

REQUEST FOR QUALIFICATIONS AND PROPOSALS ARCHITECTURAL SERVICES WILLOUGHBY, OHIO POLICE STATION

The City of Willoughby has recently purchased an existing office building located at 37733 Euclid Avenue, Willoughby, Ohio for adaptive reuse as a future police facility. Prior to purchasing the City of Willoughby hired Bowen+ to conduct a quick architectural assessment and fit plan of the existing 30,000 SF 3-story commercial building to determine the feasibility of renovating and relocating the Police Station to said location. The space assessment and construction estimates were completed in September 2022. That report (Bowen+ Fit Study) will be provided to shortlisted architectural firms or those that request the report in writing.

Interpretation or corrections of this request for qualifications and proposals will be made only by written addendum which will be mailed or emailed to each offeror of record. The City of Willoughby is not responsible for any other explanations or interpretations of this RFP or the documents included. Questions may be asked in writing up until January 25, 2023. An advertisement will be published in the local paper regarding the City's request for architectural service proposals.

Acknowledgment of RFQ

It is encouraged that potential respondents should provide the City of Willoughby, an EMAIL acknowledgment that it has received the RFQ and intends to submit that includes contact information should any future documents, notices, and addenda associated with this RFQ need to be sent.

Schedule:

Request for Proposals/ Qualifications Issued:	December 21, 2022
Submissions Due:	February 3, 2023
Selection Process Schedule:	February/March 2023

Five (5) copies of Architectural service proposals and One (1) electronic copy via email or jump drive are to be submitted before 4:00 PM (EST) on February 3, 2023:

c/o Thomas W. Thielman
Economic Development Director
1 Public Square, Willoughby, Ohio 44094

Questions shall be made in writing before the end of day on January 25, 2023, to Thomas Thielman at: tthielman@willoughbyohio.com. Responses will be completed by February 1, 2023, in writing (no questions will be answered after January 25, 2023). Regarding the required documents and process, there shall be no informal communications (including requests for information, and conjecture among parties, no communication between potential vendors with persons employed by the City or its officials). Suspicion of collusion and/or communication shall be grounds for rejecting a proposal.

BACKGROUND

The City of Willoughby has a population growing population of 23,898 according to the 2020 Census in an approximately 10.5 square mile area that is 19 miles from downtown Cleveland. Willoughby has one of Ohio's largest historic downtown districts with over 50 shops and restaurants situated on the banks of the Chagrin River. The current Police facility was constructed in the mid-1970s and is located at 36700 Euclid Avenue and has been determined functionally obsolete. The need for new facilities is driven by the capacity of the current facility, its age and the type of construction (brutalist poured concrete style), and the operational benefits that could be derived from a new improved facility.

The new site chosen is located at 37733 Euclid Avenue and is the current home of Meister Media Worldwide. The city became aware of the availability of the land and building in the Summer of 2022 and immediately began examining its potential for renovation and/or expansion into a new Police Station. The building was constructed in 1990 using block and brick masonry and has three (3) floors of approximately 10,000 SF each, with heavy-duty asphalt shingle roofing.

In late 2020, the City of Willoughby hired Police Facility Design Group to conduct a facilities space needs assessment for all Police Department functions and to evaluate the existing police station building and its potential for renovation and expansion. This study established space needs for current and future operations and the study was completed in January 2022. Bowen+ used this study as a reference for determining if the Meister Media building footprint would meet current and future police department needs. The report concluded that the existing Police Facility was an unlikely candidate for expansion and renovation, and a new facility was estimated to be as large as 47,000 square feet with a cost estimated at over \$30 million. The needs assessment surveyed Police personnel to determine space needs, operation inefficiencies, and future demands. From interviews with personnel, estimates were made for the square footage requirements of a proposed new facility estimated at 43,124 SF. The current facility is approximately 26,000 SF. Their report will be provided to shortlisted architectural firms or those who request the report in writing.

The City is issuing this Request for Qualifications and Proposals from firms regarding architectural services to design/create construction drawings/biddable package and oversee and inspect the construction of a new police facility with jail, sali port, indoor shooting range, etc. It is in the City's interest to hire a firm to design and create biddable plans/specifications for an appropriate structure to accommodate Police operations of the City of Willoughby.

