A. INVITATION

The Village of Minerva Park (Village), working in cooperation with the Facilities Sub-Committee, is soliciting Statements of Qualifications from qualified design firms interested in providing services relating to the development of preliminary design solutions and associated cost estimates for the renovation and expansion of the Village Community Building. Firms with relevant experience in designing small municipal buildings and police stations are encouraged to submit a proposal.

The purpose of the RFQ process will be to identify the most qualified respondents. Following analysis of the responses to this Request for Qualifications, a "short List" of firms will be invited to participate in a subsequent Request for Proposal (RFP) where they will be asked to submit a more detailed fee proposal for planning, preliminary design and cost estimating phase. Short Listed firms will be interviewed where they will be asked to present conceptual design ideas.

B. PROJECT BACKGROUND

The Village of Minerva Park, a suburb of Columbus, Ohio, was established in the mid 1940's. The existing community building, located at 2829 Minerva Lake Road, was built in 1958. Over the years various updates and small renovations have taken place as the Village has expanded its services, but the core community building, 3,560 gross square feet, has remained largely intact. In one of the more recent renovations, the large community room was subdivided into a garage, lounge and bunk room to accommodate the EMS vehicle and staff. In 2016 the Minerva Lake Golf course was sold to MI Homes for development. By 2021, 255 new homes will be constructed increasing the number of homes in the Village from 599 to 854, the Village population from 1,357 to approximately 1900, with an average household size of 2.12 persons.

The current utilization of the existing Village Community Building is being pushed beyond its limits accommodating the administrative offices, police department and the EMS. In addition, the building is used for such varied activities as the Mayor’s Court, Village council and committee meetings and working sessions, community activities such as the Easter Egg hunt, Children’s Halloween party, Children’s Christmas party, Winter Carriage Rides celebration, Family Fun Night, as well as meetings for local Scouts groups and other non-profit organizations. With the future expansion in the number of households, the Village community building is also in need of an expansion to be able to take care of all of these events.

1. Key Goals:
   a. Provide adequate work spaces with up to date technology infrastructure for the Village Administration staff, police department and EMS volunteers.
   b. Provide gathering space for several community groups to meet at the same time.
   c. Create a community building that is a community anchor
d. The Building will look like the historical part of the village using complimentary materials and have an appreciation for the natural surroundings.

e. Community room would be of a size and configuration that can be rented out for special occasions (birthday parties, family reunions, graduation parties, weddings, etc.)

f. The Building would feature the lake and incorporate land surrounding the current community building.

g. All portions of the building would provide exceptional accessibility.

h. Utilize materials and ‘green’ technology to save on operational and maintenance costs.

C. REQUESTED SERVICES

This RFQ requests responses from qualified architectural firms with the experience to provide planning, preliminary building design and cost estimating services. Specifically the Village plans to renovate / expand or construct a new Community Building and the SOQ should demonstrate the firm’s ability to provide a building design that closely aligns with the key goals stated above.

Services requested by the firm ultimately selected through the RFQ/RFP process are as follows:

1. Preliminary Planning
   • Meet with Village Facilities Sub-committee, the Village administrative staff, police department and EMS to further develop the space requirements and adjacencies for the Community / Municipal Building.
   • Review existing mechanical, electrical, plumbing, technology infrastructure and systems.
   • Current existing building plans and elevations are available in autocad format.
   • A current site boundary and topographic survey is available in autocad format.

2. Conceptual Design
   • Develop conceptual options for adding on to the existing building, constructing an entirely new building, or developing a combination of both.
   • Concept design shall include a site plan showing parking areas, floor plan(s), square footages, building massing, and key 3-D renderings of the exterior of the building.
   • Engage public and present conceptual designs through public outreach efforts.

3. Cost Estimate
   • Prepare construction cost estimate for a minimum of two concept options: one to renovate and expand the existing building, and one to demolish the existing building and construct an all new facility.
   • Provide detailed total project cost projection, including construction, consultant costs, testing and permit fees, FF&E, contingencies and other owner costs.
   • Provide information on substantiating costs.

