

**Request for Proposal**

**For**

**Professional Qualifications**

**For**

**DESIGN SERVICES FOR A NEW CUYAHOGA FALLS FIRE  
DEPARTMENT STATION #4 AND TRAINING CENTER**

**As described herein**

**Statement of Qualifications**

**Accepted until June 3, 2022**

**Office of the Service Director**

**2310 Second Street**

**Cuyahoga Falls, Ohio 44221**

## REQUEST FOR PROPOSAL

For

### PROFESSIONAL QUALIFICATIONS

#### **DESIGN SERVICES FOR A NEW CUYAHOGA FALLS FIRE DEPARTMENT STATION #4 AND TRAINING CENTER**

##### I. INTRODUCTION

The City of Cuyahoga Falls, Ohio ("Owner") is seeking qualifications statements in accordance with Ohio Revised Code Sections 153.65 through 153.73 from design professional firms to provide professional architectural and engineering services as the architect of record ("Architect") for a proposed new Fire Station #4 and Training Facility, located in Cuyahoga Falls, Ohio, as more particularly described on **Exhibit A** attached hereto (the "Project"). If your firm is interested in being considered, please respond by submitting a qualifications statement as instructed in Section 5 below.

The construction costs are estimated to be approximately \$5M. Architect shall complete the schematic design documents by December 2022. Construction is expected to start by Summer 2023.

##### II. BASIC SCOPE OF SERVICES

Owner and Architect shall enter into a contract that will include Architect's scope of work, as well as Owner and Project-specific terms and conditions ("Owner-Architect Agreement"). As required by the Owner-Architect Agreement, and as properly authorized by Owner, Architect will be expected to provide the following categories of services: program development and verification, schematic design, design development, construction documents, assistance with selecting a Construction Manager, assistance with obtaining the guaranteed maximum price ("GMP") from Construction Manager, construction administration, post-construction assistance. Scope of services include but are not limited to:

- a) Architecture
- b) Mechanical Engineering
- c) Structural Engineering
- d) Electrical Engineering
- e) Technology Engineering

- f) Civil Engineering
- g) Landscape Architecture
- h) Security Design
- i) Interior Design including Furniture, Fixtures & Equipment
- j) Cost Estimating

### III. OBJECTIVE

The Project is to construct a new Fire Station #4 and Training Facility. This firm will prepare the bid package and advertisement for the Project, and serve as the Owner's representative, including Construction Administration.

### IV. EVALUATION CRITERIA

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 firm's proposed team for the Project. Owner will consider the firm's competence to perform the required professional design services as indicated by the technical training, education and experience of the firm's personnel who would be assigned to perform the services and of the firm's current staff; availability of staff; relevant past work and performance of the firm's prospective consultants and the firm's previous experience when working with its proposed consultants; the firm's experience in performing engineering studies and construction administration; the firm's equipment and facilities; the location, availability and accessibility of facilities and equipment to support staff activities on the Project; experience in new construction and renovation; experience and capabilities of creating or reviewing Critical Path Method (CPM) schedules as a project management resource; specification writing credentials and experience; experience with working within the construction management at risk delivery methods; any previous work performed in connection with Owner or any other political subdivisions; and other similar information.

- Responsibility and stability – such considerations as length of time firm has been in business, length of time principals have been with firm, financial responsibility, professional liability coverage, etc.
- Experience – such considerations as other similar projects completed by the firm, similar design projects completed by key personnel of the firm, support staff abilities, range of in-house capabilities, etc.

- Location – Such consideration as location of firm's office that will be responsible for project coordination, previous work in the general geographic area, key project personnel office location, etc. Lower project costs should result if limited travel expenses are required and better communication can be maintained which should result in a higher quality project.
- Quality of work – Such considerations as adequateness of material supplied to permit evaluation, evaluation, quality of presentation, cooperation, concern, etc.
- Time schedule and anticipated man-hours to complete the project.

The City will accept SOQ's until 5:00 pm, Friday June 3, 2022, at the Office of the City Service Director, 2310 Second Street, Cuyahoga Falls, Ohio 44221.

Each firm shall submit a total of five (5) copies of the SOQ's in a sealed envelope clearly marked on the outside "DESIGN SERVICES FOR A NEW FIRE STATION 4 AND TRAINING CENTER."

The City retains the option of rejecting or accepting any Statement of Qualifications. Should a firm be selected and the City cannot negotiate a contract with the selected firm ranked best qualified, the City shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best-qualified firm selected until a contract is negotiated. However, the City retains the right to reject all SOQ's and initiate the process of obtaining SOQ's from qualified engineering firms at a later date.

