REQUEST FOR QUALIFICATIONS
CITY OF OREGON
CENTRAL FIRE STATION

Notice is hereby given that the City of Oregon is requesting qualification statements from interested professional architectural and engineering firms for the design of a new fire station to serve the Oregon Fire Department. The firm selected will be responsible for preparing detailed construction plans and specifications for the project.

Interested firms need to obtain a complete copy of the Request for Qualifications from the City's website at *www.oregonohio.org/engineering/engineering/bidding-information.html*. Specific questions concerning the project details can be emailed to dhartman@oregonohio.org.

Firms interested in being considered for selection must respond by 4:30 PM on Friday, November 13, 2020 to Dennis Hartman, Fire Chief, City of Oregon, 5002 Seaman Road, Oregon, Ohio 43616 by submitting four (4) paper copies and one (1) electronic copy of a Letter of Interest. The City of Oregon will directly select a qualified consultant based on the responses to this RFQ.

By Order of the Council of the City of Oregon, Ohio. Ordinance No. 1-2020.

Dennis Hartman
Fire Chief

DH:beb

Published: October 23, 2020
October 30, 2020

10-23-20 Posting Date
Central Fire Station
City of Oregon, Ohio
Response Due Date: 11-13-20

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Oregon during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFP requirements.

Project Description

The City of Oregon is requesting proposals from professional architects and engineers to provide professional services for the design of a new fire station to serve the Oregon Fire Department. The site for the proposed new fire station will be on publicly property located off Wynn Road between Navarre Avenue and Pickle Road. (See attached location map.)

The City of Oregon has preliminarily identified the following basic design elements and functional properties that must be incorporated into the design and layout of the proposed fire station.

1. Fire Station to be approximately 17,000 sf
2. Five drive-through apparatus bays
3. Six offices
4. Ten bed dorm room style sleeping quarters
5. Commercial grade kitchen
6. Dining area
7. Day room
8. Dirty room for commercial and domestic laundry
9. Clean room for storage
10. Room for firefighting gear with negative pressure ventilation
11. Bulk storage area
12. Equipment and tool storage area
13. Workout room

14. Compressor room
15. Watch Commander room
16. IT, copy, and server room
17. Training room for up to 30 people

The selected licensed architect or engineer will need to determine the final dimension for the structure based on input from the City.

The site plan design and layout of the utilities to serve the building, including sanitary sewer, water, storm and conduits for electric and gas service to this site will be designed by the Department of Public Service staff and will be a separate construction contract. The designer will be responsible for determining the required electrical demand for the proposed building and for possible future improvements to the site, such as parking lot lights. The designer will be required to determine the needs for natural gas to serve the building.

Funding / Estimated Budget: $6,000,000.00 (includes Architect's fee)

Scope of Services

The Firm shall perform professional services including all required architectural design, interior design, detailed structural / mechanical / electrical engineering, utility coordination and all other services as required by the project. Documents produced will serve as the basis for both bidding and construction by a general contractor. The Firm shall represent that all tasks will be performed in accordance with generally acceptable professional standards and further represent that the advice and consultation provided shall be within its authority and capacity as a professional. The Firm shall comply with the regulations, laws, ordinance and requirements of all levels of government applicable to this project.

Services to be provided will be broken down into three (3) phases:

Phase 1 – Preliminary Design / Detailed Construction Plans & Specifications

Phase 2 – Final Construction Plans & Specifications / Bidding Services

Phase 3 – Construction Inspection and Administration

Phase 1 – Preliminary Design / Detailed Construction Plans & Specifications

The Firm shall work closely with the City and its representatives on the overall design. The Firm shall also assist the City in finalizing the scope of the project, particularly in regard to the site development and assist with research, site civil surveys and geotechnical work, as determined to be necessary by the Firm's design. Site development surveys and geotechnical work will be contracted and paid direct by the City if deemed necessary.

When requested, the Firm shall provide recommendations on solutions to solve a defined need and provide refinements as required. The Firm shall maintain project budget; and furnish all design documents; obtain approvals of all governmental agencies and authorities having jurisdiction over the scope of the project, including meeting presentations and attendance.

The basic services of the consultant during this phase shall consist of:

- Consultation with Fire Department and Department of Public Service, etc. to understand the City's needs and requirements
- Prepare schematic layouts, sketches and conceptual design criteria with appropriate exhibits to indicate the considerations involved and those alternate solutions available to the City to accommodate its needs.
- Prepare documents consisting of written project description, final design criteria, construction plans and project specifications.
- Preparation of estimate of Total Project Cost for the Project to include separately itemized probable construction cost and allowance for contingencies.

