

# **PUBLIC ANNOUNCEMENT**

## **REQUEST FOR QUALIFICATIONS (RFQ) CRITERIA ARCHITECT SERVICES SALT STORAGE STRUCTURE (SALT DOME) DESIGN-BUILD PROJECT**

Issued by:

### **FRANKLIN TOWNSHIP BOARD OF TOWNSHIP TRUSTEES**

418 Fairview Drive  
Franklin, Ohio 45005

**Date: June 4, 2023**

#### **Overview:**

The Board of Trustees of Franklin Township, Warren County, Ohio (hereinafter “Township”) is currently seeking Statements of Qualifications (“SOQ”) from Registered Architects or Architectural Firms licensed in the State of Ohio who are interested in serving as the Criteria Architect on the Design-Build Project as described below.

The Township plans to use the Design-Build project delivery method through a Design-Build Contract with a Design-Build Firm. Prior to seeking qualifications of Design-Build Firms, the County is seeking qualifications from Architects to serve as Criteria Architect (“CA”) on the Project, pursuant to R.C. 153.692. The CA will assist in the selection of a Design-Build Firm and perform the Scope of Services outlined below.

The Statements of Qualifications provided in response to this RFQ are due by **June 19, 2023**, 5:00 p.m. Eastern Standard Time, via electronic mail to Township Administrator Darryl Cordrey, contact information listed below.

The Township anticipates the following schedule:

**RFQ for CA issued, June 4, 2023**

**Statement of Qualifications of CA due June 19, 2023**

**Notice of Intent to Award CA Contract June 28, 2023, 6:00 p.m.**

**RFQ for Design-Build Firms issued by July 14, 2023**

**Statement of Qualifications of Design-Build Firms due by July 28, 2023**

**RFP to top ranked Design-Build Firms by July 31, 2023 and proposals due by Aug 14, 2023**

**Notice of Intent to Award Design-Build Contract August 23, 2023**

**Final Completion of project scheduled for December 2023.**

All questions related to this RFQ are to be submitted in writing and directed to:

Attn: Darryl Cordrey

Via email: [darryl.cordrey@franklintownshipohio.us](mailto:darryl.cordrey@franklintownshipohio.us)

Via phone: (937) 746-2852

**Project Description:**

The Township desires to construct a salt storage building or “salt dome” on the Township’s existing property located at 458 Fairview Dr., Carlisle, Ohio 45005, with parcel ID 01-28-477-001 and Warren County Auditor Account Number 1812114. The property consists of approximately 8.726 acres of land, improved with multiple structures, including the Township Administration building and two existing storage buildings of approximately 1,920 square feet and 368 square feet, respectively. Other uses of the same property include township offices and administration, as well as storage and maintenance of Township roads maintenance equipment.

**Project Budget:**

Total Project Budget is to include professional services, consultants as required, Design-Build Contract with Guaranteed Maximum Price (“GMP”), and FF&E. The Project Budget is \$400,000.

**Selection Process:**

The Township will designate the Township Administrator to review the SOQs from Respondents and rank the Respondents. The Township Administrator will evaluate and rank Respondents’ SOQs based on the Qualifications discussed within this RFQ. The Township Administrator reserves the right to interview individual Respondents regarding their Qualifications at any time during the selection and ranking process.

The Township Administrator’s ranking and recommendations will be presented to the Board of Township Trustees for final approval prior to entering into a Contract. The Township will attempt to negotiate a Contract with the Respondent considered best qualified, and, if unsuccessful, the Township will attempt to negotiate a Contract with the Respondent deemed next best qualified, and so on, until either a Contract is successfully negotiated, or in the opinion of the Township it is not in the best interest of the Township to negotiate with any other Respondents.

The Township reserves the right to terminate any or all negotiations and receive additional Qualifications from other interested firms or terminate the Design-Build process and use an alternative project delivery method.

The Township shall have no liability for the costs and expenses incurred by the Respondents in responding to the RFQ, responses to clarification requests and re-submittals, potential interviews, and subsequent negotiations. Each Respondent that enters into the procurement process shall

prepare the required materials and submittals and attend meetings and interviews at its own expense and with the express understanding that they cannot make any claim whatsoever for reimbursement from the Township for the costs and expenses associated with the process.

The Township reserves all rights to terminate and/or modify this procurement process as well as make follow up inquiries after evaluating responses to this RFQ.

**Scope of Services:**

The CA shall be retained by the Township to assist in finalizing the project programming; prepare conceptual plans and outline specifications; develop the design criteria; serve as the Owner's Representative throughout the design-build process; and provide, during the design-build process, other design and construction administration services on behalf of the Township, including but not limited to, confirming that the design prepared by the Design-Build firm reflects the original design intent established in the design criteria package (ORC 153.65 (I) defines Criteria Architect).

The Township may require additional services during the course of the Project and as determined by the Owner. The SOQ shall detail the full range of services offered by the CA and their associated costs.

**Fees:**

Respondents shall include their proposed fees for the CA's professional services based upon the information provided in this RFQ. The fee structure presented shall be broken down into basic services and additional services.

The CA fee for this Project shall include all professional design services and consultant services necessary for proper completion of the CA Basic Services for the successful completion of the Project. Additional Services fees shall be provided other Services that may be requested.

**Qualifications:**

To properly assess each Respondent's qualifications for this Project, the Township requests that each Respondent respond with the following information in the order that it is presented below. Responses must be limited to the experience of those individuals that will have primary responsibility for the Project.

