

## **Request for Qualifications for Architectural / Engineering Services**

Modernization of City of Moraine – Municipal Building

Response Deadline: October 5, 2023 at 4 PM

### Owner

City of Moraine  
4200 Dryden Road  
Moraine, OH 45439

### Location of the Project:

4200 Dryden Road  
Moraine, OH 45439

### Project Delivery Method

Public Bid – GC

Submit all questions regarding this RFQ by email to Kim Wallace, City Managers Secretary, at [kwallace@moraineoh.org](mailto:kwallace@moraineoh.org) with the Project Name included in the subject line (no phone calls, please).

### Purpose of this RFQ

The City of Moraine is seeking Qualifications for professional Architectural and Engineering Services for the planning, design, cost estimating, contract documents, bidding, and contract administration for the Modernization of the City of Moraine Municipal Building.

Interested firms are requested to submit three (3) copies of the Statement of Qualifications enclosed in an envelope, sealed, and plainly marked on the outside “Architectural / Engineering Services – City of Moraine Municipal Building”. All Statement of Qualifications must be received no later than October 5th, 2023 at 4 PM.

### Background:

The City of Moraine Municipal Building houses the City’s administrative departments, council chambers, and police department headquarters in three distinct sections of the building. The building was originally constructed in 1970 and has had subsequent additions at the east side of the building for Administrative Areas and the south side of the building for the Police Department which were constructed in 1998. The building consists of approximately 26,600 square feet at the first floor and approximately 12,000 square feet at the basement. There have been past renovations including interior alterations at portions of the building, replacement of low slope roof systems, and other general maintenance and repairs.

### Scope of Services:

Develop and prepare schematic design, design development, and construction / bid / contract documents for the modernization of the City of Moraine Municipal Building. Generally, as outlined below.

#### Schematic Design Phase

- Assessment and field verification of the existing conditions [including any environmental concerns / materials – there are known asbestos containing materials which will be impacted by the proposed scope of the project which shall be properly abated]
- Development of a program of requirements [POR]
- Recommendations of how to implement the POR into the project.
- Develop schematic level drawings and estimate of probable cost for the project.

#### Design Development Phase

- Development of schematic design documents into design development
- Development of estimates of probable cost for the work.

#### Construction / Bid / Contract Documents Phase

- Develop full bid and contract documents for the construction of the project from the approved design development documents.
- Develop technical specifications including incorporating City of Moraine front end / public bidding forms and documents.
- Develop engineers estimate of probable cost for the project
- Submit for all required building permits, coordinate approval of building permits as is applicable to the project.

#### Bidding

- Coordinate public advertisement of the project
- Coordinate public bidding of the project to interested bidders / contractors.
- Remove and respond to Bidder RFIs, create addenda as necessary
- Attend the pre-bid meeting and prepare meeting minutes
- Attend public bid opening, conduct post-bid scope review, and determine lowest responsive bidder, make recommendation for award of the project.

#### Contract Administration / Warranty

- Provide Contract Administration for the project with an anticipated duration of 1-year, over multiple phases of work
- Attend bi-weekly progress meetings
- Review applicable product submittals and shop drawings.
- Visit the project site bi-weekly to monitor progress of the construction
- Respond to Contractor RFIs, Prepare construction bulletins or field changes as necessary
- Review and certify contractor pay applications
- Conduct project punchlist(s)
- Assist Owner and Contractor during turn over of the project and during 1-year warranty period.

A/E Services for this project shall be all inclusive of applicable architectural design, structural engineering, plumbing, mechanical, and electrical engineering, and environmental consulting for the successful completion of the project.

