

**PERKINS TOWNSHIP BOARD OF TRUSTEES
REQUEST FOR QUALIFICATIONS
FOR CONSULTANT SERVICES**

Project Owner: Perkins Township Board of Trustees

Project Name: Fire Station Project

Project Location: 407 Woodlawn, Sandusky, Ohio 44870

Delivery Method: Construction Manager at Risk

Deadline to Submit Qualifications: 2:00 p.m. local time **February 14, 2025**

The Perkins Township Board of Trustees (the "Owner") seeks qualifications from design professionals to provide the following consulting services related to the design, renovation, and/or construction of the Fire Station Project (the "Project"):

- Third-party architectural, structural, and mechanical design peer review services for the tornado shelter

Statements of Qualification will be reviewed and the most qualified firm selected in accordance with Ohio Revised Code Sections 153.65 to 153.71. The Owner will select a firm to provide the required services based upon the Statements of Qualifications received and the availability of the firm determined most qualified to provide the required services within the Owner's timelines for completion.

Submittals:

Interested individuals or firms are invited to submit a statement of qualifications for one, multiple, or all of the above consulting services. Interested individuals or firms must submit **1 electronic copy in PDF format** of their statement of qualifications ("SOQ") via email to Gary Boyle, AICP Township Administrator, at gboyle@perkinstownship.com, with the following file name and subject line: "**[FIRM NAME] – Perkins Township Board of Trustees Fire Station Project - Consultant Qualifications**"

In addition to the above, interest individuals and firms are asked to upload an electronic copy of their SOQ to the following ShareFile link:

<https://bricker.sharefile.com/r-rf82b76501cef4108af8a90f1d29439b7>

To access simply enter the ShareFile link above into your web browser, enter your email address and name and then "drag and drop" your electronic file into the folder or use the browse function to locate the file

In the cover email to the Owner, please indicate the consulting services and projects for which you or the firm is submitting a SOQ to perform.

The Owner reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Qualifications received may be retained in the file maintained by the Owner for design professional qualifications, unless the firm specifically requests not to be included in this file; each firm is

responsible to provide annual updates to the qualifications to remain current. This file will be used for future design needs when design fees are estimated to be less than \$50,000.

Project Overview, Schedule, and Owner Budget:

- A. This Project is anticipated to include the construction of a new fire house station and emergency operations center.
- B. The Owner's estimated total budget for the Project (including all construction costs, design fees, and construction manager at risk fees) is **\$10,000,000**.
- C. The Architect for the Project were procured separately per the Ohio Revised Code. The Architect for the Project is App Architecture, Inc.
- D. The Owner anticipates that consultant services for the Project will begin immediately after selection of the applicable consultants.

Communication Protocol:

All questions concerning this RFQ shall be directed in writing via email to Gary Boyle, AICP Township Administrator, at gboyle@perkinstownship.com, by **2 p.m. 7 calendar days prior to the submittal deadline**. Questions will be reviewed and the Owner will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be posted on the Township's website at www.perkinstownship.com. Firms shall not rely on any oral instructions or answers. Respondents should not seek to discuss any information directly relating to this procurement with any Owner personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

Qualifications:

Include the following in the qualifications submittal:

- 1. Information about the firm's history;
- 2. Education, technical training, and experience of owners and key personnel;
- 3. The firm's experience with providing the applicable consulting services for similar facilities;
- 4. Ability of the firm to provide services on the time-line proposed for the services required for the Project; to assist the evaluation of the firm's staff and resource availability, include a list of all current design and construction projects, including projects for which the firm has submitted statements of qualification and is being considered to provide design services, and the status of each (*i.e.*, what stage of design and/or construction, the estimated dates for completion of design and construction, and the staff assigned to each of the listed projects);
- 5. The firm's equipment and facilities;
- 6. List of consultants used to provide services not performed by the firm;
- 7. Past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines. Include a list of 5 similar projects, which the firm has provided design services during the past 5 years. Include the following information for each project:
 - a. Project owner, name of project and location;

- b. Brief description of the project;
 - c. Year completed or anticipated completion date;
 - d. Construction cost;
 - e. Other relevant information about the project and the firm's services;
 - f. Reference contact person and phone number;
8. The firm's past experience with the Owner, if any;
 9. The ability of the individuals identified by the firm who will be responsible for document production and communication with the Owner during the Project to communicate with the Owner.

Additional Information Requested for the Project:

In addition to the information listed above, the firm's submittal should include the following:

1. Identification of the partner in charge of the Project, as well as any other personnel assigned to the Project, together with the education, technical training, and experience of these individuals, to the extent it has not been provided with the firm's qualifications.
2. Description of the steps the firm will take to coordinate its consulting services with the Architect.
3. The firm's practices with respect to site visits and oversight during construction, if applicable.
4. Provide any information about claims against the firm related to design and construction of projects, including claims against professional liability insurance and claims filed in a court of law or other dispute resolution forum.
5. Provide professional liability insurance coverage limits maintained by the firm.
6. List a maximum of 4 specific and unique qualifies that set the firm apart from others as it relates to the Project.

Information Disclosure to Third Parties

All SOQs received from firms in response to the procurement documents will become the property of the Owner and will not be returned.

The firm acknowledges that the Owner is a public entity subject to Ohio's public records act. If the firm claims that any financial information submitted to the Owner is exempt from disclosure under Ohio's public records act, then the firm shall conspicuously mark on the record "CONFIDENTIAL" and include in a cover letter or transmittal an explanation, citing legal authority, of the basis of the claim. The Owner reserves the right to reject the firm's position and produce said documents if it determines disclosure is required by law. In the event of a dispute with any third party requesting such records, the firm shall undertake the defense of the Owner at the firm's own expense and hold harmless and indemnify the Owner for any damages, penalties, fees, or costs that the Owner may incur as a result of such a dispute.

Firms, by submitting their SOQs, expressly acknowledge and agree that the Owner will not be responsible or liable in any way for any losses that the firm may suffer from disclosure of information or materials to third parties, including the disclosure of information or materials in response to a public records request.

Proposed Modification to Agreement Terms

The Consultant Agreement is attached hereto as **Exhibit A** (the “Consultant Agreement”). If your firm would like to propose any deviation from the terms of the Consultant Agreement, you must identify those terms and submit your proposed modified language in detail in your SOQ in a section clearly titled “Proposed Modification to Agreement Terms.” Failure to do so shall be deemed to be a waiver of the right to negotiate the terms. Modifications may be accepted in the Owner’s sole discretion and may be taken into account by Owner when ranking the most-qualified firms.

Selection Process:

Qualifications received will be evaluated and ranked. Following this ranking, the firms determined to be most qualified for one, multiple, or all of the consulting services may be asked to meet with the Owner representatives to present the firm’s qualifications and approach specifically with respect to the Project. The firm determined to be most qualified for one, multiple or all of the consulting services will be asked to submit a pricing proposal and a consulting services agreement will be negotiated.

The Owner reserves the right to reject all submittals received, to waive informalities in any submittal, and to discuss and clarify items with any firm or individual submitting qualifications for consideration.

Attachments:

Exhibit A – Form of Agreement

[End of Request for Qualifications for Consultant Services]