



Norwalk, Ohio - Fire Station Construction Request for Qualifications (“RFQ”)

Response Date Due: April 8, 2016; 4:00PM

The City of Norwalk (the “City”) is accepting Statements of Qualifications from qualified firms to obtain professional engineering/Architectural (A/E) services for completion of a Fire Station Design package. Estimated at a total of about \$3,220,000 for all professional design and inspection, construction work and improvements. The purpose of the RFQ process is to identify the most qualified firm(s).

The project will take place on four (4) parcels:

330210120270000	NORWALK CITY OF	0 WHITTLESEY AVE NORWALK OH 44857 4485
330210120260000	NORWALK CITY OF	108 WHITTLESEY AVE NORWALK OH 44857 4485
330210120280000	NORWALK CITY OF	12 FRANKLIN ST NORWALK OH 44857 4485
330210120280100		

The proposed fire station project will be based on a Dan Frederick Design, of which an electronic format will be provided to the selected firm. Said design will include the elements spelled out below. All civil site design specifications shall meet the City’s engineering standards.

Design elements will include: (at a minimum) 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 serviced, including without limitation the following services:

- Civil Engineering (including survey)
- Structural engineering
- Architectural, landscape and interior design
- Mechanical, electrical, plumbing and fire protection
- Data and telecommunication

Selected firm will:

- Work with City staff to incorporate needs and preferences into bid plans, specs and alternate bid specs including finishing’s and furnishings.
- Work with public/private utilities to configure installation locations.
- Consider traffic control for emergency vehicle ingress and egress, stormwater detention/retention, aesthetics, energy efficiency and cost effectiveness.
- Assist in development of a bid package (plans, specs, etc.) and estimate of cost based on local building indexes.
- Provide design assistance through construction, if design-related questions arise.
- Be able to work with the Richland County Building Department and various City-employed inspectors and/or a construction manager.



City of Norwalk
Fire Station Design services
38 Whittlesey Ave., Norwalk, OH 44857
Proj. Name: NOR FS

The City will select a Professional Design Firm based on the Statements of Qualification and will be determined at the City’s discretion using the criteria set forth.

Schedule: Barring any unforeseen items, design work shall meet all City project IDEAL milestones as set forth below, with construction occurring in Fall of 2016.

MILESTONE	COMMIT DT	ACTUAL DT	BASELINE DT
Authorized Design Consultant	5/7/2016		
50% Plans – Submitted & Reviewed	7/30/2016		
90% Plans – Submitted & Reviewed	9/1/2016		
Final Plans – Submitted & Approved	9/15/2016		
Sale	10/1/2016		
Award	11/1/2016		
Estimated Begin Construction	11/15/2016		
Estimated End Construction	7/30/2017		

Qualifications: Submitting Engineering/Architectural firms shall be experienced and proficient in similar size building and site design.

Interested firms shall submit their Statement of Qualifications to:

Joshua R. Snyder, P.E.
 Public Works Director
 The City of Norwalk
 38 Whittlesey Ave.
 Norwalk, OH 44857

The Request for Qualifications (RFQ) should generally adhere to the requirements listed under the following “Requirements for Requests for Qualifications” and “Scope of Services”. Any correspondence regarding this announcement should be directed to Joshua R. Snyder, P.E. at engineer@norwalkoh.com

Requirements for Request for Qualifications (RFQ)

- A. General Instructions for Preparing and Submitting a Statement of Qualifications (SOQ):
 - 1. Address all items as described in “Exhibit A”, as this will be our basis for scoring.
 - 2. Provide the information requested in the Request (Item B below), in the same order listed, in a letter signed by an officer of the Professional Design Firm. Do not send additional forms, resumes, brochures, or other material.
 - 3. Statement of Qualifications shall be limited to eight (8) single sided pages, 8.5” by 11” only. All pages should use a minimum font size of 12-point and



maintain margins of 1” on all four sides. All pages, including cover letter, cover, etc, count toward the 8-page limit. Electronic versions of submittals will NOT be accepted.

