

Department of Public Safety
**Instructions to Design Firms
For Preparing Statement of Qualifications**

Statement of Qualifications will be accepted by the Cuyahoga Falls City Engineer, 2310 2nd Street, Cuyahoga Falls, Ohio 44221, no later than 1:00 p.m. on February 9, 2018, for the provisions of services required for the following:

Contract Description

The selected Architect/Engineer (A/E) will provide design services (schematic design, design development, construction documents), bidding and award support, conformed documents, construction administration services, post-construction services and additional services.

Five (5) bound copies and one (1) digital copy (pdf format) on disk of the Statement of Qualifications are required to be submitted, by the designated date and time, in a sealed envelope and labeled as:

“Professional Design Services for the Cuyahoga Falls Law Enforcement Training Center”

Purpose

The purpose of this professional services contract is to provide Professional Architectural and Engineering Design Services to the City of Cuyahoga Falls for the Cuyahoga Falls Law Enforcement Center. This firm will prepare the advertisement and bid package for the construction contract, and serve as the owner’s representative including construction administration. Additional information on the project is available at <http://www.cityofcf.com/police> for reference.

The successful firm will provide professional recommendations to the City regarding the Cuyahoga Falls Law Enforcement Training Center. The City has budgeted approximately \$2,000,000 for the Cuyahoga Falls Law Enforcement Training Center, inclusive of professional work and construction.

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, to be held at the City’s offices. 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 firm(s) interviews are held.

Schedule

The City of Cuyahoga Falls intends to construct the Training Center in 2018. Therefore, it is required that the final design and cost estimates be completed by **July 31, 2018**.

STATEMENT OF QUALIFICATIONS CONTENTS

Section I – Minimum Qualifications (10 Page Limit)

In this section of the Statement of Qualifications, provide documentation (i.e., certificates, letters of certification...) for the following minimum qualifications:

For the purpose of this Request, the Firm(s) must meet the following minimum qualifications:

- Registered in the State of Ohio as an Architect (Copy of license)
- Registered in the State of Ohio as an Engineer (Copy of license)
- Experience in the last five (5) years as Owner’s Representative.

Valid certifications must be attached (can be included in Appendix).

Failure to meet these minimum qualifications will cause the Statement of Qualifications to be considered non-responsive and it will be removed from further consideration.

Section II – Firm’s Experience (8 Page Limit, including reference sheets)

Experience in the design of shooting ranges is desirable. In this section of the Statement of Qualifications, provide any information regarding the firm’s experience, within the past five (5) years, with this type of project. Also, please provide at least three (3) and no more than five (5) references detailing the firm’s role in the referenced contract/project and detailing how the firm demonstrated proficiency in the following areas:

- Representing Owner’s interests
- Quality of Design and Cost Estimating
- Meeting Schedule and Deadlines
- Controlling Cost and Adhering to the Budget
- Communication, Cooperation and Follow Through Skills
- Construction Support Services

Section III – Available Staff’s Experience (20 Page Limit)

In this section of the Statement of Qualifications, provide an Organizational Chart for the key personnel (prime and sub consultant) responsible for this project. The Organizational Chart shall clearly show the name, title and firm for each key staff member and how the Project team will interact with the City.

Section IV – Proximity of Prospective Firms to the Project Site (2 Page Limit)

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 that should result in a higher quality project.

Section V – Project Schedule (2 Page Limit)

In this section of the Statement of Qualifications, provide a detailed project schedule throughout project development, including, but not limited to, design, bidding, award, and construction.

Section VI – Project Approach (2 Page Limit)

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:

- Technical Approach
- Understanding of the Project
- Qualifications for the Project
- Knowledge and experience concerning relevant local building standards, procedures and guidance documents
- Innovative ideas
- Project specific plan for ensuring increased quality, reduced Project delivery time and reduced Project costs

TERMS AND CONDITIONS OF THE RFQ

A. Communications.

Firms considering responding to this RFQ are strictly prohibited from communicating with any member of the City's staff, as all questions should be directed to Police Chief Jack Davis (330) 971-8300 or davisjh@cityofcf.com.

B. Amendments.

This RFQ shall be modified only by a written addendum issued by the City. It is the responsibility of the firms to verify that they have received and incorporated into their responses all changes due to addenda issued to this RFQ.

C. Cancellation; Rejection.

The City reserves the right to cancel at any time for any reason this solicitation and to reject all qualifications statements. The City shall have no liability to any proposer arising out of such cancellation or rejection. The City reserves the right to waive minor variations in the selection process.

D. Proposer Costs.

The City assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualifications statements.

E. Negotiations.

If the City and the firm ranked best qualified cannot negotiate a contract in good faith, the City shall notify 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 procedure will be followed with each next best qualified firm until a contract is negotiated. However, the City retains the right to cancel at any time, for any reason, this solicitation and to reject all qualification statements.

INSTRUCTIONS FOR EVALUATION OF STATEMENT OF QUALIFICATIONS

Rank each item in the “Statement of Qualifications Form” on the basis of zero (0) to the maximum points as shown on the “Statement of Qualifications Evaluation Form”. Listed categories will be evaluated by the consultant selection committee in a meeting where one score will be agreed upon. Please note that any narrative supplied by consultant is to be considered only as it relates to the project at hand. There is no category for rating a narrative approach on its merits. A narrative approach may be considered, where appropriate, to expand a consultant’s explanation with regard to any of the following evaluation categories:

- A. **“Firm’s Experience”** Consider the firm’s experience within the past five (5) years with this type of project. Review the references provided by the consultant and evaluate the firm in each of the following categories:

- B. **“Available Staff’s Experience”** Consider the resume of the key personnel in each applicable areas to be authorized. Evaluate the “Available Staff’s Experience” in the following categories:

Architectural/Engineering Design Services to Construct Cuyahoga Falls Law Enforcement Training Center

EVALUATION CRITERIA	Max Points	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F
Section 1 - Min Qualifications							
Prequalification Met	Yes/No						
Section 2 - Firm's Experience	30						
Section 3 - Staff Experience							
Project Manager	20						
Support Staff	20						
Section 4 - Primary Firm Location	10						
Project Schedule	20						
TOTAL	100	X	X	X	X	X	X

STATEMENT OF QUALIFICATIONS EVALUATION FORM

CUYAHOGA FALLS LAW ENFORCEMENT TRAINING CENTER

Project Name

Project Type

Submission Date

Selection Meeting Date

Facilitator

Architectural & Engineering Design

Committee

Members:
