

RFQ Addendum
Architectural & Engineering Services for the Design and
Construction of the Miami Valley Fire District New Fire Station
Station 54 & Administration Building

Notice to all potential respondents:

The Request for Qualification (RFQ) is modified as set forth in this Addendum. The original RFQ Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFQ. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. The Proposal submittal deadline remains the same and is not changed by this Addendum.

Revision 1

Page 5, G. - Submittal Requirements

Subsection "(b)(iv)" RFQ Submittal Instructions:

Revision: "double-spaced" pages is not applicable.
 "double-sided" pages is appropriate.

END OF ADDENDUM

Date of Addendum: 01/05/2024



**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL & ENGINEERING SERVICES
FOR
THE DESIGN AND CONSTRUCTION OF
THE MIAMI VALLEY FIRE DISTRICT
NEW FIRE STATION
STATION 54 & ADMINISTRATION BUILDING**

DECEMBER 21, 2023

Miami Valley Fire District
2710 Lyons Road
Miamisburg, OH 45342
Chief Brandon Barnett

New Fire Station 54 and Administration Building
Maue Road
Miamisburg, OH 45342

PROJECT OVERVIEW

A. Invitation

- a. The Miami Valley Fire District and its governing Board of Trustees (“Owner”) is soliciting a comprehensive Statement of Qualifications (SOQ) from qualified firms with an interest in providing architectural and engineering services for the new Miami Valley Fire District fire station and administration building, to be delivered in a single-phase delivery program. Firms with relevant experience and possessing the necessary experience are encouraged to submit a proposal. The purpose of the RFQ (Request for Qualifications) process is for the MVFD to identify the most qualified respondent to assist the District and the Board of Trustees with the design and construction of this important project and to see it through to completion. The Owner reserves the right to make the selection based solely on the submittals without conducting interviews or requesting a formal presentation or any other additional information. The preliminary expectation is that a formal presentation will be requested from a select number of firms to assist with a final selection.
- b. The RFQ is available on the Owner’s website
- c. (<https://www.miamivalleyfiredistrict.org>) or by contacting the Miami Valley Fire District directly, attention Battalion Chief Steve Johnson,
- d. (www.steve.johnson@miamivalleyfiredistrict.org). Any addenda, if applicable or necessary will be listed on the website and kept up to date. Please see below for a complete Request for Qualification document.
- e. Response Deadline: January 19, 2024, at 4pm (1600hrs) EST

B. Project Description

- a. The project's scope is around the construction of a new fire station with space for the fire department administrative staff. The targeted location is a 5.5-acre tract of land at the corner of Maue Road and Alexandersville Road in Miamisburg. The property is currently owned by the City of Miamisburg.

- i. New Fire Station 54 Headquarters: A new fire station and attached but separate administrative office and work area with associated amenities. The fire station component includes a training room, 3-4 full-depth apparatus bays, living quarters for up to eight operational personnel with corresponding bunk room and meal preparation/dining areas. The new facility is anticipated to require between 19,000-20,000 square feet in total space under roof.
 - ii. A driving factor behind this new station is to combine two stations into one and provide the ability to “upstaff” the new station by combining the current staffing model staffing from station 52 at Lyons Road and the Station 54 personnel on Central into the proposed facility.
- b. Estimated total cost of the project (site preparation, construction, soft costs, and contingencies): Between \$10 and \$11 million.
- c. Although the Miami Valley Fire District does not have a specific Green Build Policy, it is acceptable and anticipated that this project will include sustainable design initiatives and materials where economically feasible and practical.
- d. All aspects of the project and related issues will be implemented and operated consistent with the policies and procedures of the Miami Valley Fire District, the City of Miamisburg, OH and if applicable Miami Township, Montgomery County OH.

C. Anticipated Schedule for RFQ Process

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|--|-------------------|
| a. Issue AE RFQ | December 21, 2023 |
| b. Final Acceptance of AE Submittals | January 19, 2024 |
| c. Interviews/Presentations (Top 3 Selected Finalists) | February 8, 2024 |
| d. Final AE Firm Selection Notification & Contract Negotiation | February 16, 2024 |
| e. Board Approval & Commence AE Services | March 14, 2024 |

D. Scope of Services

- a. The Architect/Engineer shall provide professional architectural and engineering services including civil, structural, mechanical, plumbing, fire protection, electrical engineering, and all other required services (e.g., interior design and landscaping) appropriate to creating complete construction and bidding documents for the Construction Manager at Risk (CM-R (Construction Manager at Risk)) form of construction delivery.
- b. As was stated earlier, the City of Miamisburg currently has possession of the property targeted for the project, so land acquisition should not be an issue, with the understanding that part of the services required will be evaluation of the current property for compatibility with the desired parameters for the new station.