#### Scope of the Project:

The project includes several programmatic components:

- Modernize the main entrance of the building with façade improvements with covered entrance doors. Relocate the main entrance doors consistent with the proposed exterior design.
- Modernize the lobby of the building with new finishes, ceiling, lighting.
- Improve the energy efficiency of the lobby area as well as the roof area above the Council Chambers with additional insulation and thermal efficiency.
- Alterations to the Administrative Wing of the Building to provide added security improvements for Staff, creation of a new security reception desk for the administrative wing of the building, modify and improve circulation within the administrative wing, spatial reconfiguration of the Clerk of Courts, Mayor's Office, Prosecutor's Office, Conference Room, Staff Toilet Rooms, Break Room
- Replacement of finishes throughout the Administrative Wing of the building.
- Upgrades and modifications to the Access control System
- Upgrades and modifications to the Network System for Communications
- Modifications to the Sprinkler System
- Upgrade the existing HVAC system throughout the building including upgrades to Control Systems, with the understanding that systems are under a single loop boiler system/chiller with a coil in air-handler. The building is constructed with an interior footer with steel structural and cinder block for the perimeter of this section of the building, started in 1968 and opened in the 1970's. Council chambers and portions of the police department, portions of the basement and the administration area, will require removal of 38 VAV coil boxes that operate off of a pneumatic control system.

Budget:

Total Construction Budget for this project is estimated at approximately \$3,000,000, exclusive of A/E fees and other ancillary project costs.

Phasing:

The project must be designed to be able to be phased into a fully functioning facility. The Owner will accommodate personal and functionality during project phases, but building will continue to be occupied.

Anticipated Schedule

Selection of the A/E: October 2023

Design Services Start: November 2023

Bid Documents Complete: January 2024

Construction Start: April 2024

Evaluation Criteria for Selection

1. Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
2. Previous experience compatible with the proposed project (e.g., type, size, phase projects, occupied renovations).
3. Relevant past work of prospective firm's proposed consultants.
4. Past performance of prospective firm and its proposed consultants.
5. Qualifications and experience of individuals directly involved with the project.
6. Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
7. Specification writing credentials and experience.
8. Proximity of prospective firms to the project site.
9. Proposer's apparent resources and capacity to meet the needs of this project.
10. Proposer's past work with the City of Moraine

Submittal Instructions

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Interested firms are requested to submit three (3) copies of Statements of Qualifications enclosed in an envelope, sealed, and plainly marked on the outside "CRITERIA ARCHITECT/ENGINEER SERVICES." All Statements of Qualifications must be received by the Owner **no later than 4:00 p.m. on the Response Deadline.**

Statements of Qualifications should be addressed to the Owner, c/o **Mike Davis, City Manager**, at the Owner Address above.

SOQ Submission Instructions.

Qualifications must be submitted in a sealed envelope in accordance with this RFQ. The firm's complete qualification **MUST** be hand delivered (includes courier/package delivery services) or delivered by mail to the issuing department by the date and time listed above. Any proposal received after this date and time will be rejected.

The official closing time will be determined by the time stamp device located in the issuing department as indicated on the cover page of this RFQ.

Firms assume the risk of the method of dispatch. The Owner assumes no responsibility for delays caused by any delivery service. Postmarking by the due date is not acceptable.

Qualifications may not be delivered by facsimile transmission or other telecommunication or electronic means.

Mailed or hand-delivered qualifications may be delivered only Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m., excluding holidays observed by the Owner.

Include the following in your response:

**History of firm and any associated design firm:**

**Experience:**

1. Provide a listing of all relevant or similar completed projects, preferably involving public facilities, which your firm and any associated design firm have served as design professionals during the past five years. The following information should be provided for each completed project:
2. Provide a listing of current design service projects, preferably involving public facilities, of your firm and any associated design firm, including the following information for each project:
3. List five owner references for relevant or comparable projects on which your firm served as design professionals. Include owner name, location, and phone number, and a brief description of the project indicating how it is comparable, or your experience on the project relevant to the services required by the Project.

**Project Staff:**

1. Identify your firm's proposed design service and engineering staff for the Project, including the primary contact.

**Design and Engineering Services:**

1. Briefly describe the pre-design services provided by your firm
2. Briefly describe the scope of design phase services provided.
3. Briefly describe the scope of construction phase services provided.
4. Describe the method of working with the Project owner, and other Project team members of your firm.
5. Describe any unique or innovative design service techniques you have utilized on past projects and why they have been a benefit to the owner.
6. Describe bidding phase services provided.
7. Describe construction phase services provided.