The City is interested in architectural and design services that will incorporate best practices to ensure sustainability for the appropriate Police Facility and grounds. The City will be interested in architectural/design services that can create a building with an appropriate level of maintenance for structure and grounds. The City is interested in a firm's ability to design an energy-efficient environment that promotes good health for all personnel. That healthy environment will address employee areas, and visitor areas and includes new spaces for target/pistol/rifle practice range, jail, and appropriate accommodations for all.

The successful firm will demonstrate an ability to evaluate site conditions, soils, etc. and anticipate any issues that may have an effect on cost, construction, schedule, etc.

The space recommendations from Bowen+ (in the fit study and cost estimates) suggest certain department space requirements, a jail addition, and a stand-alone shooting range/tactical training facility. These are recommendations and can be modified or altered as seen fit by the architect. Ideally, the City is trying to keep any additional construction at a minimum.

The City would prefer a firm with staff that has project experience including police facilities and jail or detention design. The City's intent is to secure an architectural firm that will ensure compliance with all codes, rules, laws, and licensing. The Bowen+ fit study does propose design elements for the new Police Station that have a strong architectural statement and that acknowledge the surrounding structures.

The City is interested in a firm that can design a new Police Facility within the existing building footprint that will complement and blend into the existing architecture. Interior and new exterior materials for the new Police Station should be strong and durable, as the building will need to last many decades.

The City would prefer a firm with demonstrated ability to provide all services necessary to design, create biddable plans and oversee the construction of a new Police Facility (including all engineering and construction/ inspection assistance). The City of Willoughby prefers to not create change orders that require additional funds and will look to proposals listing projects where estimates were accurate and where bids were received that were not over the estimates. The construction project will be awarded to a general contractor with a not to exceed total amount that the City will be authorized to pay. The successful firm will provide planning/ construction drawings and bidding specifications that are complete so as to not create a need for change orders for construction. Submissions shall include evidence of bidding projects of similar size and scope and information regarding construction inspection and construction support experience.

The City of Willoughby reserves the right to: reject any or all submissions, select more than one firm, select a firm for future projects, and to return to one or several firms before final selection.

FINANCING

The City of Willoughby is placing a 2.5 mil levy on May 2, 2023, ballot and is asking the voters of Willoughby to support this increase for a new Police Facility and ongoing Safety Forces capital expenses (i.e. Fire Trucks, Ambulances, Police Vehicles, etc.....). Financing will be finalized after May 2, 2023 voting, and a mechanism for construction financing will be initiated.

GENERAL SCOPE/PURPOSE

The City will secure proposals from firms that have experience in designing and building

police facilities and show evidence of experience in designing adaptive reuse of existing facilities similar to this project. The work schedule for the successful architectural firm will include but will not be limited to the following, potential schedule:

- RFQ Issued: December 21, 2023
- Pre-Submittal Meeting and Site Tour: January 18, 2023
- Submittals Due: February 3, 2023 (4:00 PM EST)
 - Selection Process: February/March 2023 (Short-Listed, Interviews, Follow-ups)
- Final Selection: March 2023
- Anticipated Construction Start: Spring 2024

PRE-SUBMITTAL MEETING & SITE TOUR

The City of Willoughby will conduct a pre-submittal meeting and site tour for the consultants. The meeting will be held at 37733 Euclid Avenue, Willoughby, Ohio 44094 (Meister Media Worldwide) on Wednesday, January 18, at 1:00 PM EST. Attend the pre-submittal meeting with the opportunity to tour the Project site to familiarize themselves with site conditions and constraints for preparing a request for qualifications proposal. Please limit attendees to three (3) members of your firm and all attendees will be required to sign in.

PROPOSAL CONTENTS - RESPONSE ORGANIZATION AND FORMAT

The following items are mandatory to be provided as part of the project services (services shall not be limited to those described in this document). It is recommended to organize your response as follows:

Experience

1. identify the project team, the project's key personnel, and what their services will be towards the overall project.
2. Identify project staff, inspectors, and on-site assistance during construction - including any previous experience in Police facility construction.
3. Include personnel certifications and specific licenses and their relevant experience in the design and construction of new municipal structures of this scope.
4. Include narrative and photographs of similar municipal work completed since 2010.
5. Identify the project manager for the Willoughby Police Facility project.

Project Understanding

1. Show understanding of the required design and construction specifics of the jail in the facility, the rifle range, and interior renovation/rebuild.
2. Show the ability to be aware of any obstacles or potential delays, have a working knowledge of building codes, and assure the City that the firm has experience in designing facilities that are easily maintained and functional. Show understanding of all necessary architectural, civil engineering, and inspection services required. Show ability to create an estimate for construction, ability to review submittals, and experience in reviewing and inspecting construction work.

