**REQUEST FOR QUALIFICATIONS**

**CITY OF MARIETTA, OHIO**

**Fire Station #1 Expansion**

The City of Marietta, Ohio is seeking Statements of Qualifications from qualified Architectural and Engineering firms with respect to design services, bidding assistance, and construction administration for an expansion to Fire Station #1 located in Downtown Marietta.

**Description of the Project Including the Location:**

The existing fire station is located at 301 Putman Street in Marietta, Ohio and is connected to the Marietta City Hall building. The original building is a two-story brick structure (with partial basement) that was constructed in 1936. A two-story addition was added to the north end of the building in 1971. The building is located within the 100-year flood plain and is also on the Ohio Historic Register.

The Fire Department is currently in need of an expansion that would include space on the first floor for oversized bays for fire boats and equipment and space for living quarters, restrooms, storage, showers, living room, laundry, and kitchen areas on the second floor. The new addition will be located on the north side of the building (toward the existing parking lot) and will be approximately 4,000 SF maximum per floor. A parking lot expansion to the north will also be required to meet City zoning requirements. It is desired that the exterior of the new building addition closely resemble the existing adjacent building in construction and materials. Although LEED certification is not a goal of the project, it is desired that the project incorporate LEED principals where feasible and cost effective.

**Specific Services Required:**

The selected firm will provide planning/conceptual design, cost estimating, architectural and engineering design, permitting, bidding assistance, and construction management services for the proposed project, including plans, specifications, and other construction document preparation for the City of Marietta Fire Department addition. The services will be split into two proposals. The City will request an initial planning phase that will include preliminary architectural/engineering design to develop conceptual plans and preliminary cost estimating services. Upon completion of the initial planning phase of the project, the City will request a second proposal for detailed design, permitting, bidding, and construction management. The current plan is to follow a traditional design-bid-build model for the project.

**Estimated Cost**:

To be established in the initial planning phase of the project.

**Request for Qualifications Submission:**

The evaluation of submissions shall be based upon the following criteria:

1. The qualifications and experience of the Consultant in the design of fire departments and similar type structures.
2. The strength/experience of assigned project manager and staff including any required sub-consultants.
3. Consultant’s past performance on recently completed projects of similar scope.
4. The Consultant’s experience and performance on projects with the City of Marietta.
5. The Consultant’s experience with projects in the flood plain.
6. The Consultant’s experience on Historic Buildings and projects involving the State Historic Preservation Office (SHPO).
7. The Consultant’s proximity to the project site location.
8. The Consultant’s experience with projects involving local building codes, zoning and planning commission.
9. The firm’s project approach.

Each submission is to include as a minimum the following items:

1. Name of firm and location of office.
2. Name of sub-consultants, location, and principal contact.
3. Recently completed fire station and similar type projects (within past 5 years) – Minimum of 3 projects, Maximum of 5 projects.
4. Evidence of accurate cost estimating and change order management.
5. Evidence of project schedule management.
6. Qualifications and resumes of proposed key personnel.
7. Proposed project schedule assuming a February 2022 Notice to Proceed for planning/conceptual design.
8. Three references from recently completed projects (past five years).
9. Project Approach and Scope of Services.
10. Limit the submission to a maximum of 12 pages, excluding cover sheet, team resumes, and references.

Any questions on the specifics of the project should be directed to:

Chief C.W. Durham

City of Marietta Fire Department

301 Putman Street

Marietta, Ohio 45750

Phone: 740-376-6444

Email: [chiefdurham@mariettaoh.net](mailto:chiefdurham@mariettaoh.net)

Interested firms may request a site-visit of the current station and proposed site to help with completion of their qualification statement. All proposals received will be reviewed and evaluated by the City of Marietta, Ohio. Interviews may be scheduled with shortlisted firms to discuss and evaluate proposals and to determine the most qualified firm. The firm identified as the most qualified will then negotiate a contract with The City of Marietta.

**Five (5) copies** of the Statement of Qualifications are to be submitted and must be received **by January 7th, 2022 at 4:00 PM** and marked “Fire Station #1 Expansion, Architectural and Engineering Services Qualifications” and sent to:

Chief C.W. Durham

City of Marietta Fire Department

301 Putman Street

Marietta, Ohio 45750

The City of Marietta, Ohio reserves the right to reject any and all proposals.

**Consultant Selection Rating Form:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Possible Points** |  | **Score** |
| **Fire Department/ Similar Project Experience** | **20** |  |  |
| **Project Manager and Design Staff Experience** | **20** |  |  |
| **Performance on Similar Type Projects** | **10** |  |  |
| **Experience on Projects with the City of Marietta** | **10** |  |  |
| **Flood Plain Project Experience** | **5** |  |  |
| **SHPO Project Experience** | **5** |  |  |
| **Consultant’s Proximity to Project Location** | **5** | **Less than 25 Miles = 5 pts.**  **26-50 Miles = 4 pts.**  **51-75 Miles = 3 pts.**  **76-100 Miles = 2 pts.**  **101-150 Miles = 1 pt.**  **Over 150 Miles = 0 pts.** |  |
| **Experience with Local Building Codes, Zoning, and Planning Commission** | **5** |  |  |
| **Project Approach** | **20** |  |  |
| **TOTAL** | **100** |  |  |