4. Construction Schedule
   • Develop project schedule for a Design/Bid/Build delivery method from preparation of Construction documents through construction completion

D. SUBMISSION TIMELINE

The Facilities Sub-Committee has established the following timeline for the RFQ:

- **Issuance of RFQ**: Monday, February 11, 2019
- **Receipt of Responses**: Tuesday, February 26, 2019 by 3:00 p.m. local time
- **Notification of RFQ Short List**: By Tuesday, March 5, 2019
- **Interviews of RFQ Short List**: Week of March 11, 2019
E. SUBMISSION REQUIREMENTS

1. Submission Documents - Format
   a. Submit Four (4) hard copies of the submission, including attachments, in 8.5" x 11" format.
      - Three (3) of the copies are to be spirally bound (or other semi-permanent binding method).
      - One (1) should be clipped together to facilitate document reproduction.
   b. One (1) electronic copy (jump drive or disc).
   c. Proposal packages must have “RFQ Submission - Attn: Diane Schrimpf, Council President” clearly marked on the outside for easy identification.

To be considered, submission must be received at or before Tuesday, February 26, 2019 by 3:00 p.m.

Please mail or hand deliver submission to:

Attn: Diane Schrimpf, Council President
Village of Minerva Park
2829 Minerva Lake Road
Columbus, Ohio 43231

2. Submittal Content: Firms wishing to submit Statement of Qualifications proposals shall include the following information:

   a. Contact Information:
      i. Legal name of the firm
      ii. Complete physical address of the firm
      iii. Firm’s general phone number
      iv. Firm’s website address
      v. Name of contact person for this project and that person’s:
         ▪ Title
         ▪ Direct telephone number/extension
         ▪ email address

   b. General Statement of Qualifications:
      i. Please provide a narrative of not more than one page that details your firm’s expertise as it relates to the project information provided above and how your firm would approach the project.

   c. Firm Description
      i. Firm’s History, date established, type of ownership
      ii. Location of home and branch offices
      iii. Identification of sub-consultants, if known
      iv. Honors and awards
      v. Evidence of effective cost estimating, scheduling and budgeting for project of similar size and complexity.

   d. Similar Project List
      i. Provide a portfolio or other means of presenting no more than six relevant projects by the firm. A relevant project is one which best exemplifies your firm’s qualifications for this project. Please include the following information for each project listed:
1) The name of the project  
2) Type of building(s)  
3) Project location  
4) Principal-in-Charge  
5) Client contact information  
6) Total Project Cost including break down of Construction Cost vs. consultant fees  
7) Completion date  
8) Project delivery method  
9) Describe the services your firm provided  
10) Indicate which team members were actually involved in the project and specify their role.  
11) Provide a few illustrative photographs or renderings, if available.

e. **Personnel**
   i. List the current professional and support positions in your firm and the number of people in each position.  
   ii. Identify the key personnel from your firm that would be dedicated to this project.  
      1) Describe their area of expertise and what role they will perform on the design project team.  
      2) Provide a matrix or some other method of noting projects key personnel assigned to this project have worked on together as a team.  
   iii. Provide a brief resumes of any person identified as key personnel. Resumes should contain the following:  
      1) Name  
      2) Educational background  
      3) Number of years of experience in the profession  
      4) Proposed role in the project  
      5) Identification of relevant projects in which this person has been involved  
      6) Other information you believe to be relevant.

f. **References and Statements**
   i. Provide at least three (3) references for similar projects completed within the past five (5) years. Include name of project location, contact person and contact information (phone and email). Briefly describe the work performed.  
   ii. Provide evidence of professional liability insurance.  
   iii. Statement of Qualifications Proposal must be signed as follows:  
      - If a firm is an individual, by him/her personally  
      - If the firm is a partnership, by the name of the partnership, followed by the signature of each general partner; or  
      - If the firm is a corporation, by the authorized officer.

