



CONCORD TOWNSHIP FIRE DEPARTMENT



REQUEST FOR QUALIFICATIONS

PLANNING, ARCHITECTURAL AND ENGINEERING SERVICES FOR THE STRATEGIC PLANNING, SITING, CONCEPTUAL DESIGN AND CONSTRUCTION DOCUMENT PREPARATION FOR CONCORD TOWNSHIP, LAKE COUNTY OHIO FIRE STATIONS

Concord Township, Lake County Ohio is accepting Statements of Qualification from professional teams for the strategic planning, design, construction and construction administration of the Township's fire stations. Concord Township is a progressive, semi-rural community of approximately 18,200 residents, located 30 miles east of Cleveland in central Lake County. It is 23 square miles in area and just five (5) miles south of Lake Erie. The Fire Department's service area consists of a mix of commercial development, low and medium density residential areas, planned residential communities and open green spaces. The Concord Township Trustees recently engaged the Ohio Fire Chief's Association to perform a *Facilities Assessment and Fire Station Location Analysis*. This analysis can be located on the Concord Township website at <http://concordtwp.com/departments/fire/>.

Based on the recommendations of that report, the Township wishes to proceed with the planning for the optimal station configuration and station design to meet the Fire/EMS needs now and in the future.

The Township anticipates the process to occur in four steps each dependent on the successful completion of the previous step before proceeding with the next step. The anticipated steps are:

- Strategic Planning
- Conceptual station Design
- Construction Documentation Preparation
- Consultation during Construction

This Request for Qualifications is intended to identify architectural teams with experience in planning, design, and building of fire stations; the number of awards received for fire station design, team qualifications and other relevant experience. **The Statement of Qualifications should address the following issues:**

Fire Station Design Experience:

1. List 10 relevant projects (projects performed for public clients) in the past 10 years, along with owner contact information (i.e., name, phone number, email address), for which your firm has provided, or is providing design services. Provide project-specific information about each.
2. How many years has your firm/team been providing design services?
3. How many years has your firm been in business under its present business name(s)? Identify any previous names your firm has done business in the past if applicable.

Nationally Recognized Design

1. List the fire station design projects which won either a Fire Chief Station Style award, F.I.E.R.O design award, or any other awards. Please provide the award type as well as the year the award was issued.



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Qualifications and Other Relevant Experience

1. List the categories of work that your firm normally performs with its own workforce.
2. Name the key personnel (e.g., design architect, project director, manager, superintendent, scheduler, estimator) who will be part of the proposed team for this project. Describe in detail the experience and expertise of each team member and which projects they were assigned to, as well as the role in the projects listed.
3. Name any and all consultants who are included as part of the proposed team along with their role and related experience. Consultants should include, but not be limited to civil engineers, structural, mechanical engineers, electrical engineers, teledata consultants, and security consultants.
4. Disclose your team's bonding and insurance capabilities. Include a statement of errors and omissions insurance coverage from the design team members.
5. List your team's methods and practices for maintaining the project schedule.
6. List your team's methods and practices for project reporting, in both the design and construction phases.
7. How will your team resolve any disputes that may develop between the design participants and the constructors?
8. Identify any and all claims, if any, currently pending in association with your design services.
9. Team's familiarity with various funding mechanisms for new fire stations.

Responding teams should include in their Statements of Qualifications all the information that is requested. Teams are encouraged to provide any additional information they feel will further demonstrate the firm's qualifications. **Ten hard copies as well as one electronic version of The Statement of Qualifications are to be submitted no later than April 13, 2018 by 12:00 pm to:**

Concord Township Fire Department
11600 Concord-Hambden Road
Concord Township, Ohio 44077
Attn: Matt Sabo, Fire Chief
firechief@concordtwp.com

Selection Process

Concord Township Officials will review the submitted responses to this Request for Qualifications. After a review and vetting process, the selected firm will be contacted to discuss the development of a scope of work and proposal for the first step in the process.

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