E. Evaluation Criteria for Selection:

- a. The purpose of this RFQ process is to identify a qualified firm that is the most capable of providing the services described. The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:
 - i. Prior design service experience with projects of similar scale and complexity. Special consideration will be given to projects specifically related to fire stations, particularly those completed in the last five years.
 - ii. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
 - iii. Prior experience with the Miami Valley Fire District, the City of Miamisburg, Miami Township, or verifiable experience within the district that we can reference.
 - iv. Clear understanding of the project site, program, and the functional and operational aspects of the Miami Valley Fire District.
 - v. Professional qualifications of individuals assigned to the project.
 - vi. History of effective schedule and budget management for projects of similar scale and complexity.
 - vii. Prior experience working in similar project delivery systems, specifically related to successfully delivering public safety projects via a CM-R delivery system for a public agency.
 - viii. Organizational structure of design team.
- b. Selection Process: The Owner will review, score, and rank submitted qualification packages from AE's. Upon final scoring and ranking of Respondents, the Miami Valley Fire District will attempt to negotiate a satisfactory contract with the preferred respondent considered the best qualified for the project. If this proves to be unsuccessful, Owner will move on to the next most qualified, and so on until either a successful contract is accepted or in the opinion of the Miami Valley Fire District Board of Trustees that it is in the best interest of the Miami Valley Fire District to cease further negotiations with any additional respondents.
- c. Cancellation and Rejection: The Owner reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.
- d. The Owner, at its sole discretion, shall have the right to seek clarifications from any of the Respondents to fully understand the nature of the submissions and to evaluate and rank the Respondents.
- e. Communication: Firms considering responding to this RFQ are prohibited from communicating with any member of the Miami Valley Fire District staff, Board Trustee, City or Township official not identified herein. All questions and requests for

information shall be directed to Battalion Chief Steve Johnson, (steve.johnson@miamivalleyfiredistrict.org) only.

F. Submittal Instructions:

- a. Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFQ and subsequent RFP are public and will be available for inspection at the conclusion of the selection process.

G. Submittal Requirements:

- a. Technical Qualifications / Requested Submissions: To accurately assess each Respondents qualifications for this project, the Miami Valley Fire District requests that each Respondent submit the requested submission information in the order and format that it is presented below. Responses must be limited to the experience of the branch office and / or individuals that will have primary responsibility for the project only. The Miami Valley Fire District reserves the right to conduct an independent investigation of the Respondent's technical qualifications by contacting project references, accessing public information, and contacting other third parties. Additional information may be requested during the evaluation of technical qualifications.
- b. RFQ Submittal Instructions:
 - i. Each Respondent must submit four (4) bound paper copies & one (1) electronic copy in PDF format on a USB Flash Drive of its response to the RFQ by the deadline listed. Late responses will not be accepted, and no electronic submittals will be accepted.
 - ii. Submittals will be received at the Miami Valley Fire District Headquarters located at 2710 Lyons Road, Miamisburg, OH 45342.
 - iii. Envelopes containing proposal materials must be sealed and addressed to Miami Valley Fire District, Attention Battalion Chief Steve Johnson, and the Project name (Miami Valley Fire District-Station 54 and Headquarters Build – AE Services) must be listed on the envelope as well as the Respondent Firm's name.
 - iv. Submittal pages are to be 8.5" x 11". All information shall be bound in a single volume. A clear and concise presentation of information is encouraged with a total maximum page limit of 30 double-spaced pages for all requested information and supporting data.
 - v. Electronic file portions of the submittal must be combined into a single PDF format file name with the project's name (Miami Valley Fire District-Station 54 and Headquarters Build – AE Services) and the Respondent Firm's name. Use

the “print” feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, reduce the size of the PDF.

- vi. The owner reserves the right to waive any informalities, irregularities, or technical defects in the responses to this RFQ. Submittals received after the stated deadline will not be accepted, no exceptions.
 - vii. Respondents shall confirm with the Miami Valley Fire District website for any addenda issued prior to submittal and shall confirm receipt of all addenda in their cover letter.
- c. Submittal Documents:
- i. Cover letter / letter of interest
 - ii. Description of the Respondent / Respondent Team Member Firms
 - 1. Firm history, background, office locations.
 - 2. Areas of specialization, technical qualifications.
 - 3. Honors, awards, past client testimonials.
 - 4. Identification of major consultants and area of specialization they will perform.
 - iii. Team Organizational Chart
 - iv. Key Team Member Summary
 - v. Professionals’ Resumes including specific relevant experience, sample projects and accreditations, proposed role, educational background.
 - vi. Relevant Project Experience: List no more than 6 relevant projects to demonstrate the proposed teams’ qualifications for this project.
 - 1. Name of project, location, and Owner
 - 2. Project description
 - 3. Project cost
 - 4. Project delivery method
 - 5. List services provided by the firm, and the individuals proposed on the project who worked on the project
 - 6. Photos or illustrative renderings of the project.
 - vii. References: Provide at least five professional references for the firm from the public safety and administration profession.
 - viii. Narratives:
 - 1. Design approach, philosophy and approach specifically related to public facilities.
 - 2. Clear understanding of the functional and operational aspects of local government facilities and their roles in society.
 - 3. Professional qualifications of individuals assigned to the project.
 - 4. History of effective schedule and budget management for projects of similar scale and complexity.
 - 5. Claim history for all firms included on the project team for the past five years. As used in this paragraph, the phrase “claims” should not be construed to include any demand by Respondent for additional

compensation under a construction project and any request by an owner of a construction project that Respondent replace, or repair work installed on a construction project.

H. General Information:

- a. The owner reserves the right to determine the “best value” offer based on an individual item, group of items, or in any way determined to be in the best interests of the Miami Valley Fire District.
- b. The Miami Valley Fire District shall have no liability for the costs and expenses incurred by the Respondents in responding to the RFQ, responses to clarification requests and resubmittals, potential interviews, and / or subsequent negotiations.
- c. Offerors shall promptly notify the Miami Valley Fire District of any ambiguity, inconsistency, or error which they may discover upon examination of the documents. Interpretations, corrections, and changes will be made by addendum. Each Offeror shall ascertain prior to submitting a proposal that all addenda have been received and acknowledged in the proposal.
- d. Respondents must have or obtain all necessary local, state, and federal occupations licenses prior to performing any work on the project.
- e. Contracts entered will be governed by and construed according to the laws of the State of Ohio.