

REQUEST FOR QUALIFICATIONS



CITY OF BARBERTON

ARCHITECTURAL/ENGINEERING SERVICES

BARBERTON JUSTICE CENTER

A Multijurisdictional Jail, Local Police Department, and
Municipal Court

DATE ISSUED: January 23, 2018

1. Request for Qualifications (RFQ) Instructions and General Scope of Services

1.1. Public Notice

The City of Barberton (City) is soliciting Statements of Qualifications (SOQs) from professional architectural firms/teams (Firms) qualified to provide architectural design services (Services) *prior to entering into a contractual agreement for the performance of outlined services* for a new Justice Center comprised of a Multijurisdictional Jail, a Local Police Department, and Municipal Court.

The City is seeking firms whose combination of experience and expertise will provide environmentally conscious, energy efficient, professional, timely, and cost-effective services to the City. The City reserves the right to enter into one or more contracts with any firm selected under this RFQ process.

Information related to this solicitation, including any addenda, will be posted to the City's website at <http://www.cityofbarberton.com> For questions related to this solicitation contact:

Robert A. Incorvati, Esq.
Court Administrator
City of Barberton Municipal Court
576 West Park Ave., Barberton, OH 44203
Phone: (330) 861-7011
Email: rincorvati@cityofbarberton.com

1.2. Project Overview

In 2013, the City of Barberton conducted a Facility Needs Assessment to provide guidance for long-range facility planning. This assessment resulted in conceptual designs for a new police station, multi-jurisdictional jail and municipal court. The Facility Needs Assessment and conceptual designs can be viewed on our website at: <http://www.cityofbarberton.com> While prepared for preliminary reference and planning purposes only - and should not be considered a project requirement - the Needs Assessment findings are summarized as follows:

Police Department/Jail:

Reception/Lobby	384	sf
Administration	2,941	sf
Detective Bureau	1,114	sf
Field Operations (Patrol)	4,692	sf
Vehicle Sally Port	952	sf
Jail	3,620	sf
Staff Support Spaces	5,856	sf
Building Support Spaces	<u>1,622</u>	<u>sf</u>

Police/Jail Sub-total 21,180 sf

Barberton Municipal Court:

Judicial	11,082 sf
Clerk of Courts	7,686 sf
Law Director (Prosecutor)	2,412 sf
Probation	1,764 sf
Community Space	1,596 sf
Staff Amenities	996 sf
Building Support	<u>7,344 sf</u>

Court Sub-total 32,880 sf

Total 54,060 sf

The proposed development site is a collection of City-owned parcels bounded by W. Hopocan Avenue to the south, Newell Street to the west and Lucas Street to the north with the City pursuing eminent domain options on an adjoining parcel to the immediate east of the proposed development site.

Total estimated project Cost of Construction is summarized as follows:

1.00	Building Support	9,350 sf @ \$197	\$ 1,841,950
2.00	Community Space	1,596 sf @ \$203	323,988
3.00	Police Department	15,554 sf @ \$225	3,499,650
4.00	Courts	23,940 sf @ \$225	5,386,500
5.00	Jail	3,620 sf @ \$270	977,400
Sub-Total Construction			\$ 12,029,488
Contingency			<u>300,000</u>
Total Construction			\$ 12,329,488

Other estimated project costs are as follows:

Professional fees (estimated at 8%)	\$ 986,350
Miscellaneous expenses (testing, legal, etc. estimated at 2%)	246,590
Loose furniture and equipment (estimated at 6%)	<u>739,770</u>
Total Soft Costs	\$1,972,710
Total Project Budget	\$ 14,302,198

Proposed funding sources include state and local funding, grant funding, and Court Special Projects resources.

1.3. RFQ Schedule of Events and SOQ Submission Instructions

Please submit five (5) copies of your Statement of Qualifications (SF330 Form) – available at <https://www.gsa.gov/forms-library/architect-engineer-qualifications> or from the City directly – in accordance with the schedule and delivery instructions below.

Advertisement of RFQ	January 24, 2018
Deadline for Questions	February 12, 2018
Deadline for Submittal of Qualifications	February 9 - 3:30 p.m.
Evaluation Meeting	February 12, 2018
Project Awarded	February 14, 2018
Execution of Agreement with Firm	February 23, 2018
Ground Breaking – Construction Begins	TBD, June 2019

The City reserves the right to adjust the above schedule and to add/remove specific events to meet the unique needs of the Project.

SOQs shall be enclosed in a sealed envelope or package and addressed to the City of Barberton. The name and address of the firm, and the RFQ Title, shall be noted on the outside of the package. All items required for a responsive SOQ shall be included. It is the sole responsibility of the firm to ensure that the SOQ package is received no later than the established due date and time at the proper location. SOQs received after the due date and time will not be considered. SOQs submitted by facsimile or other electronic means will not be accepted. **Do not submit any price or fee information at this time (ORC 153.691). Firms providing such information as part of their response to this RFQ will be disqualified.**

Statement of Qualifications Deadline: Five (5) paper copies and one (1) electronic (PDF) file must be received no later than 3:30 p.m., E.S.T., on Friday, February 9, 2018 to the following address:

Submit/Deliver to: City of Barberton
 Mayor's Office
 576 West Park Avenue
 Barberton, OH 44203
 Attn: Mike Vinay

1.4. Evaluation Criteria and Process

Evaluation criteria include:

- Firm and Individual Qualifications;
 - Relevant Past Project Experience of the Firm;
 - Relevant Past Project Experience of Key Team Members;
 - Resumes of Key Individuals;
- Familiarity with Local Conditions, Codes and Practices, as Evidenced in Previous Projects;
- Approach to Designing Sustainable Municipal Building Projects for New Facilities;
- Past History with Client;
- Proposal Completeness
- Demonstration of firm ability to quickly adapt to Project Scope amendments

The City will assemble an evaluation committee whose responsibilities include performing technical evaluations of each SOQ and making selection recommendations based on the evaluation criteria provided herein. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. Interviews are not anticipated, but may be held at the discretion of the evaluation committee. The City reserves the right to obtain clarification or additional information from any firm regarding its proposal. A sample Evaluation form is attached hereto as “Exhibit A.”