**F. SELECTION PROCESS**

As noted in the 'Invitation' above, the RFQ is the first phase of a two phase selection process. Upon receipt of the RFQ, review and evaluation of the proposals will be handled by the Village Facilities Sub-Committee members and other Village stakeholders who will be responsible for developing a short list of three firms to receive the Request for Proposals (RFP).
Evaluation criteria for the RFQ are listed below:

a. Prior relevant building design experience with projects having similar program requirements, scale and complexity
b. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
c. Have references from clients and contractors their firms has worked within the last 5 years, which demonstrates experience in working with clients, municipalities and communities on architectural projects.
d. Clear understanding of the functional and operational aspects of a village police department.
e. Professional qualifications of individuals assigned to the Project.
f. History of effective cost estimating for projects of similar scale and complexity.
g. History of effective schedule and budget management for projects of similar scale and complexity.
h. Use of processes that creatively engage the Village residents, administration staff, police department and other stakeholders in all stages of design.
i. Commitment to developing an energy efficient and healthy building.
j. Design philosophy and approach in general.

G. INQUIRIES

Respondents may submit questions and/or request clarifications in writing to
Diane Schrimpf
dschrimpf@minervapark.org
Village of Minerva Park, Council President

H. ATTACHMENTS

- Community Building Photo
- Community Building Site limits
- Community Building Existing floor plans, elevations, building sections
- Community Building Program Requirements
- RFQ Scoring Sheet: for reference only

• PLEASE NOTE: As a request for planning, conceptual design and estimating services, this “Request for Qualifications (RFQ) Architectural Services for Planning, Conceptual Design and Cost Estimating Minerva Park Community Building” is not intended to be and shall not be construed as an announcement of the availability of a contract for professional design services for a “project” for purposes of Revised Code Sections 153.65 through 153.73. The Village of Minerva Park intends to issue an announcement in the future as to the availability of a contract for professional design services for the detailed plans and specifications for the Minerva Park Community Building and will comply with all applicable legal requirements in awarding such contract.
### Selection Criteria

#### 1. Overall Experience of Firm (Maximum 30 points)

| a. Experience with projects of similar type and size | Fewer than 3 projects | 0 - 3  
| | 3 to 6 projects | 4 - 6  
| | More than 6 projects | 7 - 10  |

| b. Experience with public sector clients | Fewer than 3 projects | 0 - 3  
| | 3 to 6 projects | 4 - 6  
| | More than 6 projects | 7 - 10  |

| c. Previous team performance | Past performance per letters of reference | 0 - 10  |

#### 2. Overall Team Qualifications (Maximum 25 points)

| a. Project management lead | Experience / ability of project manager to manage scope / budget / schedule / quality | 0-3  
| | Max 12  |

| b. Project design lead | Experience / creativity of project designer to achieve owner’s vision and requirements | 0-3  
| | Max 3  |

| c. Technical staff | Experience / ability of technical staff to create fully coordinated construction documents | 0-3  
| | Max 5  |

| d. Construction administration staff | Experience / ability of field representative to identify and solve issues during construction | 0-3  
| | Max 5  |

| e. Previous team collaboration among firms staff members | No previous collaboration | 0  
| | 1 to 2 sample projects | 1 - 2  
| | 3 to 4 sample projects | 3 - 4  
| | More than 5 sample projects | 5  
| | Max 5  |

| f. Team organization | Clarity of responsibility / communication demonstrated by table of organization | 0 - 3  
| | Max 3  |

| g. Location of team members | Are all team members located in same office | 0 - 5  
| | Max 3  |

#### 3. Key Consultant Qualifications (Maximum 10 points)

| a. Key discipline leads | Experience / ability of key consultants to perform effectively and collaboratively | 0 - 7  
| | Max 7  |

| b. Previous collaboration with consultants team | No previous collaboration | 0  
| | 1 to 2 sample projects | 1  
| | 3 to 4 sample projects | 2  
| | More than 5 sample projects | 3  
| | Max 3  |

