

**FAIRFIELD TOWNSHIP, BUTLER COUNTY, OHIO
NOTICE OF CONTRACTS AVAILABLE FOR PROFESSIONAL DESIGN-BUILD SERVICES
REQUEST FOR QUALIFICATIONS (RFQ)**

**POSTING DATE: DECEMBER 6, 2019
RESPONSE DUE DATE: JANUARY 17, 2019**

Fairfield Township, Butler County, Ohio, is requesting qualifications (RFQ) from firms for the design/build construction of the projects listed below. Interested firms may respond to one or more of the listed projects in accordance with the content and formatting requirements set forth for Qualification Statements for Fairfield Township, Butler County, Ohio as outlined herein.

LISTING OF PROJECTS:

1. Existing Police Station Remodel and Expansion

COMMUNICATIONS RESTRICTIONS:

Please note the following policy concerning communication with Fairfield Township and any Township employees during the announcement and selection process:

During the time period between advertisement of the Request for Qualifications and the announcement of final consultant selections, Fairfield Township **will not** communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to the listed projects. When completed, selections will be announced through the Fairfield Township website at <http://www.fairfieldtwp.org>.

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities, and technical or scope of services questions specific to projects posted.

Any questions shall be submitted via email to Julie Vonderhaar, Township Administrator, at jvonderhaar@fairfieldtwp.org. All questions will be answered in writing and will be posted to the Township website. No notification of responses will be made and interested parties must check the Township website for posted responses. All questions not submitted strictly in accordance with the procedure outlined above **will not** be answered.

MAILING INSTRUCTIONS AND ADDRESSES:

Firms interested in being considered for selection should respond by sending, without signature guarantee, the original and five (5) copies of the RFQ to:

**Julie Vonderhaar, Township Administrator
Fairfield Township
6032 Morris Road Road
Hamilton, Ohio 45011**

Qualification Statements in response to an RFQ submitted to any other address **will not** be considered.

DBE GOALS:

None

FAIRFIELD TOWNSHIP PROFESSIONAL SERVICE SELECTION PROCEDURES:

Fairfield Township intends to select firms for design/build services for each of the projects listed above and further described herein based on the information contained within the submitted Qualification Statements.

The requirements for the RFQ and the Fairfield Township Selection Evaluation Rating Form that will be used to select consultants are shown below. Consultants must submit Qualification Statements that specifically address at least one of the projects listed herein. The consultant must visit the site of each project in which they express interest, and clearly specify the project(s) that they are interested in.

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS:

A. General Instructions for Preparing and Submitting Statements of Qualifications

- (1) Provide the information requested in the RFP/RFQ Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the Project Description.
- (2) RFP/RQP shall be limited to ten (10) 8 ½" x 11" single sided pages plus two (2) pages per project for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. All pages including the transmittal letter count against the limit.
- (3) Please adhere to the following requirements in preparing and binding Qualification Statements:
 - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides. All text shall be black type to facilitate machine copying.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8 ½" x 11" bond paper only. **No glossy paper.**
 - d. Bind Qualification Statements by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
- (4) Statement of Qualifications must be received by 4:00 p.m. on the due date. Statements of Qualifications received after 4:00 p.m. will not be considered.

B. Content of Statement of Qualifications

The Statement of Qualifications submitted by firms interested in providing professional services for the projects specified herein shall contain, at a minimum, the following information:

- (1) A list of the Projects for which the firm is submitting this Statement of Qualifications.
- (2) A brief history of the firm which shall include information pertaining to major areas of expertise and list the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
- (3) A list of representative projects and clients including project costs for contracted projects.
- (4) Information relative to insurance coverage of firm which shall include limits and deductions.
- (5) Information relative to specialized surveying/engineering equipment, computer hardware and computer software including ArcGIS capabilities. Fairfield Township will use ESRI® ArcGIS 10.31 (or equivalent) platform for the maintenance of all mapping files. Mapping files should be capable of being directly loaded or imported into ArcGIS with no translation, transformation and/or manipulation required by Fairfield Township.
- (6) For each project in which the consultant is expressing interest, provide a description of your Project Approach, not to exceed two pages unless otherwise indicated in the Project

Description. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

- a. List the Project Manager and other key staff members, including key subconsultant staff, if any. Include project engineers for important disciplines and staff members that will be responsible for the work and resumes for key personnel.
- b. List significant subconsultants, if any, their current prequalification categories and the percentage of work to be performed by each subconsultant.

C. Consultant Selection Evaluation Rating Form

**Fairfield Township, Butler County, Ohio
 Consultant Selection
 Evaluation of Consultant Statement of Qualifications**

Project Name: _____ Date: _____

Name of Consultant: _____

Name of Evaluator: _____

Scoring Category	Total Value	Scoring Criteria	Score
Technical Approach	5 Points	See Note #1	
Competency to Perform Required Services	5 Points	See Note #2	
Past Performance on Similar Projects	5 Points	See Note #3	
Other Factors	5 Points	See Note #4	
Total Score	20 Points		

Note # 1:

Technical Approach: Quality and feasibility of the technical proposal; understanding and insight into the Project Concept and Scope of Services; activities proposed; identification of important issues, recommended additional services or changes.
 (Weighted 1-5)

Note # 2:

Competence to Perform the Required Services: technical training, education and experience of key assigned personnel; expertise of subconsultants; prequalifications.
 (Weighted 1-5)

Note # 3:

Past Performance on Similar Projects: quality of work; control of costs; deadlines met.
 (Weighted 1-5)

Note # 4:

Other Factors: general impressions; location of office; MBE/DBE/FBE/SBE; current contracts.
 (Weighted 1-5)

PROJECT DESCRIPTIONS:

1. FAIRFIELD TOWNSHIP POLICE STATION REMODEL AND EXPANSION AT 6485 VONNIE VAIL COURT, FAIRFIELD TOWNSHIP, OHIO 45011

The Fairfield Township Police Station Remodel and Expansion to be located at 6485 Vonnie Vail Court, Fairfield Township, Ohio will consist of the following:

- ✓ Approximate 3500 SF expansion southward toward Vonnie Vale Court that will contain approximately 9 offices, new lobby, record's room, secure properties office, conference room, three restrooms, and additional rooms TBD
- ✓ The expansion will be constructed with masonry/steel and a CF roof at a minimal slope (2:12 likely) with polished concrete floors.
- ✓ The expansion will require additional fencing to the existing SE corner with a gated entrance, reworking the additional parking area, relocation of the existing storm sewer, foundation drainage, and an analysis of the existing detention basin for adequacy.
- ✓ The remodel of the existing 3500 SF remodel will include the saving or relocation of the existing partitions where possible, new flooring, ceiling tile, lighting, etc.
- ✓ Fairfield Township is also looking at adding a potential work-out facility to the existing building.
- ✓ The roof for the existing building will be shown as an alternate for a matching CF roof.
- ✓ The existing under-roof parking bays in the back will be enclosed with 3 overhead doors to accommodate vehicle storage

Estimated Construction Cost: Approximately \$1,200,000.00

Key Milestone Date: TBD

ODOT Prequalification Required:

None