

ORDINANCE NO. 103-14

AN ORDINANCE AUTHORIZING THE MAYOR TO SOLICIT REQUESTS FOR QUALIFICATIONS FOR ARCHITECTURAL DESIGN SERVICES FOR THE MEDINA MUNICIPAL COURTHOUSE.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the Mayor is hereby authorized and directed to solicit Requests for Qualifications for architectural design services for the Medina Municipal Courthouse Project.

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: June 9, 2014

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: June 10, 2014

SIGNED: Dennis Hanwell
Mayor



XXXX XX, 2014

CITY OF MEDINA, OHIO
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATION STATEMENTS

For the

MEDINA MUNICIPAL COURTHOUSE

DENNIS HANWELL - MAYOR

JOHN COYNE - PRESIDENT OF COUNCIL

- COUNCIL MEMBERS -

BRIAN HILBER
BILL LAMB
JAMES SHIELDS

MARK KOLESAR
PAUL ROSE
DENNIE SIMPSON

- ADMINISTRATION -

GREG HUBER
KEITH DIRHAM
SERAFINO PICCOLI
PATRICK PATTON

.LAW DIRECTOR
.FINANCE DIRECTOR
.SERVICE DIRECTOR
.CITY ENGINEER

RESPONSE DUE DATE: Xxxxx XX, 2014

CITY OF MEDINA
LEGAL NOTICE

Pursuant to Authority granted by Medina City Council under Ordinance No. XX-14, adopted Xxx XX 2014, the City of Medina is inviting interested consulting firms to submit a Statement of Qualification for the following City projects:

Design Services for
Medina Municipal Courthouse

The City of Medina will utilize a qualifications based selection process to select design consultants for this project. Dependent upon a review of the Statement of Qualifications, the City may elect to award design services contracts to one or more of the firms submitting. Firms interested in submitting a Statement of Qualifications for consideration of award of one of these projects must contact the City of Medina to acquire the Request for Qualifications (RFQ).

The City will only review Statements of Qualifications received from those firms that request and receive the RFQ packet. The RFQ packet may be obtained by submitting a written request to the City of Medina Engineering Department, Medina City Hall, 132 North Elmwood, Medina, Ohio 44256, or by contacting City Engineer Patrick Patton by telephone at 330-721-4721 or by email at ppatton@medinaoh.org.

Seven (7) copies of the Statement of Qualification must be sealed in an envelope marked "Qualification Statements – Medina Municipal Courthouse" and addressed to the Service Director, City of Medina, Medina City Hall, 132 North Elmwood, Medina, Ohio 44256. Qualification Statements must be received no later than 4:30 P.M. on Xxxxx, Xxxxxx XX, 2014. Responses received after the specified time and date will not be considered.

The City of Medina reserves the right to reject any and all Statements of Qualifications submitted and the right to waive any informalities or irregularities in the selection process. Contact the City Engineer at 330-721-4721 for questions or further information.

Serafino Piccoli
Service Director
City of Medina, Ohio

Gazette: Xxxxx XX, 2014
Xxxxx XX, 2014

City of Medina Project #: 989
Project Name: MEDINA MUNICIPAL COURTHOUSE
Response Due Date: Xxxx XX, 2014

PROJECT DEFINITION

The City of Medina (City) desires to obtain professional architectural design services to complete fieldwork, perform design services, and to prepare construction plans, specifications, cost estimates and project bid documents for the above captioned project.

The City envisions erecting a facility that will be attached to the existing City Hall, located at 132 N. Elmwood Avenue, Medina, Ohio (City Lot #'s 140, 141 and 142; PPN 028-19A-21-088). The new facility will extend from the eastern half of the southern wall of the existing City Hall into the existing municipal parking lot. Currently the City anticipates the building addition will include two above grade levels and one below grade level. The total addition is expected to be between 25,000 and 30,000 square feet.

This project is to be funded completely by local (City of Medina) funds; currently no state or federal grants are expected to be attached to the project.

