

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES

The Chester Township Board of Trustees (the “Owner”) in accordance with Ohio Revised Code Sections 153.65 through 153.71 intends to contract with a professional design firm for professional design services (“Professional Design Services”) in connection with the Project as described below.

I. Project Description

The Project will consist of a new building for the Road Department located at 8558 Parkside Drive, Chester Township Ohio 44026 and a new building for the Police Department located at 12535 Chillicothe Road, Chester Township Ohio 44026.

The Police Station is expected to span approximately 8,000 to 10,000 square feet, supporting the operational needs of nineteen employees. The new building will be designed to meet current and future needs, improve operational efficiency, and strengthen community engagement.

The modern facility will enhance public safety services and provide dedicated spaces for key law enforcement functions, including:

- Administrative offices
- Road patrol operations
- Detective bureau
- Evidence storage and processing
- Fitness and wellness room
- Secure sally port
- Booking area and holding cells
- Interview rooms
- Multi-purpose training and community room
- Detached garage for fleet and equipment storage

The Road Department will consist of the demolition of the existing building, which is approximately 5,300 square feet. Construction of a new building approximately 6,200 square feet with 23-foot height to accommodate a future lift for the mechanic's bay. The new building will need an area to store 7 trucks, 2 administrative offices, restrooms, a break room, and a locker room. The overhead doors need to be 14' x 13'. The perimeter walls need to be at least 6 feet of CMU. The bay floors will require fiberglass trench drains.

The Owner has selected RFC Contracting, Inc as its owner's representative.

II. Scope of Professional Design Services

A. Schematic Design Phase (SD). The Professional Design Services will consist initially of reviewing the Owner's current facilities and developing a program for the requirements of the Project, including a budget and schedule requirements, recommendations for implementation of the program and Schematic Design drawings. At the conclusion of the SD Phase, the Owner, at its option, will decide if they want to proceed with the services described in Part B of this Article II, for the Police Station or Road Department or Both.

B. Design Development (DD) and Construction Development (CD) Phases. The Professional Design Services will consist of all required documents to bid and construct the Project including but not limited to civil, structural, architectural, mechanical, electrical, plumbing, HVAC, fire protection, technology, communications, security, sound, lighting, landscape; and such additional services as may be necessary or appropriate. In addition to design and construction administration services, the selected firm will be expected to prepare an estimate of construction cost.

III. Evaluation Criteria for Selection

Statements of qualifications should separately describe the firm's capabilities to provide the Professional Design Services, and the statements of qualifications should include:

- (a) a cover letter that provides the name, address and phone number of the office where the personnel assigned to the Project will be based and principal contact person;
- (b) company overview including the number of years of existence, legal form of firm, location of home office, number of licensed professionals and general firm history;

- (c) the technical training, education and experience of the firm's owners and key personnel who will be assigned to perform services on the Project;
- (d) the technical training, education and experience of the firm's current staff;
- (e) relevant past work and performance of the firm's prospective consultants and the firm's previous experience when working with its proposed consultants;
- (f) the firm's experience in performing engineering studies and construction administration;
- (g) availability of staff;
- (h) the firm's equipment and facilities and the location, availability and accessibility of facilities and equipment to support staff activities on the Project;
- (i) experience in new construction, renovations and additions;
- (j) specification writing credentials and experience;
- (k) experience with the design-build, construction manager-at-risk, general contracting and/or multiple prime contractor delivery methods and with working with a separately retained owner's representative;
- (l) services that the firm typically performs in-house versus services that the firm typically performs through a consultant;
- (m) the firm's record keeping, reporting, monitoring and other information management systems, including scheduling and cost control systems;
- (n) any previous work performed in connection with the Owner or any other political subdivisions;
- (o) the firm's experience with the governmental and quasi-governmental entities with jurisdiction over the Project and their requirements;
- (p) proximity of the firm to the Project site;

- (q) the firm's track record and ability to deliver a project on scope, on time and within budget; and
- (r) other similar information.

IV. Questions and Inquiries

Questions regarding interpretation of the content of this Request for Qualifications must be directed by e-mail to:

Roger Riachi
RFC Contracting LLC
Email: rriachi@rfccontracting.com

The subject line of the e-mail should clearly read "Request for Qualifications for Professional Design Services".

Answers to any questions shall be in writing and shall be posted on the Owner's webpage at www.chestertwp.com.

The Owner will also endeavor to notify firms who are on record with the Owner as having received a copy of this Request for Qualifications when an update has been posted to the Owner's webpage. It is therefore imperative that firms provide full and accurate contact information to the Owner, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record.

Notwithstanding the foregoing, all firms will be presumed to have actual knowledge of all information posted on the Owner's webpage relating to this Request for Qualifications, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this Request for Qualifications and any addenda thereto resulting from the firm's failure to register with and provide accurate contact information to the Owner and/or a firm's failure to check the Owner's webpage. Interpretations, corrections and changes of the Request for Qualifications which are made in any manner other than a written addendum will not be binding.

Firms considering responding to this Request for Qualifications are strictly prohibited from communicating with any member of Owner's staff or representatives of the Owner except as set forth in this Part IV.

V. Submittal Instructions

Firms interested in being considered should submit one electronic copy of the firm's statement of qualifications by e-mail to:

Chester Township
Attention: Mark A. Purchase, Township Administrator
Email: mapurchase@chestertwp.org

The subject line of the e-mail should clearly read "Statement of Qualifications for Professional Design Services".

Statements of qualifications must be submitted not later than 4:00 P.M., Eastern Time, on July 11th, 2025. Statements of qualifications submitted after this date and time will not be accepted.

VI. Selection Process.

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the Owner may hold interviews with individual firms. The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The Owner also reserves the right, in any manner the Owner deems appropriate, to enter into more than one contract for components of the Project rather than a single contract for the entire Project and to rank and select more than one firm to provide services for components of the Project rather than a single firm for the entire Project.

Statements of qualifications received in response to this Request for Qualifications will be placed on file by the Owner, and firms submitting a statement of qualifications shall be deemed a pre-qualified firm for consideration for future projects of the Owner in accordance with Ohio Revised Code 153.71(A). A pre-qualified firm is not guaranteed any work during the eligibility period.