

Request for Proposal

For

Professional Qualifications

For

DESIGN SERVICES FOR A NEW ELECTRIC DEPARTMENT FACILITY

As described herein

Statement of Qualifications

Accepted until July 16, 2021

Office of the Service Director

2310 Second Street

Cuyahoga Falls, Ohio 44221

REQUEST FOR PROPOSAL

For

PROFESSIONAL QUALIFICATIONS

DESIGN SERVICES FOR A NEW ELECTRIC DEPARTMENT FACILITY

I. INTRODUCTION

The City of Cuyahoga Falls, Ohio ("Owner") is seeking qualifications statements in accordance with Ohio Revised Code Sections 153.65 through 153.73 from design professional firms to provide professional architectural and engineering services as the architect of record ("Architect") for a proposed new Electric Department Facility (building estimated at approximately 45,890 square feet) located in Cuyahoga Falls, Ohio, as more particularly described on **Exhibit A** attached hereto (the "Project"). If your firm is interested in being considered, please respond by submitting a qualifications statement as instructed in Section 5 below.

The construction costs are estimated to be approximately \$10M. Architect shall complete the schematic design documents by December 2021. Owner will select the construction manager at risk ("Construction Manager") in the spring of 2022. Construction is expected to start by summer 2022.

II. BASIC SCOPE OF SERVICES

Owner and Architect shall enter into a contract that will include Architect's scope of work, as well as Owner and Project-specific terms and conditions ("Owner-Architect Agreement"). As required by the Owner-Architect Agreement, and as properly authorized by Owner, Architect will be expected to provide the following categories of services: program development and verification, schematic design, design development, construction documents, assistance with selecting a Construction Manager, bidding services, post-construction assistance. Scope of services include but are not limited to:

- 1) Architecture
- 2) Mechanical Engineering
- 3) Structural Engineering
- 4) Electrical Engineering

- 5) Technology Engineering
- 6) Civil Engineering
- 7) Landscape Architecture
- 8) Security Design
- 9) Interior Design including Furniture, Fixtures & Equipment
- 10) Cost Estimating

III. OBJECTIVE

The Project is to construct a new Electric Department Facility away from the City's Service Complex at 2550 Bailey Road. The new location will include both office and storage space and be the location of the entire staff for the Department. The City is currently pursuing potential sites for the placement of the building. The proposed facility is estimated to be approximately 45,890 square feet with outdoor storage of another 33,500 square feet.

IV. EVALUATION CRITERIA

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the firm's proposed team for the Project. Owner will consider the firm's competence to perform the required professional design services as indicated by the technical training, education and experience of the firm's personnel who would be assigned to perform the services and of the firm's current staff; availability of staff; relevant past work and performance of the firm's prospective consultants and the firm's previous experience when working with its proposed consultants; the firm's experience in performing engineering studies and construction administration; the firm's equipment and facilities; the location, availability and accessibility of facilities and equipment to support staff activities on the Project; experience in new construction and renovation; experience and capabilities of creating or reviewing Critical Path Method (CPM) schedules as a project management resource; specification writing credentials and experience; experience with working within the construction management at risk delivery methods; any previous work performed in connection with Owner or any other political subdivisions; and other similar information.

- Responsibility and stability – such considerations as length of time firm has been in business, length of time principals have been with firm, financial responsibility, professional liability coverage, etc.
- Experience – such considerations as other similar projects completed by the firm, similar design projects completed by key personnel of the firm, support staff abilities, range of in-house capabilities, etc.
- Location – Such consideration as location of firm's office that will be responsible for project coordination, previous work in the general geographic area, key project personnel office location, etc. Lower project costs should result if limited travel expenses are required and better communication can be maintained which should result in a higher quality project.
- Quality of work – Such considerations as adequateness of material supplied to permit evaluation, evaluation, quality of presentation, cooperation, concern, etc.
- Time schedule and anticipated man-hours to complete the project.

The City will accept SOQ's until 5:00 pm, Friday, July 16, 2021, at the Office of the City Service Director, 2310 Second Street, Cuyahoga Falls, Ohio 44221. Please contact the Service Director at 330-971-8240 with any questions.