4. Send four Statements of Qualifications to Joshua R. Snyder, P.E. at the address set forth above.
5. Statements of Qualification must be received by **4 pm on April 8, 2016.** Statement of Qualifications received after this time will not be considered.

B. Request for Qualifications (RFQ) Format:

1. List any sub-consultants and their roles, including applicable qualification categories, and the percentage of work to be performed by the Professional Design Firm and each sub-consultant.
2. List the location of the office where the majority of the work will be performed.
3. Identify the Project Manager and other key staff members, including key sub-consultant staff members, by name and title. Include project Engineers/Architects for important disciplines and staff members responsible for key elements of the required services.
4. Describe the experience of persons to be assigned to the project on projects similar in scope and size (within last 5 years preferred).
5. Describe the Professional Design Firm’s understanding of the project and technical approach to complete the design elements listed above.
6. Statements of Qualifications are to include assigned personnel’s availability, particularly addressing those persons current/upcoming workload.
7. Statement of Qualifications should include an estimated tentative schedule of major design landmarks (i.e. topo, plan and profile, staff 50%, 90% plan reviews, plan submittals, etc.) up to the bidding phase.
8. Include references of the Professional Design Firm and any sub-consultants that the City may choose to contact for an assessment of the firm’s credentials to perform required services and to verify experience in similar projects.



Exhibit A

City of Norwalk Rating Form for Proposal
Fire Station Construction Design Project

Professional Design Firm Name: _____

Category	Total Value	Scoring Criteria	Score
	 	 	
Project Manager	15	See Note 1 Below	
Strength/Experience of Assigned Staff including consultants	15	See Note 2 Below	
Similar Project(s) Outcome	20	See Note 3 Below	
Professional Design Firm's Past Performance	15	See Note 4 Below	
Ability to Perform	15	See Note 5 Below	
Project Approach	20		
Total	100	 	

Notes:

1. The proposed project manager for each Professional Design Firm will be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores will be based on each project manager's technical training, education and experience on similar projects and past performance for the City or other assignments.
2. The experience and strength of the assigned staff, including subconsultant staff, will be ranked and scored as noted for Number 1 above.
3. Score will be based on proven results (budget, aesthetics, performance) of similar/same projects in scope and scale. Said similar/same projects should involve the assigned staff in similar capacities and should have occurred



- within the last 5 years. The highest ranked Professional Design Firm/team receiving a commensurately greater number of points.
4. The Professional Design Firm's assigned teams past performance on projects with respect to factors such as control of costs, quality of work and meeting deadlines will be ranked and scored on a relative, differential scoring type basis, with the highest ranked Professional Design Firm receiving a commensurately greater number of points. The City will consider previous assignments with the City, other Cities and governmental entities.
 5. The Professional Design Firm's ability to perform the required services competently and expeditiously, in terms of workload and availability of qualified personnel, equipment and facilities will be ranked and scored on a relative, differential scoring type basis, with the highest ranked Professional Design Firm receiving a commensurately greater number of points.
 6. The project approach is the strategy or "game-plan" given to address all the items noted above, on the way to delivering the most cost effective and beneficial public building for the City of Norwalk to use for the next 100 years.

The City reserves the right, depending on the submittals, to "short list" 2-3 firms to gather more project-specific details and meet with proposed Project Managers.

Scope of Services:

Norwalk Fire Station Construction project

Selected Firm's professional services will include (but is not limited to):

1. Review of existing maps,
2. Field Survey (topographical) work, as needed,
3. A stamped set of drawings including standard drawings, a site plan, detailed plan and profile sheets and SWPPP all with plan notes as necessary,
4. Generation of Bid quantities and an engineer's estimate,
5. Submission of paper and electronic (AutoCad) files of drawings, survey work and any calculations for determining quantities/estimates to the City.
6. Be available to answer questions regarding design elements and attend the pre-construction meeting.