The City reserves the sole right to select the most qualified firm(s) on the basis of best overall proposal(s) that is most advantageous to the City. Firms that submit SOQs will be notified of the selection results. Final approval of any selected firm is subject to the approval of City Council and/or City officials.

RFQ’s should be prepared simply and economically, providing a clear and concise description of the Firm’s capabilities to satisfy the requirements of the request. All submissions must include a cover letter/statement of interest indicating the Firm’s interest in the project and highlighting its qualifications to perform the project. All additional information shall be incorporated into the SF330 and shall include the following:

1. A brief overview of the company.
2. A proposed approach to the project including key activities, milestones, possible design concepts, potential challenges and areas of concern.
3. Related experience with similar types of projects and specific qualifications and resumes of key team members. The roles and qualifications of key project team members, both in-house and sub-consultants. Identify the project lead and that person’s availability to start work on the project and to complete the work without interruption from other projects,

commitments or schedule.

4. A staffing plan that identifies the Firm's proposed project manager and, as appropriate, the names and specific staff members proposed to conduct the work with resumes appended. Describe coordination and relationships with sub-consultants.
5. Examples of at least three (3) relevant jail/police station projects, preferably in Ohio, completed by the Firm, including:
 - a. Project Name and Location
 - b. Summary of Scope/Services Provided
 - c. Project Size and Construction Value
 - d. Duration of Project
 - e. Any significant change orders in Scope of Project materially impacting total project square footage (increasing or decreasing)
 - f. Police Chief name and contact information
6. At least three (3) references including entity name contact person and telephone number.
7. A statement verifying the Firm's ability to execute contract upon award.
8. A statement verifying that your firm has not been suspended or disbarred from Federal/Government work.

Exceptions: Any and all exceptions to this bid shall be noted on **Attachment A – Exceptions**, and submitted with the final proposal.

1.5. Terms and Conditions

1. The City of Barberton reserves the right to reject all submissions and waive any irregularities and informalities in the information provided.
2. The City of Barberton reserves the right to request clarification of information submitted, and to request additional information from any firm.
3. The City of Barberton reserves the right to award any contract to the next most qualified firm if the successful firm does not execute a contract by the proposed date of February 23, 2018.
4. The contract resulting from acceptance of a proposal by the City of Barberton shall be in a form supplied or approved by the City of Barberton, and shall reflect the specifications in this RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the RFQ, and which is not approved by the City Law Director.

5. The City of Barberton shall not be responsible for the costs incurred by the Firm in preparing, submitting or presenting its response to the RFQ.
6. In submitting qualifications, the respondent agrees to comply with all applicable Federal, State, and City of Barberton laws in the conduct of work specified herein. The consultant selected to work on this project will be required to obtain a City of Barberton business license.
7. The City of Barberton fully complies with Title VI of the Civil Rights Act of 1964 and related statutes in all programs and activities. Those requiring disability accommodations and/or materials made available in an alternate format, please contact the City at 330-848-6719 or mayor@cityofbarberton.com

1.6. Scope of Work

There are three (3) basic phases to the proposed scope of work that will result a new completed multijurisdictional jail, local police station, and municipal court. These three phases are defined as follows:

Phase I – Review of completed Space Needs Assessments, Conceptual Design and Design Development

Under this phase, the architect will conduct a review of the two previously completed Space Needs Assessments (dated May 20, 2013 and June 7, 2017) and, using industry standards, project experience, and input from City staff, develop conceptual designs for the multijurisdictional jail, police station, and municipal court that will accommodate the Departments' anticipated needs for 50 years. This recommendation shall be presented to the City for review and comment. Once the City has selected a final design concept, the consultant shall proceed with Phase II of the contract.

Phase II – Preparation of plans, specifications, and estimates adequate to establish bid strategies and bid a contract for the construction of the multijurisdictional jail, police station, and municipal court, including utilities and site improvements.

In addition to preparation of construction documents, specifications, construction cost estimates, and timelines, under this phase the architect shall respond to all questions posed by prospective bidders during the construction bid process. The architect shall also prepare and distribute any necessary addenda, shall evaluate all bids and shall make a recommendation to the City regarding who the architect believes is the best responsive bid and why.

Phase III – Construction Administration.

The architect shall expedite building permits and required approvals during this phase. The architect will also administer the construction contract and make periodic site visits during construction, and provide construction oversight as negotiated.

Date of Publication: January 24, 2018.

ATTACHMENT A

EXCEPTIONS to RFQ

ARCHITECTURAL SERVICES for the SWSCOG Multijurisdictional Jail, City of Barberton Police, and Municipal Court Facility

If a proposer wishes to suggest a change to any mandatory term, condition, or qualifications set forth in any part of this RFQ, or wishes to request an exemption to any of the mandatory qualifications, it shall be noted on this Attachment and submitted to the City of Barberton as part of the RFQ submittal. Please be specific with all exceptions.