#### VI. Statement of Qualifications

The specific format of the Statement of Qualifications (SOQ's) shall be per the responding firm's judgment. However, shall include the following:

1. A summary of the respondent's qualifications and approach.
2. Relevant projects of similar nature. Include: (a) description of the project and the services provided for the project; (b) start and completion dates for each project; (c) name, title and telephone number of the client contact most familiar with the firm's services on the project. For purposes of providing relevant project experience, below is a list of relevant scope of work requirements for this RFQ:
  - A. Experience working with the City of Cuyahoga Falls
  - B. Experience working with Utility Departments.

- C. Experience in working for local municipal or other governmental agencies
  - D. Experience working on vacant or undeveloped sites
  - E. Construction Manager at Risk Experience
  - F. Performance of sustainable design and analysis
3. Information specifying legal business classification, state of incorporation, audited annual report, and summary of financial strength including a sufficient documentation to ensure a 100% performance bond of the installation.
  4. Include a summary of the extent and stability of business operations related to the installation services.
  5. Indication whether the response is being submitted on behalf of a parent company, division, subsidiary, or branch office and include any pertinent names and address of such.
  6. Disclosure of affiliation of any kind with a manufacturer or installation of any line of energy related equipment which may be utilized in this project(s). Additionally specify what the equipment is and how it may impact the project.
  7. Resumes for the proposed project team, including the proposed project manager, project design lead, technical staff, construction administration staff and any other proposed key staff. Each resume should include a one paragraph description of the duties and responsibilities of the individual's proposed project role. List the prior experience of such key personnel on similar projects and a summary of the proposed time commitment such key personnel shall have to this Project. Also include, to the extent known, any key consultants that will perform services under the Owner-Architect Agreement.
  8. Address how your firm will implement Building Information Modeling ("BIM") on the Project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and demonstrate an understanding of collaborative BIM processes.
  9. Describe your experience related to sustainable design. Include relevant projects on which sustainable design was a goal for the owner. This Project will not seek LEED or similar certification, but Owner does expect sustainable solutions when practical.
  10. Describe the record keeping, reporting, monitoring and other information management systems, including the scheduling and cost control systems, that you propose using for the Project.
  11. Describe how the firm will meet Owner's schedule for the Project stated at the beginning of this RFQ.

12. Discuss any of the evaluation criteria noted in 3.A herein, but not addresses above.
13. Please identify any projects involving any litigation or failure to meet the energy guarantee and provide an explanation for result or lack of results.
14. Additional pertinent information

The City requests that, in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope. The selected project shall be a project that has been completed for at least three years but no more than five years. A detailed description of services rendered, the name, mailing address and phone number of the client's project manager, and the name and mailing of the general contractor.

The responding firms are also requested to provide a proposed project team that will most likely work on this project. Members should include personnel from the partner down to the engineer-in-training level. Sub-professional: level employees not providing a significant role on the project do not need to be included.

## VII. INTERVIEWS

The City reserves the right to conduct face-to-face interviews with any, all, or none of the responding firms. In the event the City selection committee deems interviews necessary to select the best firm, the City will establish a meeting at a mutually acceptable time at City office. The City selection committee will meet key members of the firm's proposed project team. It shall be the selection committee's sole decision on whether any interviews are held and with which firms interviews are held.

## Exhibit A

### Scope of Work – C.F.F.D. Station #4 and Training Center

E. Bath & Northampton Rd., Cuyahoga Falls

#### Background

The City of Cuyahoga Falls Fire Department is proposing to replace Fire Station #4 located at 3089 Northampton Road, which is adjacent to the Keyser Park Playground.

The original Fire Station was constructed in 1947 for Northampton Township Volunteer Fire Dept. Since the original construction, the facility has been expanded to include (4) drive-thru truck bays. The current building has a 1<sup>st</sup>-floor area of approximately 6,600 sq. ft. and a 2<sup>nd</sup>-floor area of approximately 1,740 sq. ft. Then, in 2012 a sloped roof assembly was installed on the (2) story Day & Night wing.

Immediately to the east of the Fire Station, is the Northampton Town Hall Building constructed in 1936. This facility is currently in the process of being renovated. Once completed, the building will act as a rental location by the City of Cuyahoga Falls Park & Recreation Department.

