
REQUEST FOR STATEMENT OF QUALIFICATIONS FOR CRITERIA ARCHITECT (SOQ)

Project Name: Lake Township Road Department Storage Building and/or Mechanics Building

Response Deadline: March 25, 2024, at 4:00 p.m.

Project Address: 1499 Midway Street, Uniontown, Ohio 44685

Owner: Lake Township, Stark County, Ohio

Owner Address: 12360 Market Avenue North, Hartville Ohio 44632

County: Stark County

Delivery Method: Design-Build

Submit all questions regarding this SOQ by e-mail to info@laketwpstarkco.com with the Project Name included in the subject line (no phone calls please).

In accordance with R.C. 153.65 to 153.71, the Owner is seeking Statements of Qualifications for Criteria Architect/Engineer Services related to its Project. The scope of the Project is to assist the Township in preparation of the plans and bid packages for the construction of a new steel building approximately 70' x 150' which will house the Township Road Department. Interested firms are requested to submit three copies of Statements of Qualifications enclosed in an envelope, sealed, and plainly marked on the outside "CRITERIA ARCHITECT/ENGINEER SERVICES."

Emailed submissions may be submitted as provided in Section F below. All Statements of Qualifications will 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 _Sophia Troyer, Township Administrator ____ at Owner Address above, or at the email address listed above.

Project Overview

A. Project Description

The Project will be preparation of plans and bid packages for the construction of a new steel building approximately 70' x 150' which will house the Township Road Department. The facility may include a heated truck/equipment storage area or mechanic's garage, office space, restrooms, and open storage.

B. Scope of Services

Prepare conceptual plans, specifications, and a rough cost estimate to assist the Owner in connection with the establishment of the design criteria for a design-build project, and, if requested by the Owner, to serve as the representative of the Owner and provide, during the design-build project, other design and construction administration services on behalf of the Owner, 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 as well as review of necessary permits and procedures.

C. Funding / Estimated Budget

Estimated Total Budget – Approximately \$700,000.00 +/-.

NOTE: The Criteria Architect's fee for this Project must include all professional criteria design services, and consultant services necessary for proper completion of the Criteria Architect's services for the successful completion of the Project, including but not limited to: preparation / review and verification of the program, validation of existing site conditions (but not subsurface or hidden conditions), overview of necessary permits and procedures, and preparation of cost estimates and design schedules for the Project. Fees may be negotiated and allocated for additional services (e.g., extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, quality assurance testing during the construction period, and testing due to unforeseen conditions).

D. Anticipated Schedule

Upon selection of the Criteria Architect, the Owner intends to move quickly with the selection of a design-builder, and then the design and construction of the new bus garage. An initial timeframe for the project is as follows:

Design Services Start: Spring 2024

Construction Services Start: Summer 2024

Construction Completed: Winter 2025

E. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants. Specification writing credentials and experience.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

F. Submittal Instructions

Statement of Qualifications may be submitted electronically or by paper.

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. Copies may be mailed or delivered to:

Lake Township Board of Trustees
C/o _Sophia Troyer, Township Administrator_
12360 Market Avenue North
Hartville Ohio 44632

For email submissions, please consolidate all portions into one PDF file named with the project name listed on the RFQ response and your firm's name. Emailed submissions must be sent to info@laketwpstarkco.com with "CRITERIA ARCHITECT/ENGINEER SERVICES" as the subject line.

Include the following in your response:

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

- a. Name of firm and contact name with phone number.
- b. Location of principal and branch offices.
- c. Length of time in business.
- d. Firm ownership structure.
- e. Annual design service volume for each of the past five years.
 - (1) Number of projects.
 - (2) Total design service volume.
- f. List total number of firm's personnel, other than secretarial/clerical, by professional or skill group.
- g. Describe any professional liability insurance policy or policies provided by any company or companies that are authorized to do business in Ohio and that afford professional liability coverage for the design services proposed to be rendered.

2. *If sharing or partnering with another firm, nature of an association with one or more outside design firms:*

- a. Which firm will be the lead contracting party.
- b. How will the work be apportioned or shared between firms.
- c. What percentage of the entire work will be apportioned to each firm.

3. *Experience:*

- a. Provide a complete listing of all relevant or similar completed projects, preferably involving local government entities which your firm and any associated design firm have served as design professional during the past five years. The following information should be provided for each completed project:
 - (1) Project name, location, and owner
 - (2) Brief description of project
 - (3) Year completed
 - (4) Construction cost

(5) Other relevant information

- b. Provide a complete listing of all ongoing design service projects, preferably involving local government entities, of your firm and any associated design firm, including the following information for each project:
 - (1) Project name, location, and owner
 - (2) Brief description of project
 - (3) Anticipated completion date
 - (4) Construction cost
 - (5) Other relevant information
- c. List owner references for relevant or comparable projects on which your firm and any associated 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.

4. *Project Staff:*

Identify your firm's and any associated design firm's proposed design service and engineering staff for the Project, including the primary contact. For each key staff member, include a resume which summarizes:

- a. Education, including name of institution(s) field(s) of study, degree(s) earned, and year(s) received.
- b. Professional registration(s) and/or professional society membership(s).
- c. Design or engineering service project experience.

5. *Criteria Architect Services:*

- a. Briefly describe the pre-design services/criteria design services provided by your firm and any associated design firm (e.g. program evaluating, site selection, etc.)
- b. Briefly describe the scope or pre-construction phase services provided by your firm and any associated firm and detail how they are to be provided.
- c. Briefly describe the scope of construction phase services provided by your firm and any associated firm detail how they are to be provided.
- d. Describe the method of working with the Project owner, design-builder, and other Project team members (e.g. in-house or outside consultant) of your firm and any associated firm.
- e. 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. *Current capacity/workload:*

- a. Capacity to handle project with current workload.
- b. Capacity to handle project with anticipated workload during the project.
- c. Ability to work within reasonable length design phase schedules.