

KINGSTON TOWNSHIP, DELAWARE COUNTY, OHIO

PUBLIC ANNOUNCEMENT OF CONTRACT FOR PROFESSIONAL DESIGN SERVICES AND REQUEST FOR QUALIFICATIONS AND STATEMENT OF INTEREST

Kingston Township, located in Delaware County, Ohio announces its intent to contract for professional design services, Criteria Architect (CA), on a new Township Hall to be delivered via a Design/Build Contract.

Project

1. Metal office building, approximately 2300 square feet on township owned land.
2. Project is to be completed in coordination with a developer created park, picnic shelter, access road, a parking lot, and other site development.
3. CA will work with the township and developer in creating a Memorandum of Understanding as to the responsibilities of each party.
4. Total cost of the project should not exceed \$250,000.
5. Township wishes to complete the project in 2018.

Qualifications for Evaluation

1. Provide the name of the firm, the firm's principal place of business, and contact information;
2. Description of the team, the organization, and general experience;
3. List of each key staff person who will be assigned to work on the project that includes background information on their capabilities and qualifications;
4. Provide a chart showing the names and assignments of all key personnel including an estimate of each individual's time commitment to the project;
5. Provide information about the firms history of similar metal building projects;
6. Description of prior work on Design/Build projects;
7. Description of prior work in Delaware County, Ohio;
8. Description of prior government work;
9. List of consultants used to provide services not performed by the CA firm;
10. List of at least three (3) client references indicating the person's name, title, organization, address, phone number, and the project(s) that were completed under the individual's direction;
11. Description of what services the CA firm anticipates they will provide for this project;
12. Address any Quality Control/Quality Assurance programs that candidate has established or proposes to establish and utilize throughout this project.
13. Statements of qualifications should include the following: competence to perform the required professional design services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services. Also, the firm should show ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services or design-build services competently and expeditiously. Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines should also be documented and included. Statements of qualifications should be done in accordance with Ohio Revised Code Section 153.65(D).

Firms submitting statements of qualifications for the available contract will be evaluated and ranked in order of their qualifications. Following this evaluation, the firms determined to be the most qualified may be asked to meet with the Township Trustees to present the firm's qualifications and proposed approach for the Project before a final selection is made. Upon selection of the firm to be most qualified to provide the requested services for the Project, compensation and an agreement for services will be negotiated and prepared for the Project.

The Board of Trustees wishes to select a CA firm as soon as possible and begin working with the firm selected. Design professionals wishing to submit qualifications for this Project must do so in writing before **4:00 pm on Thursday, January 11, 2018**. **Submit 4 copies** of the firm's qualifications to:

**Greg Roy, Fiscal Officer
Kingston Township
9899 State Route 521
Sunbury, Ohio 43074**

Direct any questions concerning the project to Steve Volpe, Trustee, email: svolpe@kingstontwp.org.