

**Request for Qualifications (RFQ) for Professional Architectural Design Services
For The City of Reynoldsburg Community Center**

The City of Reynoldsburg (City) is requesting Statements of Qualifications (SOQ) from professional architectural firms for the purpose of providing architectural and engineering design services for the City of Reynoldsburg Community Center Project.

Project Description:

The City intends to construct a new Community Center, which will be owned by the City and operated by the YMCA, on the north end of Huber Park in Reynoldsburg, Ohio. This new facility will be located on approximately ten (10) acres of property and consist of an approximately 52,000 square-foot, two-story facility to include administrative offices, community rooms, a fitness center, a full gymnasium, an indoor and outdoor aquatic center (outdoor center approximately 22,000 square feet), a large parking area (approximately 300 parking spaces); as well as an additional space for potential tenant partners (8,000 square feet).

A preliminary concept plan has been developed by *Gro Development*, a national consultant to the YMCA. These documents are included as part of the Request for Qualifications package (Exhibit A). **Project funding is contingent upon the City passing a May 2017 ballot issue.**

The design of the above Project will begin following the passing of the ballot issue, circa June 1, 2017. The estimated construction budget for this Project is \$20,000,000 - \$25,000,000. Selection of the design consultant will be performed utilizing Qualification Based Selection.

A site visit is scheduled for Thursday, February 23, 2017 at 9:30am. We will meet at the Reynoldsburg Senior Citizens Center, 1520 Davidson Drive, Reynoldsburg, Ohio 43068.

Submittals:

Each respondent must submit eight (8) copies of its response to this RFQ by Friday, March 17, 2017 at 4:00 pm. (local time) to:

William J. Sampson, LEED Green Assoc.
Director of Public Service
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, Ohio 43068

Write on the outside of the sealed envelope or box: "Statement of Qualifications for the Reynoldsburg Community Center Design Project"

Anticipated Schedule:

The desire of the City is to have the selected Architect in place with a successfully negotiated contract upon passage of the May 2017 ballot. Execution of the contract will occur at or about the earliest time reasonably possible following passage of the issue.

The City reserves the right to modify any or all of the above dates.

Questions, Clarifications, and Addenda:

Information and questions about the project can be made in writing up to February 27, 2017 by contacting:

William J. Sampson, LEED Green Assoc.
Director of Public Service
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, Ohio 43068
614.322.6884
bsampson@ci.reynoldsburg.oh.us

Responses will be posted on March 3, 2017 at www.ci.reynoldsburg.oh.us/departments/service-department. No oral questions or requests will be accepted by the City.

Qualifications:

Submittals shall be limited to 30 pages (8-1/2" x 11" one-sided printing), not including a one-page cover letter, Cover and Back, Table of Contents, and tabs, and shall include the following sections (with associated page limitations per section):

1. Information about the firm's history (one page).
2. Education and experience of key personnel working on the project (five pages).
3. List of prior work completed by key staff within the following categories (five pages):
 - a. City of Reynoldsburg
 - b. Direct experience with municipalities of similar size
 - c. Direct experience on this project
4. Ability of the firm to provide services on the proposed timeline (one page).
5. List of subconsultants used to provide any services not performed by the prime design firm (one page).
6. List five relevant projects involving similar services performed for municipal clients (five pages) which includes the following information for each project:
 - a. Project owner, name of project and location
 - b. Brief description of the project
 - c. Reference contact person and phone number
7. The firm/team's location and proximity to the site for purposes of attending meetings (one page).
8. The firm's insurance coverage, including errors and omissions. Include the coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits. (one page).

9. Project approach including firm's procedures for preparing budget estimates, performing design reviews, constructability reviews, and value engineering. (ten pages).

As required by Ohio Revised Code responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the individual project teams from the firms determined to be most qualified may be asked to meet with City representatives to present the firm's qualifications and proposed approach for the Project before final selection is made. Following this evaluation and the results of the May 2017 ballot issue, the City will enter into contract negotiation with the firm deemed to be the most qualified.

Exhibits:

Exhibit A – Reynoldsburg Community Center Draft Concept