PRELIMINARY PROJECT BUDGET

The preliminary project budget for any and all expenses related to the design, development and construction of the Courthouse is anticipated to be between \$7,000,000 and \$8,000,000. Please be clear, this budget is anticipated to include all costs associated with the project, including costs for architectural and engineering design and plan preparation services, project management, site and utility development and construction, building construction, and all interior finishes

RESOURCES AVAILABLE

- Original architectural, mechanical and electrical plans for Medina City Hall (completed in 1977)
- Site visits of the property can be arranged; please contact City to schedule the visit.

ARCHITECTS SCOPE OF WORK

- All field work and surveying
- Preparation of a project site and utility plan
- Prepare all necessary architectural, mechanical and electrical plans necessary to acquire necessary permits (building, electrical and plumbing), and to bid and to construct the project. Plans to be submitted include (but are not limited to) architectural, mechanical and electrical plans. Design must be completed in strict accordance to all local, state and federal standards, including accessibility standards.
- Develop construction documents and project specifications necessary for bidding and constructing the project, including (but not limited to), all material finishes (interior and exterior), all mechanical, plumbing and electrical materials, and any other pertinent equipment and materials.
- Architect will attend meetings, workshops, etc. with City and Court staff
- Architect will meet with affected City Boards and Commissions throughout the design and development process. Architect will represent the City to present the project at both the City Historic Preservation Board and Planning Commission meetings.
- Upon completion of plans and specifications, prepare a budget estimate for project

- To summarize, the City would like to engage an architect to develop plans and specifications necessary to allow us to bid and construct the project.

ADDITIONAL INFORMATION

- Architects are reminded that this project is located within the City's downtown Historic District. As referenced above, because of this, this project will be reviewed by the City's Historic Preservation Board. The Board will be very sensitive to all aspects of this re-development, particularly exterior finishes. The architect will be expected to submit samples of proposed finishes to the Board for their review, comment and approval. The architect is advised that the project plans will be required to complement and enhance the existing characteristics of the adjacent existing buildings.
- Architects are advised to reference and pay special attention to Section 145.07 (DESIGN GUIDELINES / DEMOLITION CRITERIA") of the City of Medina's Codified Ordinances. In addition architects are referred to "The City of Medina Guidelines for Historic Properties and Districts". The purpose of this chapter and of The City of Medina Guidelines for Historic Properties and Districts is to preserve the architectural history and integrity of existing buildings or structures and to ensure the procedures and materials used are compatible with the existing building or structure and help to ensure its preservation into the future.
- The City is considering completing this project utilizing either a traditional design-bid-build method or a construction manager at risk method for construction. It is anticipated that the City will make a final determination regarding the building method in conjunction with the selected architect.

QUALIFICATION STATEMENT REQUIREMENTS

Seven (7) copies of the Qualification Statement shall be submitted and include the following information:

- A. General Instructions for Preparing and Submitting a Qualification Statement
 1. Provide the information requested in the Qualification Statement Content (see section B, below) in a letter signed by an officer of the firm. The responses shall be presented in the same order as listed in Section B.
 2. While the total length (in pages) of the Statement of Qualifications will not be limited, as outlined in Section B, the length of certain sections of the responses will be limited. Submitters are reminded that the content of the Statement should be limited to the information specifically requested herein. Responding consultants will be permitted to attach and submit brochures or other pre-printed informational/marketing materials at the end of the Statement of Qualifications as they see fit; please understand that while those materials are permitted and will undergo a cursory review by the City, those additional materials will not be considered to be part of the Qualification Statement.
 3. Please adhere to the following requirements in preparing and binding Qualification Statement:
 - a. Please use a minimum font size of 11-point and maintain margins of 1" on all four sides of the page. All text shall be black type to facilitate machine copying.
 - b. Each page of the Qualification Statement shall be numbered.

- c. Use 8" x 11" bond paper only, no glossy paper.
4. Qualification Statements must be received no later than 4:30 P.M. local time on Xxxxx, Xxxxx XX, 2014. Responses received after that time on the specified due date will not be considered.

