per the facility assessment report most / all building systems may need substantial upgrades to support the new operations including a storm shelter addition within the footprint.
- With the expanded capabilities of this building operations the site will need to undergo key improvements specific to parking and circulation based on the new expansion footprint and potential addition of PEMB for Maintenance Services
- The Fire Department space will need substantial upgrades from an interior perspective to improve their operational flow and make their space larger and more effective.
- The Fire Department will need a new Apparatus Bay for their vehicles which must be an expansion onto the existing building adjacent to the location of their current Apparatus Bay
- The current Police Department Intake and Evidence areas may require partial demo of the footprint to allow for the new pass-through Fire Apparatus Bay
- The Administration and Public Meeting areas will need to be improved and potentially shifted to improve space utilization with a focus on departmental growth.
- The Public Works needs additional space for heated vehicle storage requiring a relocation of the Maintenance Services department to the rear of the property which will potentially require a separate structure be erected for the maintenance of all vehicles including Fire Truck service which currently cannot be completed under existing roof based on deck height. The new building would be used for Maintenance Storage, Vehicle Lifts and potentially a Wash Bay

#### **New Police Station:**

- A new land site is being identified for the construction of a new Police Station which will need to be completed prior to the renovation efforts at the 6303 Building.
- Based on initial program analysis the building will be roughly 20,000 sf and assumed to be a single-story structure.
- Design Team will need to consider building and site design when looking at the growth within the community in order to ensure future expansion is possible.
- Building will house all Police / Law Enforcement divisions and will require a strong design team to create a highly functional and collaborative environment with industry leading technology including but not limited to the following environments:
  - Large group instruction
  - Tactical training
  - Forensics labs
  - Evidence storage
  - 911 dispatch / public safety communications
  - Holding cells
  - Interview rooms

- Secure areas for police and tactical vehicles
- Sally port and secure inmate transfer
- Roll call and staff meeting space
- A place for ceremonies or department recognition events
- Kitchen or café area
- Workout facilities
- Space to meet with community groups or members
- Public entrance and lobby
- Building will be designed to be safe, healthy and eco-friendly
- Site design will require thoughtful parking requirements for all law enforcement vehicles which overall should be achieved on a 2 +/- acre site

## 5. RESPONSE SCHEDULE:

The response to this RFQ shall be submitted in such form and quantity and at the location provided under the Submittal Requirements in Section 8 below. The schedule for responding to this RFQ is as follows:

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| • Issuance of RFQ:                    | <b>November 9<sup>th</sup>, 2022</b>  |
| • Deadline for Design Team Responses: | <b>November 30<sup>th</sup>, 2022</b> |

“Proposed” schedule for notifications:

- |  |   |
|--|---|
| • Notification of Top Qualified Firms: | <b>December 2<sup>nd</sup>, 2022</b>                  |
| • Finalist Interview Period            | <b>December 7<sup>th</sup> - 8<sup>th</sup>, 2022</b> |
| • Notification of Selected Firm:       | <b>December 16<sup>th</sup>, 2022</b>                 |

**Note** – As per *Ohio Revised Code Section 153.69 of Public Improvements*, there will be a selection and ranking of the 3 most qualified design firms to hold further discussions to explore these Firm’s qualifications, the scope and nature of services to be provided and review the various technical approaches each may take to complete these projects. Following this process, the highest ranking most qualified firm will enter into a contract negotiation for fair compensation representative of the scope of services. If there is a failure to negotiate a contract with said firm the Township will begin contract negotiations with second most qualified firm and so on based on ranking and qualifications.

## 6. ARCHITECT DESIGN TEAM’S SCOPE OF SERVICES:

The Architect’s Design Team will work with Township staff to develop the final concept. The Architect shall provide the following services but not limited to the below (the “Basic Services”) for each awarded project and this list will be further elaborated on once the design team is selected:

- Program Validation
- Concept Design
- Schematic Design

- Design Development
- Construction Documents
- Permit Administration
- Construction Administration

**Note** – Land Due Diligence for any new site for consideration to receive the Police Station will be completed by Green Township and will be provided for review and it will be this Design Team’s responsibility to utilize and integrate all of the due diligence information into any site planning efforts. Most due diligence reporting will be available within the Concept Design Phase.

