



Request for Qualifications
City of Pataskala
Police Station Design

Design Services for the new construction of a police facility. The current police building is at 430 S. Main Street.

City of Pataskala is a political subdivision in Licking County, Ohio with a population of 15,500. It is a full-service City with Police, Road Department, Utility Department, Planning, and Zoning. The City employs 53 people both full and part-time,

Background

This RFQ is being advertised for response by architectural firms with experience in the design of new police station facilities. The intent of this RFQ is to have the firms under consideration specifically address the services required and provide us with a well-considered request for those services. **Deadline for submissions is: FRIDAY, JULY 15th AT 4:00 PM**

**City of Pataskala – RFQ
Attn: Benjamin King, City Administrator
621 W. Broad Street
Suite 2B
Pataskala, Ohio 43062**

The City of Pataskala Council is looking for an architectural firm to provide the following:

- Specific conceptual drawing as well as detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
- Help with selection of construction firms which should be given an opportunity to bid on the project based upon their reputation for quality, their experience, their reputation for on time and on budget performance, and their financial credibility.
- Preparation of the necessary bid documents to be sent to construction firms for the project.
- Review of the bids to assess the relative merits of each one and assist the owner in awarding the contract.
- Regular site observations of the contractor and subcontractors during the construction phase-sign-off on construction drawings to assure that scheduled payments are made when predetermined work has been completed with the appropriate holdbacks.
- Assistance, where necessary, with the governmental approval process (i.e., permits).
- Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.



Please provide a general statement of qualifications based in light of the background information given above to include:

Personnel

- List the professional and support positions and number of personnel in each position
- Provide an organization chart, including resumes of all personnel who will be committed to this project.
- Provide specific information as to their experience on projects similar to this one.
- For the project manager and project architects identified as part of the project team. Provide the name and phone number of two (three, four, your call) clients with whom the architect has worked on a similar building project.
- List professional consultants outside your firm you propose to provide services not available in your firm. Provide specific information documenting their work on similar projects.

Architecture/Engineering Services

- Provide a current workload list of clients.
- Provide information on how you would accommodate this project with your current workload.
- Describe in detail the process you will follow from schematic approval through approval of the final design.
- Outline the design schedule that you will implement to meet the expected construction and occupancy dates. Describe the methods you will use to maintain this schedule.
- Describe the types of problems that you have encountered on similar projects and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.

Construction Costs

- Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
- List the steps in your standard change order procedure.

Special Design Concerns

- Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
- Efficient energy usage is a concern of the City. Describe how your firm incorporates this aspect of design into its work. Provide examples.

Legal Concerns

- Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company.
- Explain your General Liability Insurance coverage.
- Explain your Professional Liability Insurance coverage.



Fees

Provide information on your billing practices (i.e., lump sum, hourly rate, other), including reimbursable cost categories.