B. Qualification Statement Content

1. Provide a brief (not to exceed one page) introduction to your firm and the services that you provide. Within that introduction, include the number of years the firm has been in business.
2. Include the following information:
 - a. A list of the firm's previous recent experience with that type of project.
 - b. List significant sub-consultants, and the percentage of work to be performed by the prime consultant and each sub-consultant.
 - c. List the Project Manager and other key staff members, including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work. Include summary of staff members experience with projects similar to the project type your firm is pursuing.
 - d. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to your present workload, and the availability of the assigned staff.
 - e. Provide a description of your Project Approach (not to exceed two pages). Within the Project Approach address your firm's technical approach, understanding of the project, quality assurance policy, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's cost containment practices including measures that will minimize the overall cost of the project.
 - f. Provide a list of three (3) references who can attest to the firm's performance on similar type projects. Include accurate contact name, address and telephone number for each reference listed (please note, if desired and applicable, the same reference can be provided for different project types).
3. List the location of the office from which the project manager will be based.
4. Provide any additional information (not to exceed two pages) concerning the firm, the firm's qualifications, experience and ability with respect to the projects that are being pursued.

SELECTION PROCESS

A qualifications base selection process will be administered by the City of Medina. Consultants will be evaluated based upon a review of the Statement of Qualifications and our discussions with references. The City will evaluate each firm's qualifications based upon the following:

1. Firm's number of years in business (5%)
2. Firm's technical ability, background and experience on similar projects (25%)
3. Experience and ability of the project manager and the project team (10%)
4. Availability to meet schedule with respect to firms current work load (15%)
5. Understanding of the project and technical alternatives, creativity, problem solving ability (15%)

6. Evaluation of References provided to the City for work on projects of similar size and scope (20%)
7. Firm-proximity to jobsite (10%)

After review of the Qualification Statement, the City will invite a selected number of firms to an interview at the City of Medina. The consultant will be selected based on the Qualification Statement and, if necessary, the interview. If an interview process is used for any of the project types, an evaluation and score for the interview will be factored with the qualification statement review to determine the most qualified firm.

Cost for services will be negotiated with the consultants determined to be most qualified for each type of work by the City of Medina. The City will initiate a scope of services meeting with the most qualified firm to facilitate communication and develop a specific scope of work for each task. The City will attempt to negotiate an acceptable fee for the work with the most qualified firm. The fee and the agreement will be placed before the City Council of the City of Medina for approval. If the firm and the City are unable to reach an agreement, the City will then negotiate for these services with the second most qualified firm, and continue negotiating with qualified firms until an agreement is reached. The City of Medina reserves the right to reject any and all Statements of Qualifications submitted and the right to waive any informalities or irregularities in the selection process.

SCOPE OF SERVICES

A specific scope of service for each project will be developed jointly by the City and the selected consultant upon completion of the selection process. In general, the City will expect the selected consultant to perform and complete all work efforts necessary to prepare construction plans and bid documents. This will include, but is not limited to, performing field surveying, completing analysis and design, construction plan preparation, opinion of probable costs, final unit item quantity summary, etc.

Project management and inspection services are not expected to be completed by the design consultant, as such, they will not be included within the scope of services.

PRELIMINARY PROJECT SCHEDULE

Proposals due: XXXXX XX, 2014

Project Award Date: XXXXX XX, 2014

Initial Authorization to Proceed: XXXXX XX, 2014

COMMUNICATION RESTRICTIONS

Please note the following policy concerning communication with the City of Medina during the programmatic announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections, while the City will answer and reply to any written or verbal question or inquiry from consultants regarding the projects and/or the selections process, outside of the consultant

interview (if an interview has been determined to be necessary) the City will not meet directly with any of the interested firms to discuss the selection process.

QUESTIONS, CLARIFICATIONS and INQUIRIES

Consultants should direct any questions, clarifications and inquiries regarding the project and or the selection process to Patrick Patton either at the above address, or by phone at (330) 721-4721, or by email at ppatton@medinaoh.org.

QUALIFICATION STATEMENT SUBMITTAL

The proposals shall be returned no later than 4:30 pm on XXXXX, XXXXX XX, 2014 to:

Patrick Patton, PE
City of Medina, Ohio
132 North Elmwood Avenue
Medina, Ohio 44256

QUESTIONS, CLARIFICATIONS and INQUIRIES

Consultants should direct any questions, clarifications and inquires regarding the project and or the selection process to Patrick Patton either at the above address, or by phone at (330) 721-4721, or by email at ppatton@medinaoh.org.