The Design Team will need to consist of but not be limited to the following:

- Architect + Interior Designer
- Mechanical, Electrical, Plumbing Engineers
- Tele / Data / AV / Security
- Structural Engineers
- Civil / Site / Landscaping Engineers

**Clarification** – The expectation of Green Township is that all above service providers will be contracted and managed directly by the selected Architectural Firm with a single design services contract for “each” of the 2 projects within this RFQ.

## 7. 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, Development Director with assistance from the Township’s appointed Owner’s Representative.

## 8. CRITERIA FOR SELECTION:

The purpose of this RFQ process is to identify a qualified Design Team 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:

- A. Design philosophy and approach to design in general
- B. Examples of prior design services experience with projects of similar scale and complexity. Specific details should be presented for the following project types:
  - a. New Police Station – Township and or Municipal design / construction of Police
    - i. Include project examples of police / public safety environments and provide details as to your approach to balancing a modern community engaging design, incorporating industry design best practices and integration of industry leading technology and security.

- ii. Include experience with designing police / public safety environments like those listed in the Section 4.
- b. Existing Fire Station / Admin / Public Works Renovation - Township and or Municipal design / construction of “critical” public safety facilities where phased renovations or modifications of existing facilities were required.
  - i. Include project examples of phasing interior remodels of critical public safety environments and your approach to how you defined the phasing plan to avoid operational disruptions
  - ii. Include experience with designing fire station facilities specific to the operational flow of a work / live environment and the functionality and location of the Apparatus Bay.
- C. Prior experience with public-sector clients and projects involving Administrative, Police Stations, Fire Stations and Public Works.
- D. Clear understanding of the functional and operational aspects of township/ municipal services supported within the existing facility (Fire, Administration, Police and Public Works)
- E. Professional qualifications of individuals assigned to the Project including an organizational chart providing clarity of roles and responsibilities in addition to the Architect’s lines of communication and coordination of the various Design /Engineering entities under contract.
- F. History of effective deliverable schedule management and designing to a budget for projects of similar scale and complexity.
  - a. Provide details to your approach to designing to a budget without impacting operational and technological functionality of critical facilities.
- G. Explain your processes that creatively engage appropriate stakeholders in all stages of design including any feedback on utilizing digital 2D / 3D renderings, modeling and fly through technology for supporting benchmark approvals.
- H. Describe approach to developing new or improving existing buildings into sustainable, healthy and easily maintainable properties

## 9. SUBMITTAL REQUIREMENTS:

### A. 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 4:00 pm, November 30th, 2022**

ATTN: Frank Birkenhauer  
Township Administrator

Green Township  
6303 Harrison Avenue  
Cincinnati, Ohio 45247

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

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

- (i) **Outside Cover and First Page:** Include:
  - The title, “**Statement of Qualifications for Design Engineering Services Admin & Police**”
  - The name of the Firm; and
  - The submittal dates.
- (ii) **Table of Contents:** Include a table of contents.
- (iii) **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.
- (iv) **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.
- (v) **Organization Chart:** Include a simple organization chart showing how the Firm, if selected as the architect, would organize its staff personnel and all associated design / engineering firms for the Project.
- (vi) **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.
- (vii) **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.
- (viii) **Narrative:** Your proposal should be organized to clearly address how your Firm best satisfies the Selection Criteria identified in Section 8 (A) through (H) above.
- (ix) **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 these Projects:
- 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.

## 10. RESERVATIONS OF RIGHTS

- A. 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
- B. Nothing in this document shall require Green Township to proceed with design and/or construction services.
- C. This Request for Qualifications includes 2 separate but related projects. Green Township reserves the right to engage one single Design Team for both projects or has the right to engage 2 separate Design Teams at their discretion based on the Firms best qualified for each project.

## 11. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. A complete package of this RFQ including attachments can be obtained from Green Township website at [www.Greentwp.org](http://www.Greentwp.org), or at Green Township Administrative offices located at 6303 Harrison Avenue, Cincinnati, Ohio 45247.
- B. 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.



- C. All questions and answers will be posted on the township website at [www.Greentwp.org](http://www.Greentwp.org);
- D. If interviews are conducted, the Interview Committee may be the same as the Planning and Design Committee.