Schedule

1. Please provide a sample outline of how the project work will be scheduled.

Programming and approach

1. Describe the design approach, describe how details will be presented, and how will the successful firm work with contractor(s) and inspect the construction work.
2. Describe your process: starting with the creation of conceptual renderings for the new build portions, and layouts, through to the finished product and opening of the structure.
3. Clear description of deliverables (site analysis/soil conditions, HVAC design, clean air operations for garages/vehicular spaces, jail design, rifle range design, renderings, drawings, bid documents including the ability to provide bid estimate that will ensure smooth public bidding process.
4. Describe how you would coordinate inspections and the construction process.

References and Contacts

1. Include at least 3 references from recent, municipal safety facility construction projects with names and contact information (include construction dates and phone numbers to contact references).

Mandatory requirements for a successful firm include (but are not limited to)

1. Meetings
 - a. Pre-selection meetings will be scheduled for potential architectural services with up to three selected firms.
 - b. Once selected there will be a minimum of monthly planning meetings concerning design, construction schedules, etc. with representatives of the City.
 - c. The successful firm must be available for meetings with City Administration, and City Council and attend public meetings.
 - d. Must be available for pre-bid meetings with prospective bidders and pre-construction meetings with the successful contractor.
 - e. The City will expect (at a minimum) weekly construction meetings with City representatives and either the architect or the inspector regarding regular/daily inspections.
 - f. At least twice per month the City expects to meet the architect at the construction site.
2. Credentials
 - a. Principal Architect and all engineers must have all pertinent certifications/licenses (current).
3. Provide all AIA contract documents and provide public bid documents and plans for bidders, create bid specifications and plans and have them available for purchase at City Hall.
4. Provide plans that meet all code requirements and assist the Chief Building Official during the construction process in any way necessary and submit to the City (or its

- designated representative) a log of daily inspections of construction work.
5. The successful firm will incorporate the construction schedule into the bid.
 6. Contract documents shall be provided by the successful firm and will be reviewed by the City's Law Department and the firm will accommodate any changes or adjustments.
 7. The City will negotiate the contract and pricing with the firm scoring the highest evaluation (please note that pre-selection meetings will most likely be required before final selection). Costs will be requested from the successful firm and reviewed and negotiated if necessary.
 8. The successful vendor must maintain insurance during the project that includes the City of Willoughby as additional insured with limits not less than \$2 million dollars. Workers' Compensation information/ certificate shall also be required.

SELECTION

A selection committee will review the submissions and rank each. The committee will include (but is not limited to) the Mayor, Chief of Police, Assistant Chief of Police, Chief Building Official, City Engineer, Economic Development Director, and ?????? Having your response organized to follow the following six items is preferred. The committee will rank submissions and scoring will be based on the following:

Experience/Qualifications	5 Points
Project Management Lead	3 Points
Design Team	3 Points
Similar Project Experience	5 Points
Project Understanding	3 Points
Budget & Schedule Management	3 Points
Proximity of Firm to Project Site	3 Points
References/Contacts	-1 Point (if not complete)
Clarity of Proposal	-1 Point (if not complete)

TOTAL **20 Points**

The selection committee will rank all the submissions. Before ranking is finalized, the City reserves the right to schedule interviews with a short-list of potential firms. If interviews are scheduled, a one-week notice will be provided to the firm(s) to be interviewed.

Once rankings are final, the City will review the scope of services/deliverables and ask the top-ranked firm for a fee schedule that will be reviewed by the selection committee. If that fee schedule is not acceptable, negotiations will follow and if those negotiations do not prove successful, the next ranked firm may be asked to submit a fee schedule and a contract.

That process will be repeated with the next firm. Once a successful firm is chosen, it must provide a contract for services to the City. The design/architectural services fees will be approved by City Council with a not to exceed figure. The successful firm must include all

items necessary to charge for regarding designing, all architectural, engineering, pre-construction investigations, construction inspection, etc. services for the construction of a police facility.

Change orders for architectural services and/or construction are not acceptable to the City. In addition to the pricing from the successful firm which will include hourly rates and expenses for work, the City will also require proof of insurance with the City named as additionally insured. In addition, the City shall require proof of the Workers' Compensation Policy.

PLEASE BE REMINDED:

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