



**REQUEST FOR QUALIFICATIONS FOR  
CRITERIA ARCHITECTURAL/ENGINEERING SERVICES**

Northfield Center Township  
9546 Brandywine Road  
Northfield Center, Ohio 44067

Issued: July 14, 2020

## **INTRODUCTION:**

Northfield Center Township (the "Township") is requesting qualifications from qualified individuals or firms to provide full Architect Services as a "Criteria Architect" for the Township's Safety Building/Fire Station/Potential Administrative Offices.

Northfield Center Township is located in the northern half of Summit County and is bounded on the west by Sagamore Township, on the north by Northfield Village, on the east by the City of Macedonia, and on the south by the Village of Boston Heights and Boston Township. The Township is committed to preserving the bucolic nature of its community, while providing its residents with access to attractive amenities.

The Safety Building will be constructed on township-owned property at 8484 Olde 8 Road.

Interested individuals or firms should submit three (3) copies of the requested information and qualifications to:

Steve Wright, Township Administrator  
9546 Brandywine Road  
Northfield Center, OH 44067

**no later than 12:00 p.m. noon on Wednesday, August 5, 2020.**

Further questions about the Project may be directed to Steve Wright by telephone at (330) 467-7646, between the hours of 8:00 am and 4:00 pm.

## **SERVICES REQUIRED**

The Township is highly motivated and desirous of replacing the current Safety Building, which has fallen into considerable disrepair, located at 60 West Aurora Road. The parcel Id Number is 40-01505. The current structure sits on .39 acres. The parcel on which the Safety Building is desired to be constructed is 40-00089, which encompasses 4.26 acres and contains the current Service Department Garage and cold storage facility. The Service Department staff are currently completing grading work to prepare the eastern portion of the parcel for the proposed building. In addition, soil testing will be completed in the next several weeks.

It is the expectation of the Criteria Architect to review the site to design a building that complements the residential area utilizing the designated portion of the lot for the best use and efficiency. The approximate building size is 120-feet x 100-feet with a full complement of offices, a recreation area, a common area with kitchen equipment, two bays, and sleeping quarters. We are, also, considering adding office space for Township administrative staff (which would expand the footprint by roughly 1,000 square feet). Finally, we are intending to do a pre-engineered building.

**The project will utilize a Design-Build project delivery method. Prevailing wage requirements would not apply to this project. The estimate of probable cost is between \$600,000 and \$800,000 dollars.**

The anticipated schedule, which is incorporated below, is aggressive due to the Township's need to provide public services to the Township and our recognized need to abandon and, potentially, demolish the current aging and substandard facility.

- 1) Distribute RFQ for criteria architect and finalize selection: By end of August 2020
- 2) Work with criteria architect to determine building plans and design-build firm qualifications: By End of October 2020
- 3) Distribute RFQ for design-build firms: By mid-December 2020
- 4) Determine short list of qualified design-build firms: By mid-January of 2021
- 5) Distribute RFB to selected firms and make selection-By end of February of 2021
- 6) Begin construction-By early spring of 2021
- 7) Complete construction-By fall of 2021

The Trustees are highly motivated to move forward with the initial design once the Criteria Architect has been selected (by August 31st). Further, the Trustees plan to work with the Criteria Architect to solicit and select a Design-Build Team as soon as possible. Other considerations for the Criteria Architect:

- Even though there are no preconceived notions regarding the design and placement of the Safety Building, the Criteria Architect should know that specific needs will be discussed at the initial design meeting.
- Even though the facility will be set back and, hence, not viewable from the street, the design should complement the surrounding residential community in the most non-offensive manner.
- We would like to introduce as many green/LEED-certified elements as practicable.

## **QUALIFICATIONS**

Statements of qualifications should include the following:

1. The name of the Registered Architect, who will take the lead in performing the anticipated services. The Registered Architect or any other proposed personnel shall not be changed during the project except with the written consent of the Township.
2. Information regarding the firm's history.
3. Education, technical training, and experience of owners and key personnel.
4. The name and CV of each team member.
5. The firm's experience with new fire station/office space building projects.
6. The firm's experience on substantially similar projects in Ohio.
7. Ability of the firm to complete the Project on the time-lined proposed, including availability of the Firms' staff and other equipment and resources to achieve completion of the Project on the time-line proposed:
8. The firm's equipment and facilities.
9. Past performance as reflected in evaluations of previous and current clients with respect the factors such as control of costs, quality of work, and meeting deadlines. The firm should include a list of three (3) relevant projects, which the firm has been involved with during the past five years.

These projects should be the firm's most recent projects. The following information should be included for each project:

- a. Project owner, name of project and location;
- b. Brief description and picture 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.
- 10. The firm's past experience with the Township, if any.
- 11. The ability of the individuals identified by the firm who will be responsible for the coordination and communication with the Township during the project.
- 12. The anticipated cost of the services to be provided.

The Township Trustees will review the qualifications received and may invite firms to meet with the Trustees to review the information submitted. The Township reserves the right to negotiate the price for services to be provided with any firm or individual selected.

However, the Township will not entertain changes to the terms of the agreement, including, but not limited to, limitation of liability clauses. It is the Township's intention to select the firm it determines is best capable of providing Architect services for the Project at a reasonable cost.

Notwithstanding such present intention, the Township reserves the right at any time prior to entering into the formal contract and for any reason to suspend or terminate the Project. In the event of such a suspension or termination, the Township shall have no obligation or liability to any of the firms preparing or submitting qualifications under the Request for Qualifications.

The Township furthermore reserves the right to reject any and all of the qualifications submitted in response to this Request for Qualifications. This process shall not impose any obligation or liability on the Township until such time as an authorized representative of the Township formally executes a final agreement with the Architect.

All firms and individuals submitting information to the Township will be notified of the Township's decision.