City of Delaware, Ohio

Request for Qualifications (RFQ)

for

Restroom and Splash Pad at Unity Park

Issue Date:	July 2, 2024
Issued By:	City of Delaware 1 S. Sandusky Street Delaware, OH 43015
Inquiries:	POC – Ted Miller City of Delaware Parks and Recreation Director tmiller@delawareohio.net
Information Due:	4:00 PM, July 18, 2024

Description

The City of Delaware is seeking a "Request for Qualifications (RFQ)" from qualified firms with strong architectural and urban design expertise to provide professional architectural services for the design of a public restroom and splash pad. The scope of the project will include construction plans for a new restroom, splash pad and mechanical room. The improvements will be in Unity Park located off Ross Street in the City of Delaware. The construction plans should be completed in 2024 and bid in early 2025 for construction in 2025.

Background

The City is committed to providing high quality parks and recreation facilities, trails and programs for residents and visitors. The improvements for Unity Park will provide a restroom facility that can be accessed from the future splash pad and the existing building, serving both facilities.

Requirements

Prequalification Overview
This is a request for Qualifications (RFQ) for qualified firms interested in providing architectural services for the City of Delaware, Parks and Recreation Department. The scope of services will include project coordination, site investigation, data collection, design development/documentation, cost estimating, specifications and bid documents.

Qualifications will only be accepted from those firms demonstrating a minimum of five (5) years of experience and who have completed projects providing the services requested in this RFQ. References that will verify project experience should be provided.

Successful respondents to this RFQ must present a team of individuals with a diversity of skill sets to provide and manage all required areas of the scope of work. A combination of Prime Consultant and Subconsultant's prequalification in Design Services with experience in architecture and urban design is being sought. Some respondent consulting firms may be multi-disciplinary enough to offer all the necessary skills "in house." The City strongly encourages respondents to consider inclusion of team members that are Central Ohio-based and/or otherwise have a substantive body of knowledge or experience within the City of Delaware. The following is a detailed list of consultant team qualifications, organized by area of expertise:

Project Management

- Consultant Firms shall have technical ability to oversee and manage efficient, timely decision making and successful project execution.
- Demonstrates organizational excellence, assessment of range of urban design issues, financial evaluation, and architectural leadership.

Architecture and Urban Design

- Demonstrate experience with technical design components such as infrastructure, utilities and recreation facilities; and the ability to work within the existing contextual design vernacular.
- Demonstrate design excellence, technical competence, and innovative architecture design as well as best management practices and experience with sustainable design strategies.
- Demonstrate the ability to provide graphic design techniques and 3D illustrative illustrations of design concepts.

Selection Procedures

Interested consultant team/firm(s) must submit a letter of Interest and three (3) complete qualification packages; in hard copy (double-sided) and an electronic PDF copy on USB Flash Drive to the following address by 4:00 p.m., Eastern Time on, July 18, 2024.

Mingo Park
500 E. Lincoln Avenue
Delaware, Ohio 43015

Attn: Ted Miller, Director of Parks and Recreation

Consultant Team/Firm(s) will be ranked based on:

- Project Team qualifications;
- Prior experience with similar projects; and,
- General presentation of the submittal.

All sub-consultants on the project team must be identified and their role described.

Requirements

Preparing and Submitting Qualifications:

- Provide the information requested in the advertisement, in the same order listed, and signed by an officer of the firm. Do not send additional forms, marketing brochures, or other material.
- Each qualifications package shall include the following parts in the below order. Please separate and identify each part by tabs for quick reference. Each qualifications package should be organized to facilitate its evaluation. Qualification packages are limited to 50 pages (i.e. 25 double-sided pages).
- Please adhere to the following requirements in preparing and Letters of Interest:
    - Utilize a minimum font size of 12-point and maintain margins of 1" on all four sides.
    - Page numbers must be centered at the bottom of each page.
    - Use 8½" x 11" paper only (11" x 17" fold-out pages are acceptable).

Qualifications Package Content

- Letter of interest.
- How Consultant Team/Firm(s) meets the qualifications.
- A description of the nature of the firm's experience in providing the service(s) and/or deliverable(s) sought.
- List significant sub-consultants, and their anticipated role.
- List the Project Manager and other key staff members, including key sub-consultant staff.
- The total number of such engagements and the comparable clients for which the firm has provided like or similar services within the last five (5) years.
- The names of at least two (2) references for the firm's capabilities. Include name and contact information.

Schedule/Time-line

The plan is to be completed and on file with the City of Delaware within five (5) months from the date of authorization. It is anticipated that the selected Consultant Team/Firm(s) will be authorized to proceed by August 2, 2024.

Questions

Please direct all questions regarding this Request for Qualifications in writing by July 15,2024 at 4:00 PM to: Ted Miller, Parks and Recreation Director
tmiller@delawareohio.net

Evaluation and Next Steps

Responding firms will be evaluated and ranked pursuant to Ohio Revised Code Sections 153.65-153.73 based on the above criteria. The City will then issue an RFP; then commence fee and contract negotiations with the selected firm most qualified to perform the services for each separate project as described above. The final scope of design services will also be established during these negotiations.

The City of Delaware reserves the right to reject any and all proposals and to accept the proposal deemed most beneficial to the City of Delaware.

PUBLIC RECORDS

In entering into a contract with the City (or responding to a public solicitation), all offerors are hereby notified that all bids, proposals, quotations, RFI responses, agreements, invoices, correspondence and any other documents submitted to the City become public property and are subject to public disclosure in accordance with Ohio Public Records Law. All public records will be made available upon request, at the earliest time permitted by law.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this RFQ shall belong exclusively to the City and be subject to public disclosure in accordance with Ohio Public Records Law.

TAX EXEMPTION

The City is exempt from Federal and Ohio State sales tax. A tax exemption certificate will be made available at the successful proposer's request.

EXPENSE OF PREPARING RESPONSES TO THIS RFQ

The City accepts no responsibility for any expenses incurred by the responders to this RFQ; including costs associated with RFQ responses and presentations. Such expenses are to be borne exclusively by the responders.

COMPLIANCE

The consultant shall observe and comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the contract.

The consultant shall comply, when applicable, with the U. S. Department of Labor, Safety and Health Regulations identified as Chapter XVII of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926 and subsequent amendments.

The consultant agrees that in the hiring of employees for the performance of work under the City contract or any subcontract, no contractor, subcontractor, or any person acting on his behalf shall, by reason or race, creed, sex, handicap, or color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates, nor shall any contractor, subcontractor, or any person acting on his behalf, in any manner, discriminate against or intimidate any employee hired for the performance of work under the City contract on account of race, creed, sex, handicap, or color.

NON-WAIVER OF RIGHTS

No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

INDEMNIFICATION/INSURANCE

To the extent authorized by law, the consultant shall indemnify and hold harmless the City, its officers, elected officials, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the contractor's performance, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from; and is caused in whole or in part by any negligent or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. If the contractor is required to go on City property to perform work or services, the contractor shall assume full responsibility and expense to obtain all necessary insurance as required by the City.