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## **REQUEST FOR STATEMENT OF QUALIFICATIONS FOR DESIGN-BUILD SERVICES (SOQ)**

**Project Name:** Lake Township Road Department Equipment Storage Building

**Response Deadline:** November 22, 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](mailto: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 Design-Build Services for the Lake Township Road Department Equipment Storage Building. Interested firms are requested to submit three copies of Statements of Qualifications enclosed in an envelope, sealed, and plainly marked on the outside "DESIGN-BUILD 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 Design-Build ("DB") services for the construction of a New Lake Township Road Department Equipment Storage Building consisting of a 70' x 171' building with concrete footings, masonry or poured concrete foundation walls, metal stud walls, metal siding, concrete floors, gypsum board with the main building component being a pre-engineered metal system. In addition, HVAC, plumbing, and electric systems are to be provided.

#### **B. Scope of Services**

The Project will be constructed using the "Design-Build" project delivery method generally described below, consistent with the criteria established by the Criteria Architect and in accordance with the Township's schedule requirements.

Preconstruction Services include but are not limited to:

- Design Development
- Guaranteed Maximum Price (GMP) Proposal

- Construction Documents
- Any necessary preconstruction Surveys
- State and Local Permits

Construction Services include but are not limited to:

- Construction Supervision
- Progress Schedule Reporting at regular Trustee’s meeting on the second and fourth Monday of each month.
- Full subcontractor responsibility for means and methods of construction
- Prevailing Wage Compliance
- Project Safety
- Compliance with all required laws and regulations
- Testing and Inspection of all services
- Punch List
- Project Closeout

### **C. Funding / Estimated Budget**

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

### **D. Anticipated Schedule**

An initial timeframe for the project is as follows:

Design Services Start: Winter/Spring 2025

Construction Services Start: Summer 2025

Construction Completed: Fall 2025

### **E. Evaluation Criteria for Selection**

#### Selection Criteria

- Demonstrated ability to meet Owner’s programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience with design-build process with a government entity.
- 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.

#### Short List

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate’s proposed team for the Project. After evaluating the responses to this RFQ, the Lake Township

Trustees will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Lake Township Trustees determines that fewer than three firms are qualified, it will only select the qualified firms.

#### Request for Proposal

The short-listed firms shall be sent a Request for Proposal (RFP) that will invite the firms to submit pricing proposals containing their proposed preconstruction stage compensation, construction stage personnel costs, itemized construction stage general conditions costs, construction stage contingency percentage, construction stage design fee percentage, and design-build fee percentage. The short-listed candidates will also receive (i) form of the Agreement with the Contracting Authority containing the contract terms and conditions, (ii) set of the most recent criteria documents and (iii) proposed Project schedule.

#### Interview

The short-listed firms will be interviewed by the Lake Township Trustees and representatives of the operating department. The purpose of the interview will be to meet the proposed Project Team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable and budget. The Lake Township Trustees will notify each short-listed firm to schedule individual times for the interviews.

#### Selection Schedule

Tentative schedule is subject to change.

<b>RFP Issued to Short-Listed Firms:</b>	December 2024
<b>Proposals Due:</b>	December 2024
<b>Interviews:</b>	December 2024
<b>Selection of DB:</b>	December 2024/January 2025

#### **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 (1) 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](mailto:info@laketwpstarkco.com) with "DESIGN BUILD 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-build firms 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

**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. *Design-Build Services:***

- a. Briefly describe the scope of design-build services provided by your firm and any associated firm and detail how they are to be provided.
- b. Briefly describe the scope of construction phase services provided by your firm and any associated firm detail how they are to be provided.
- c. Describe any unique or innovative design-build 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.