**Current capacity/workload:**

1. Capacity to handle project with current workload.
2. Ability to work within reasonable length design phase schedules.

**Federal ID number**

**Certificate of Professional Liability Insurance**

Miscellaneous Provisions

Form: The form of the Professional Services Agreement shall follow the State of Ohio Professional Services Agreements for Public Facility Construction format

Public Records: All proposals and qualifications, including without limitation, all information and documentation submitted therewith, will be available for public inspection after the opening of qualifications, in compliance with Ohio Revised Code Chapter 149 and other applicable public records laws.

Addenda and Modifications: Changes in the specifications or terms and conditions of this RFQ may be made in writing by the Owner prior to the required due date. Results of informal meetings or discussions

between a Respondent and any representative of the Owner may not be used as a basis for deviations from the requirements contained within this RFQ and may subject the Respondent to immediate disqualification. All addenda, amendments, and interpretations to this RFQ shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind the Owner. Only information supplied by the Owner in this RFQ, or in connection with this RFQ, shall be used in preparing submittals. All contacts that a Respondent may have had before or after receipt of this RFQ with any individuals, employees, or representatives of the Owner and any information that may have been read in any news media or seen or heard in any communications regarding this RFQ should be disregarded by Respondents in preparing responses to this RFQ.

**Clarification:** The Owner reserves the right to conduct discussions with Respondents who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements of this RFQ.

**No False Information:** Respondents who provide false or misleading information, whether intentional or not, in any of the documents presented to the Owner for consideration in the selection process shall be excluded.

**Preparation Costs:** Under no circumstance will the Owner be responsible for any costs incurred by anyone in (a) the submittal of qualifications, (b) in any subsequent follow-up to the submittal, (c) in any subsequent negotiations of a contract, or (d) in any other aspect of the effort to select the design team.

**Owner Policies and Ordinances:** Respondents should be aware of and therefore familiar with all pertinent ordinances and policies that will relate to contracting with the Owner. In the event of any inconsistency or conflict between the process or requirements set forth in this RFQ and Owner policies and ordinances or other requirements of law, such policies, ordinances, or other requirements shall take precedence.

**Right of Refusal:** The Owner reserves the right to reject any proposal in which the Respondent takes exception to the terms and conditions of this RFQ; fails to meet the terms and conditions of this RFQ, including but not limited to, the standards, specifications, and requirements specified in this RFQ; or submits prices or fee structures that the Owner considers to Owner, compared to existing market conditions, or determines exceeds the available funds of the Owner.

**Owner's Best Interest:** The Owner reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed qualifications; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all responses to the RFQ, should it be deemed in the Owner's best interest to do so. This RFQ is not intended to be a contract, an obligation or a commitment of any kind.



**AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13  
OF THE OHIO REVISED CODE**

STATE OF OHIO  
COUNTY OF \_\_\_\_\_ SS:

Personally appeared before me the undersigned, as an individual or as a representative of \_\_\_\_\_,

(Name of Entity)

a bidder on a project entitled: \_\_\_\_\_

to be let by the City of Moraine, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the business entity:

1. That none of the following has **Individually** made within the two (2) previous calendar years and that, if awarded a contract for the purchase of goods or services in excess of \$500.00, none of the following **Individually** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of \$1,000, to any member of the City of Moraine Council or their individual campaign committees:
  - a. myself;
  - b. any partner or owner or shareholder of the partnership (if applicable);
  - c. any owner of more than twenty percent (20%) of the corporation or business trust (if applicable);
  - d. each spouse of any person identified in (a) through (c) of this section;
  - e. each child seven years of age to seventeen (17) years of age of any person identified in divisions (a) through (c) of this section (only applicable to contributions made on or after January 1, 2007).
  
2. That none of the following have **collectively** made since January 1, 2007 and that, if awarded a contract for the purchase of goods or services in excess of \$500.00 none of the following **collectively** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions totaling in excess of \$2,000, to any member of the City of Moraine Council or their individual campaign committees:

- a. myself;

- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than twenty percent (20%) of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen (17) years of age of any person identified in divisions (a) through (c) of this section.

Further, Affiant sayeth naught.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_