1. The SOQ shall include a description of the Respondent, i.e., the form of business structure (corporation, partnership, joint venture, etc.) that is responding and will serve as the CA for the Project. The SOQ shall identify the portions of the work that will be undertaken directly by the Respondent and what portions of the work will require outside consultants, if any. The Township will have the sole right to approve any outside consultants. At a minimum, the SOQ shall identify the key members of the team assigned to the Project and their respective roles. Changes to the Respondent's proposed team, including key employees, will not be allowed during the

course of the Project except for extenuating circumstances. Any changes to the proposed team must have prior approval of the Township.

2. The history, ownership, organization, and background of the Respondent shall be provided. The following information shall also be provided for the Respondent: Name and business address of each partner, officer, and/or stockholder (where applicable) who owns five percent or more of the shares.

3. Competence to perform the required CA services as indicated by the technical training, education and professional experience of the firm's key personnel, especially that of the employees within the firm who would be assigned to perform the services;

4. Past performance of the firm with respect to the role of CA in a Design-Build project; including preparation of a Design-Build Request for Qualifications and Request for Proposal; assistance with the Design-Build Team selection process; development of the Design Criteria and Schematic Design; construction administration services; and specification compliance verification.

5. Design-Build RFQ and RFP documents and resultant contracts will be provided for the project by the CA and approved as to form by the Warren County Prosecutor's Office. The role of the CA will be to edit and add to this existing set of documents as required to make them project specific.

6. Ability of the firm in terms of its workload and availability of qualified key personnel, equipment, and facilities to perform the required CA services competently and in a timely manner.

7. Respondents to the RFQ shall demonstrate their ability to perform the required services by providing their technical qualifications. The SOQ shall be catered to this individual Project, as described, and illustrate the Respondent's capabilities. The Township will give consideration to experience related to design and construction of similar Projects in type, scope, and budget.

The Respondents shall illustrate their Technical Qualifications as outlined below:

- a. Design-Build and/or other alternative contracting experience – The Respondent shall provide its individual member and collective experience in Design-Build, and other development of facilities through alternative contracting methods. Describe in greater detail projects most similar to this Project.
- b. Design Experience – The Respondent shall provide its building, space, and design experience as it relates to the design and construction of office space.
- c. Construction Experience – In this section of the SOQ, the Respondent shall describe its experience in coordinating with the Owner and Contractor during construction.
- d. Relevant Project Experience – The Respondent shall provide a list of up to five directly relevant Projects completed within the past 5 years that the Respondent has been involved with as a designer or CA. A brief description of these selected Projects shall be

provided, including the history of operation, current status, and a description of the Respondent's specific involvement in these Projects.

- e. Key Project Staff – The Respondent shall provide the qualifications of all key staff assigned to the Project. Information shall include length of time practicing in the profession, familiarity with the design parameters detailed in this RFQ, design-build experience, and proposed Project leadership. Full Resumes of key personnel shall be included and attached. Along with the above information, Respondent must provide all professional licenses and/or certifications of registration required to fully perform the Project.
- f. References – Respondent shall provide a minimum of 5 Project references that can be contacted by the Committee. References should have relevance to the services being proposed on this Project and include the project name, company, address, and direct contact information.
- g. Legal – In this section, the Respondent shall disclose all claims that have been made against it on projects in the past five years and the reason(s) for each.

7. Federal ID number and proof of liability insurance.

8. Any other information or documentation the firm believes is relevant and necessary or would like to have considered by the Committee.

**Conflict of Interest:**

The CA or any related CA Firm for this project shall not provide any Design-Build services pursuant to the Design-Build Contract issued to the Design-Build Firm selected for this project. (ORC 153.694).

**Evaluation Criteria:**

The criteria the Township will use to evaluate the SOQ's include, but are not limited to, the following:

- 1. Demonstrated ability to meet Owner's programmed Project vision, scope, budget and schedule.
- 2. Competence to perform the required CA services as indicated by the technical training, education, and experience of the CA's key personnel assigned to the project.
- 3. Previous experience compatible with the proposed Project.
- 4. Relevant past work of proposed consultants, if any.

5. Past performance of the CA as reflected by the evaluation of previous clients with respect to such factors as design quality, creativity, cost control, scheduling, quality of work, administration, and communication.
6. Qualifications and experience of individuals directly involved with the project.
7. Proposer's previous experience (number of projects, size of projects, relevance of projects) when working with its proposed consultants.
8. Outline specification writing credentials and experience.
9. Proximity of prospective CA to the project site.
10. Ability of the CA in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required professional services competently and expeditiously.
11. Other qualifications that are consistent with the scope and needs of the Project, including but not limited to Professional Liability Insurance Coverage and Claims History – The firm's insurance coverage, including errors and omissions.

**Submittal Instructions:**

Four (4) copies of each submission must be printed, bound, signed by a principal of the firm, and addressed to:

Darryl Cordrey, Township Administrator  
Franklin Township, Warren County, Ohio  
418 Fairview Drive  
Franklin, Ohio 45005

In addition to written submissions, Respondents should feel free to also submit an electronic copy if their proposals via email to: [darryl.cordrey@franklintownshipohio.us](mailto:darryl.cordrey@franklintownshipohio.us)

The envelopes shall be clearly marked:

STATEMENT OF QUALIFICATIONS FOR  
SALT STORAGE STRUCTURE CRITERIA ARCHITECT SERVICES

Submissions are due by **5:00 P.M., June 19, 2023**. Statements of Qualifications received after this time will not be accepted.