Each firm shall submit a total of five (5) copies of the SOQ's in a sealed envelope clearly marked on the outside "DESIGN SERVICES FOR A NEW ELECTRIC DEPARTMENT FACILITY."

The City retains the option of rejecting or accepting any Statement of Qualifications. Should a firm be selected and the City cannot negotiate a contract with the selected firm ranked best qualified, the City shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best-qualified firm selected until a contract is negotiated. However, the City retains the right to reject all SOQ's and initiate the process of obtaining SOQ's from qualified engineering firms at a later date.

V. Statement of Qualifications

The specific format of the Statement of Qualifications (SOQ's) shall be per the responding firm's judgment. However, shall include the following:

1. A summary of the respondent's qualifications and approach.
2. Relevant projects of similar nature. Include: (a) description of the project and the services provided for the project; (b) start and completion dates for each project; (c) name, title and telephone number of the client contact most familiar with the firm's services on the project. For purposes of providing relevant project experience, below is a list of relevant scope of work requirements for this RFQ:
 - A. Experience working with the City of Cuyahoga Falls
 - B. Experience working with Utility Departments.
 - C. Experience in working for local municipal or other governmental agencies
 - D. Experience working on vacant or undeveloped sites
 - E. Construction Manager at Risk Experience
 - F. Performance of sustainable design and analysis
3. Information specifying legal business classification, state of incorporation, audited annual report, and summary of financial strength including a sufficient documentation to ensure a 100% performance bond of the installation.
4. Include a summary of the extent and stability of business operations related to the installation services.
5. Indication whether the response is being submitted on behalf of a parent company, division, subsidiary, or branch office and include any pertinent names and address of such.
6. Disclosure of affiliation of any kind with a manufacturer or installation of any line of energy related equipment which may be utilized in this project(s). Additionally specify what the equipment is and how it may impact the project.
7. Resumes for the proposed project team, including the proposed project manager, project design lead, technical staff, construction administration staff and any other proposed key staff. Each resume should include a one paragraph description of the duties and responsibilities of the individual's proposed project role. List the prior experience of such key personnel on similar projects and a summary of the proposed time commitment such key personnel shall have to this Project. Also include, to the extent known, any key consultants that will perform services under the Owner-Architect Agreement.
8. Address how your firm will implement Building Information Modeling ("BIM") on the Project, experience and level of training of staff related to BIM, incorporation of team partners that have previous

- BIM experience, and demonstrate an understanding of collaborative BIM processes.
9. Describe your experience related to sustainable design. Include relevant projects on which sustainable design was a goal for the owner. This Project will not seek LEED or similar certification, but Owner does expect sustainable solutions when practical.
 10. Describe the record keeping, reporting, monitoring and other information management systems, including the scheduling and cost control systems, that you propose using for the Project.
 11. Describe how the firm will meet Owner's schedule for the Project stated at the beginning of this RFQ.
 12. Discuss any of the evaluation criteria noted in 3.A herein, but not addresses above.
 13. Please identify any projects involving any litigation or failure to meet the energy guarantee and provide an explanation for result or lack of results.
 14. Additional pertinent information

The City requests that, in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope. The selected project shall be a project that has been completed for at least three years but no more than five years. A detailed description of services rendered, the name, mailing address and phone number of the client's project manager, and the name and mailing of the general contractor.

The responding firms are also requested to provide a proposed project team that will most likely work on this project. Members should include personnel from the partner down to the engineer-in-training level. Sub-professional: level employees not providing a significant role on the project do not need to be included.

VI. INTERVIEWS

The City reserves the right to conduct face-to-face interviews with any, all, or none of the responding firms. In the event the City selection committee deems interviews necessary to select the best firm, the City will establish a meeting at a mutually acceptable time at City office. The City selection committee will meet key members of the firm's proposed project team. It shall be the selection committee's sole decision on whether any interviews are held and with which firms interviews are held.

Exhibit A

Project Description

The proposed Electric Department replaces the existing facility located at the City of Cuyahoga Falls Service Center; 2550 Bailey Road. A facility assessment was performed by GPD Group to determine the facility needs and will be made available upon request.

It is estimated that the Building will be approximately 45,890 square feet and the outdoor storage area for light poles and transformers will be approximately 33,500 square feet. The total site disturbance area including visitor parking is estimated to be 160,000-170,000 SF.

