

**Request for Qualifications
(R.C. § 153.67)**

Kingston Township

New Township Hall

April 11, 2019

Design/Build services for the construction of a new Township Hall on Township property located at 4063 Carter's Corner Road, Sunbury, Ohio 43074

Project Description:

Construction of a new Township Hall of approximately 36' x 64', with meeting hall, office area, and 2 small restrooms. Structure is to be a pre-engineered building. The project will include a minimal gravel parking lot and connections to electric, gas and water services. The project will be completed in coordination with a developer who is to create a park, picnic shelter, access road and other on-site development. Anticipated completion date is Winter 2019.

The Program of Requirements (POR) will be developed as a part of the project by the Criteria Architect/Engineer (Criteria A/E). The A/E for this project is Schorr Architects, Inc.

Project Scope may be modified to work within the budget established by Kingston Township Board of Trustees.

Design-Build Services Required:

Design and construct a new Township Hall of approximately 32' x 72' consisting of the spaces, parking area, and connections with the utility services previously described.

Funding / Budget:

Total Project Cost	\$250,000.00
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Statements of Qualifications:

Any Design Build Contractor (DBC) desiring to be considered for this project shall submit a letter of interest stating the DBC's qualifications. Qualifications of high interest to the township include, experience with similar projects, a history of projects in Delaware County, Ohio, and availability to handle and timely complete this project.

Evaluation and Selection:

Short List: Each DBC responding to this RFQ will be evaluated and selected based on its qualifications and experience. After evaluating the responses to this RFQ, the Kingston Township Board of Trustees (BOT) will select a short list of candidates that it considers to be the most qualified.

Pre-Proposal Meeting: The selected DBCs will be invited to meet with the BOT or its representative and the Criteria A/E. The purpose of the pre-proposal meeting is to permit the BOT or its representative and the Criteria A/E to provide further project specific information. The requirements for a detailed Request for Proposals (RFP) will be explained and given to the DBCs. The DBCs will have the opportunity to ask questions in an individual setting to help the DBCs prepare their responses to the RFP.

Interview: After submitting responses to the RFP, the short listed DBCs will be interviewed by the BOT or its representative and the Criteria A/E. This will be an opportunity to discuss with specificity the DBC's proposal, capacity to conduct this work, timetable, and budget expectations.

Contract Negotiations: After the interviews are complete, the BOT will rank the DBCs and, consistent with R.C. § 153.693, contract negotiations will commence.

Cancellation and Rejection: The BOT 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 BOT and Kingston Township shall have no liability to any DBC or proposer arising out of such cancellation or rejection. The BOT reserves the right to waive minor variations in the selection process.

Submittal Instructions:

DBC's are invited to submit a letter of interest, stating their qualifications to:

Greg Roy, Kingston Township

USPS:

c/o Tony Schorr

Schorr Architects, Inc.

230 Bradenton Avenue, Suite A

Dublin, Ohio 43017

OR: EMAIL

Fiscalofficer@kingstontwp.org

Cc: svolpe@kingstontwp.org

**ALL STATEMENTS OF QUALIFICATIONS ARE DUE BY 4:00 P.M.,
APRIL 30, 2019. NO STATEMENTS OF QUALIFICATIONS RECEIVED
AFTER THAT TIME SHALL BE CONSIDERED.**

Submit all questions regarding this RFQ to Steve Volpe, Chairman Kingston Township Trustees at svolpe@kingstontwp.org.