

REQUEST FOR QUALIFICATIONS

CITY OF WHITEHALL/ Whitehall Division of Police

Issued: March 23, 2020

Due Date: **July 1, 2020** 4:30p.m.

COVID-19 Adjustment

Contact: Chief Mike Crispen
Whitehall Division of Police
365 S Yearling Rd
Whitehall, OH 43213
(614) 246-7414
mike.crispen@whitehall-oh.us

City of Whitehall / Whitehall Division of Police

1. Introduction

The City of Whitehall "Owner "is requesting Statements of Qualifications (SOQ) from professional architectural firms for the purpose of providing architectural and engineering design services for the Whitehall Division of Police Renovation and Expansion Project.

2. Project Description

2.1 Overview

The City intends to construct a new addition to the police department at the current site of the Whitehall Division of Police in Whitehall, OH. This new facility will be located just north of the existing police department. This project will also include renovation to the existing building (approx. 9,000 square feet) with an additional 13,000 square feet of new space for a total footprint of 29,000 square feet. The new addition will be a two-story structure that consists of administrative offices, dispatch center, reception area, canine housing, garage and training room. The project includes a renovation of the existing firing range, current garage, current dispatch center and other administrative rooms. It also includes an expansion of the current property room. The City will be interested in your experience and capability to incorporate sustainability into this project. The awardee will be required to work with the City's IT department and vendors selected by that department for intranet, security and telecommunications equipment.

The estimated total project budget is \$2,500,000 to \$3,200,000. Selection of the design firm will be performed using Qualification Based Selection.

A conceptual plan has been developed by *Jerome M. Scott Architects*. These documents are included as part of the Request for Qualifications package (Exhibit A). ***Project funding is contingent upon final approval from City Leadership and Council Members.***

2.2 Site Conference

A site visit is scheduled for Wednesday June 17, 2020 at 10:00am (local time).

Attendees should check in at the Whitehall Division of Police located at 365 South Yearling Road, Whitehall, Ohio 43213. Firms may tour the Whitehall Division of Police on **June 17, 2020** following the conference. All firms who intend to submit a response are strongly encouraged to attend the conference to gain better insight into the expectations.

Submittals

Each respondent must submit eight (8) copies of its response to this RFQ by 4:30pm on **Wednesday July 1, 2020** (local time) and sent to the attention of:

Chief Mike Crispen
Whitehall Division of Police
365 S Yearling Rd
Whitehall, OH 43213

Write on the outside of the sealed envelope or box:

"Statement of Qualifications for the Whitehall Division of Police Project"

No faxed or electronic submissions will be accepted.

2.3 Anticipated Schedule

The desire of the City is to have the selected Architect in place with a successfully negotiated contract on or about **July 10, 2020**.

The City reserves the right to modify any or all of the above dates.

2.4 Questions, Clarifications and Addenda

Information and questions about the project can be made in writing up to June 12, 2020 by contacting:

Chief Mike Crispen
Whitehall Division of Police
365 S Yearling Rd
Whitehall, OH 43213
mike.crispen@whitehall-oh.us

Responses will be posted on **June 16, 2020** at www.whitehall-oh.us
No oral questions or requests will be accepted by the City.

2.5 Qualifications

Submittals shall be limited to 30 pages (8 1/2" X 11" one-sided printing), not including a one-page cover letter, Cover and Back, Table of Contents, and tabs, and shall include the following sections (with associated page limitation per section):

1. Information about the firm's history (one page).
2. Education and experience of key personnel working on the project (five pages).
3. List of prior work completed by key staff with the following categories (five pages):
 - a. City of Whitehall
 - b. Direct experience with municipalities of similar size
 - c. Direct Experience with Police Facility Construction and police dispatch.
4. Ability of firm to provide services on the proposed timeline (one page).
5. List of sub-consultants used to provide any services not performed by the prime design firm (one page).
6. List of five relevant projects involving similar services performed for clients (five pages) which includes the following information for each project:
 - a. Project owner, name of project and location
 - b. Brief description of the project
 - c. Reference contact person and phone number
7. The firm's location and proximity to the site for purposes of attending meetings (one page).
8. The firm's insurance coverage, including errors and omissions. Include the coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits (one page).
9. Project approach including firm's procedures for preparing budget estimates, performing design reviews, construction reviews and value engineering (ten pages).
10. The firm's experience in sustainability as it relates to environmental conservation.

As required by Ohio Revised Code responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the individual project teams from the firms determined to be most qualified may be asked to meet the City and Police representatives to present the firm's qualifications and proposed approach for the Project before final selection is made. Following this evaluation and final approval from Whitehall City leadership, the City will enter into contract negotiations with the firm deemed to be the most qualified.

3. Exhibits

Exhibit A – Building Concept