A third building located on this 1.41-acre parcel (Summit County I.D. #350025) is the former Northampton Street Department Service Garage, approximately 3,200 sq. ft. This building is northeast of the Northampton Town Hall. Design for the Street Department Cold Storage Building is not part of this scope of work, but is presented here for coordination purposes.

The adjacent 14-acre parcel (Summit County I.D. #350024) to the north includes the following building & site amenities:

- Former Northampton Police Department, 1,762 sq. ft. wood frame building constructed in 1983, served by a private septic system with a pump station, (2) septic tanks, and leach fields.
- City of Cuyahoga Falls Salt Storage Barn, approximately 4,500 sq. ft. & adjacent oil well and brine storage tanks.
- Tennis & Basketball courts.
- Keyser Park Playground & Walking Trails.

## Scope of Work – C.F.F.D. Station #4 and Training Center

E. Bath & Northampton Rd., Cuyahoga Falls

### Proposed Building & Site Improvements:

Before constructing the new Fire Station & the new Fire Department Training Tower, the following construction will need to be completed:

1. A new 10,000 sq. ft. Street Department Cold Storage Building shall be constructed. Tentatively, this building will be located on the east side of the salt storage building. A series of overhead garage doors will provide access to the north side of this building. The assumed building footprint is to be 60' x 170' with a 20' eave height, using pre-engineered construction. Design for the Street Department Cold Storage Building is not part of this scope of work, but is presented here for coordination purposes.
2. The existing Northampton Township Service Garage is to be demolished, thus creating the vacant land for the new Fire Station.
3. A new sanitary lift station is to be constructed to serve the new Fire Station, the new Indoor Training facility, and Northampton Township Hall. The assumed sanitary connection point, is the existing county sewer located at Bath Road & Woodhaven Road.
4. Stormwater management and water quality system shall be designed to serve the site and the building areas as noted.

### Cuyahoga Falls Fire Department Fire Station, Indoor Training Facility & New Training Tower

1. A new single story 6,000 sq. ft. wood frame Fire Station is to be constructed, including the following features:
  - (3-4) equipment bays, with drive-thru doors.
  - Dayroom
  - Workout room
  - Kitchen
  - Watch office
  - Sleep quarters for (6) fire personnel.
  - Restrooms & showers
  - Equipment storage room
  - Decontaminate/laundry room
  - Public & private entrances
  - Private parking for (6) vehicles & shared parking with the adjacent town hall building.
2. Before the construction of the new Indoor Training Facility, the following demolition & site improvements are to be completed:
  - The existing Northampton Police Department Building will be demolished
  - The existing Fire Station will remain in service until the new Fire Station is commissioned and in service