Phase 2 – Final Construction Plans & Specifications / Bidding Services

- Prepare for incorporation in the Contract Documents Final Drawings showing the scope, extent and character of the work to be performed and furnished by Contractor and Specifications.
- Provide technical criteria, written descriptions and design data for City's use in filing applications for permits with or obtaining approvals of such government authorities as have jurisdiction to review or approve the final design of the Project and assist the City in consultations with appropriate authorities.
- Advise the City of any adjustments to the estimated construction cost and any adjustments to Total Project Costs known to consultant as a result of change in scope, extent or character or design requirements of the Project.
- Attend pre-bid conference(s), as necessary.
- Issue addenda as appropriate to clarify, correct or change Bidding Documents.
- Assist the City in evaluating bids and in assembling and awarding contracts for construction, materials, equipment and services.

Phase 3 – Construction Inspection and Administration

- Attend pre-construction meeting
- Review and approve shop drawings, samples and other data which contractor is required to submit.
- Provide necessary clarifications and interpretations of the Contract Document as appropriate to the orderly completion of the work.
- Make site visits and construction observations with reports to gauge process and quality of the various aspects of the contractor's work. To be limited to spot-checking, selective sampling and similar methods of general observation of the work to determine in general if such work is proceeding in accordance with the contract Documents.
- Issue field orders authorizing minor variations from the requirements of the Contract Documents.
- Prepare and recommend Change Orders as appropriate.

- Perform final completion field review and prepare project punch list.
- Provide “as built” drawings including all AutoCAD files.

Selection Subfactors

- Demonstrated ability to meet Owner’s programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Qualifications and experience of individuals directly involved with the project.

Project Schedule

It is anticipated that the selected Consultant will be authorized to proceed by January 4, 2021.

Phase 1 – Preliminary Design / Detailed Construction Plans & Specifications	
• Start-up: Preliminary Design and Concept Drawings	January 2021
• Complete Phase 1 - Detailed Construction Plans & Specifications	March 2021
Phase 2 – Final Construction Plans & Specifications / Bidding Services	
• Start-up: Finalize Construction Plans & Specifications	April 2021
• Ready for Advertising, Bidding& Awarding of the Project	May 2021
Phase 3 – Construction Inspection and Administration	
• Construction Start-up	August 2021

Interested firms shall submit a project schedule with their response.

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Oregon, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Selection Procedures

The City of Oregon will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LoI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting four (4) paper copies and one (1) electronic copy of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

Dennis Hartman
Fire Chief - City of Oregon
5002 Seaman Road
Oregon, Ohio 43616

Responses received after 4:30 PM on the response due date will not be considered.

Requirements for Letters of Interest, Programmatic Selection Process

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest 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.

2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).

3. Please adhere to the following requirements in preparing and binding letters of interest:

   a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
   b. Page numbers must be centered at the bottom of each page.
   c. Use 8½" x 11" paper only.
   d. Bind letters of interest 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.

B. Letter of Interest Content

1. History of firm and any associated design firm: (1-page limit suggested)

   a. Name of firm and contact name with phone number.

   b. Location of principal and branch offices.

   c. Length of time in business.

   d. Firm ownership structure.

   e. Annual design service volume for each of the past five years.

(1) Number of projects.

(2) Total design service volume.

f. List total number of firm's personnel, other than secretarial/clerical, by professional or skill group.

If sharing or partnering with another firm, nature of an association with one or more outside design firms: (1/2 page limit suggested)

- Which firm will be the lead contracting party.
- How will the work be apportioned or shared between firms.
- What percentage of the entire work will be apportioned to each firm.

2. Provide a listing of all relevant or similar completed projects, which your firm and any associated design firm have served as design professional during the past five years. The following information should be provided for each completed project:

   (1) Project name, location, and owner

   (2) Brief description of project

   (3) Year completed

   (4) Construction cost

   (5) Other relevant information

3. List the Project Manager and other key staff members, including key subconsultant staff. For each key staff member, include a resume which summarizes:

   i. Education, including name of institution(s) field(s) of study, degree(s) earned, and year(s) received.

   ii. Professional registration(s) and/or professional society membership(s).

   iii. Project experience.

   Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

5. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant local and state standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 10-page body of the LoI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form
for
Programmatic Selections

Project: **Central Fire Station**

Selection Committee Members:
Fire Chief
Assistant Fire Chief
Deputy Chief

Firm Name: _____

Category	**Total Value**	**Scoring Criteria**	**Score**
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall 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 should be based on each project manager's experience on similar projects and past performance for the City of Oregon and other agencies. Any subfactors identified should be weighed heavily in the differential scoring.

   Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points.

   The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.

Navarre Ave
Project Location
Pickle Rd
S Wyuu Rd
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