The following considerations were fundamental to the concept and site development:

- A gantry crane on the south side of the garage is critical to the function of the service department and shall be included in the design.
- Loading dock, shown on the preliminary floorplan, will be required. It is envisioned to have the office and garage on a single level, which will require the loading dock to slope down toward the building.
- There will be a mezzanine level above a portion of the office space to provide additional storage and accessed via stair.
- Above-ground fuel tank will be required on the site to support the fueling needs of the Electric Department service vehicles.
- Landscape design is required on the north side of the site along Cochran road to help maintain the residential/commercial flow of the street.
- A pole training area is required interior and/or exterior.
- Based on the preliminary site plan, a retaining wall will be required.
- Stormwater detention and water quality is anticipated on this site.
- Perimeter fence and a motor operated gate(s) are required on the site.

The design shall consider materials that will create a low level of maintenance and a high level of security. Although not seeking LEED Certification, we seek an energy efficient facility both within and with the exterior of the facility.

Exhibit B – Reference Document Conceptual Program

City of Cuyahoga Falls – Electric Department
Cuyahoga Falls, Ohio

The following represents a “conceptual program” for the building and space design:

Space	Proposed Area (SF)
Office Space	2,000
Conference	550
Drafting Room	Combined w/ War Room
Garage	20,500
Storage (indoor)	18,500
Storage (outdoor)	See Below
Meter Testing and Repairs	700
Rubber Goods testing	600
Mechanical Room	800
Locker room	750
Restrooms	690
War Room	800
Total:	
	45,890
Outdoor Storage (approximately)	33,515

PROPOSED PROGRAM

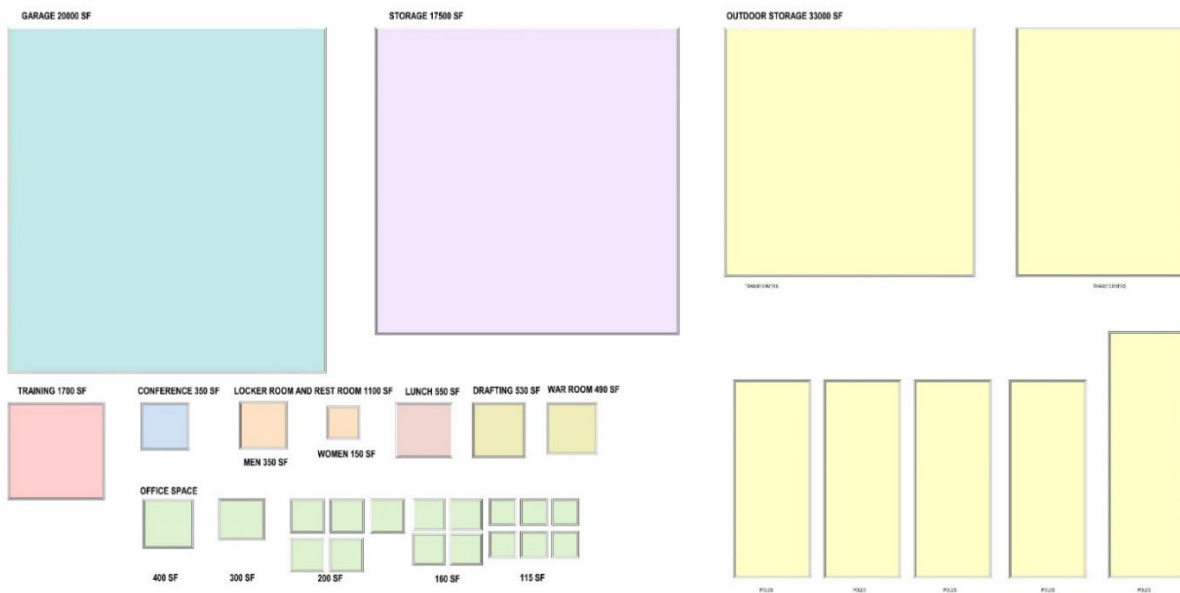


Exhibit C – Reference Document Conceptual Floor Plan and Site Plan

City of Cuyahoga Falls – Electric Department
Cuyahoga Falls, Ohio