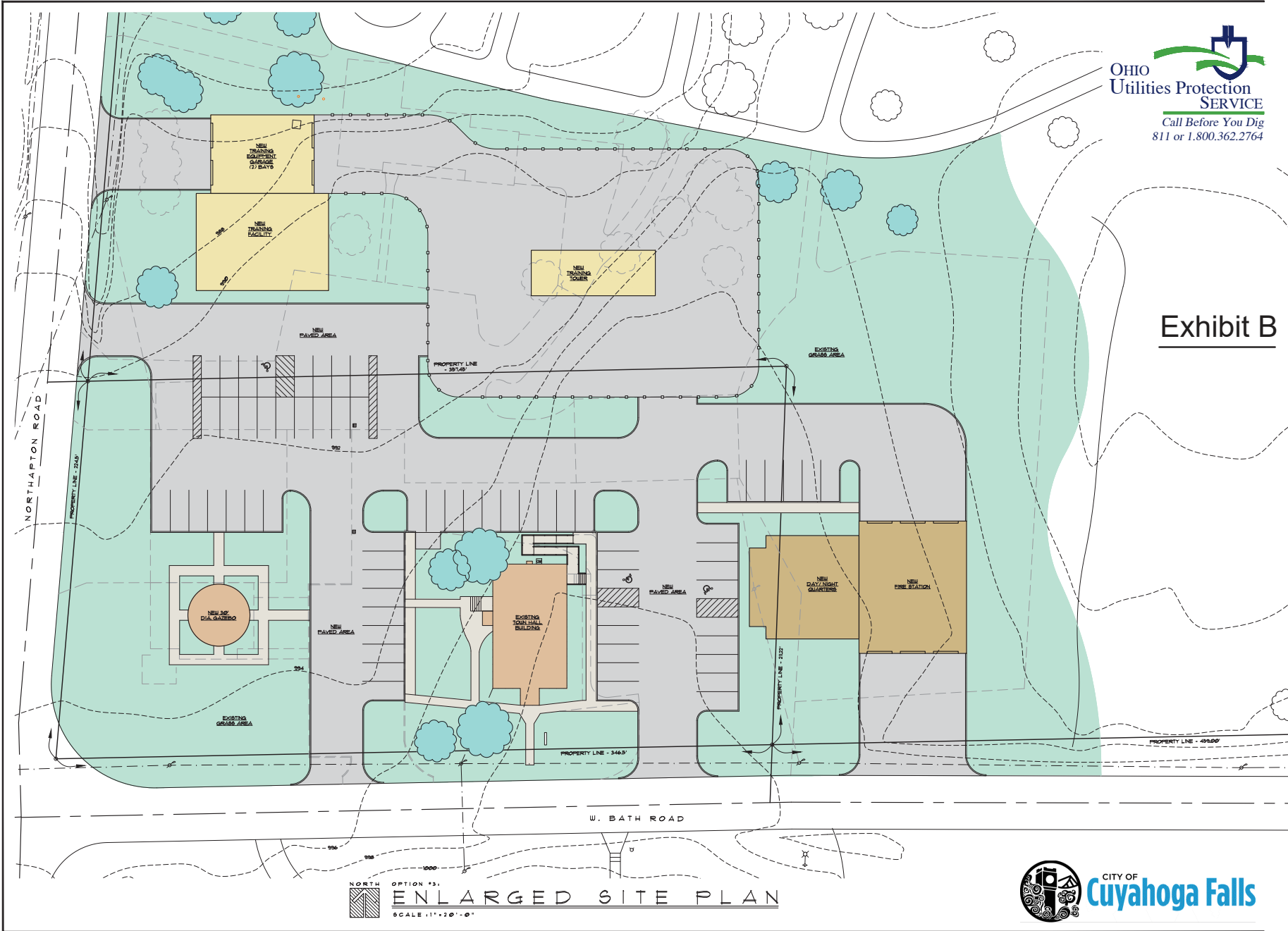
## Scope of Work – C.F.F.D. Station #4 and Training Center

E. Bath & Northampton Rd., Cuyahoga Falls

- The existing septic system including the pump station, distribution boxes, septic tanks & leach fields to be removed.
  - The surrounding site areas (new Training Facility/equipment garage & new Training Tower) are to be roughly graded.
3. The new Indoor Training Facility shall include the following features:
- Public entrance & restrooms
  - Classroom for (45-50) attendees
  - Training office
  - Copy/file/work area
  - Mechanical room
  - I.T. closet
  - (2) indoor bays for equipment storage (a training engine will be stored in (1) bay.
  - Equipment and turnout gear storage rooms
  - Paved parking for 24 vehicles (minimum).
4. The new Outdoor Training Facility shall include the following:
- Perimeter fencing with (2) entry gates at the paved outdoor areas.
  - A paved area will be provided along all (4) sides of the new Training Tower to accommodate the emergency vehicles and the training personnel.
  - 300-gallon (minimum) retention run-off basin.
  - Concrete foundations & floors for the Training Tower assembly.
  - The Training Tower is to be purchased, including erection, by the City of Cuyahoga Falls, via Fire Facilities or a similar supplier. A tentative selection for the Training Tower is the “Fire Chief” by Fire Facilities with a 22’ x 60’ footprint and is 40’ high.

## Scope of Work – Cuyahoga Falls Park & Recreation Dept. - Gazebo

In the future, The City of Cuyahoga Falls will develop an outdoor gathering space at the northeast corner of Bath & Northampton Road. This outdoor space will incorporate the area of the former Fire Station. This design will be completed thru the Park & Recreation Department once the overall site is developed.



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**Exhibit B**

SEAL

David Pelligra Architects, Inc.  
ARCHITECTURE • CONSULTING  
2231 Broad Blvd. • Cuyahoga Falls • Ohio 44223  
REVISIONS  
DATE  
09.03.2021

The accuracy of the property lines, easements, and other information shown on this plan is based on the information provided to the architect. The architect is not responsible for the accuracy of the information provided to the architect.

PROJECT  
**SITE IMPROVEMENTS FOR:**  
KEYSER PARK  
861 WEST BATH RD., CUYAHOGA FALLS, OHIO  
DRAWING  
**ENLARGED SITE PLAN - 3**

PROJECT NO.  
2174  
SHEET NO.  
**C-2**

**ENLARGED SITE PLAN**  
SCALE 1" = 20'-0"