#### 4. Overall Performance (Maximum 35 points)

| a. Cost estimating | Effectiveness of Cost Estimate vs. Bid | 0 - 5  
| b. Budget management | Performance in completion within original budget | 0 - 5  
| c. Schedule Management | Performance in completion within original schedule | 0 - 5  
| d. Change Orders | Percentage of change orders on a project | 0 - 5  
| e. Stakeholder Engagement | Process / Creativity/Effectiveness | 0 - 5  
| f. LEED Certifications / Accreditations | Number of buildings designed that have received LEED Certifications / Number of members of firm leadership that have received LEED Accreditations | 0 - 5  
| g. Design Philosophy | Overall approach | 0 - 5  

| subtotal |  |  |

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Notes:

Evaluator

Name: ____________________________

signature ____________________________ date ____________________________

Page 1 of 1
**VILLAGE of MINERVA PARK - COMMUNITY BUILDING - SPACE CRITERIA**

<table>
<thead>
<tr>
<th>I.D No.</th>
<th>Space / Activity</th>
<th>Existing Size or Sq. Ft.</th>
<th>Space Criteria Sq. Ft. / Item</th>
<th>Size of space (min,) Square Feet</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Village Administration Suite</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Admin area (PT)</td>
<td>6.5 x 11</td>
<td>8 x 8</td>
<td></td>
<td>adjacent to Lobby with window</td>
</tr>
<tr>
<td>1.2</td>
<td>Mayor’s Office (FT)</td>
<td>10 x 12</td>
<td>Enclosed Office 10 x 12</td>
<td>10 x 15</td>
<td>w/ small conf. table for 3-4 people</td>
</tr>
<tr>
<td>1.3</td>
<td>Fiscal Officer (FT)</td>
<td>Enclosed Office</td>
<td>10 x 10</td>
<td>8 x 10</td>
<td>2 guest chairs and filing cabinets</td>
</tr>
<tr>
<td>1.4</td>
<td>Code Enforcement (PT)</td>
<td>Cubicle</td>
<td>5 x 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Village Planner (PT)</td>
<td>Cubicle</td>
<td>5 x 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6</td>
<td>Flex Office</td>
<td>Enclosed Office</td>
<td>10 x 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>Kitchenette</td>
<td>2 x 3</td>
<td>8 x 10</td>
<td></td>
<td>sink, garbage disposal, microwave, refridge</td>
</tr>
<tr>
<td>1.8</td>
<td>Conference Room</td>
<td>8 people</td>
<td>14 x 16</td>
<td></td>
<td>Also use for executive session</td>
</tr>
<tr>
<td>1.9</td>
<td>Mayor's Court / Council Chamber</td>
<td>40 People</td>
<td></td>
<td></td>
<td>ADJacent Lobby / 6 council members seated at tables / video</td>
</tr>
<tr>
<td>1.10</td>
<td>Copier / supply</td>
<td>2 x 10</td>
<td>8 x 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.11</td>
<td>Data / Phone Room</td>
<td>4 x 6</td>
<td>5 x 8</td>
<td></td>
<td>Phone board, server rack shared w/ police dept</td>
</tr>
<tr>
<td>1.12</td>
<td>Employee Only Entrance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Existing Square Feet</td>
<td></td>
<td></td>
<td></td>
<td>1, 421</td>
</tr>
<tr>
<td>2.0</td>
<td>Police Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Public Entry Vestibule / Lobby</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Police Admin (Clerk)</td>
<td>10 x 10</td>
<td>Window from Lobby for paying tickets, screen from rest of dept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Private Police Entry</td>
<td>Back entrance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Processing Room</td>
<td>6 x 10</td>
<td>with Holding Bench, near Police Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Chief Office</td>
<td>10 x 10</td>
<td>Enclosed Office 10 x 12</td>
<td>10 x 12</td>
<td>w/ sm conf. table for 3-4 people</td>
</tr>
<tr>
<td>2.6</td>
<td>Lieutenants Office</td>
<td>Enclosed Office</td>
<td>10 x 10</td>
<td></td>
<td>w/2 guest chairs</td>
</tr>
<tr>
<td>2.7</td>
<td>Interview Room(s)</td>
<td>Enclosed</td>
<td>6 x 8</td>
<td></td>
<td>interview room(s) and observation area</td>
</tr>
<tr>
<td>2.8</td>
<td>Evidence Storage</td>
<td>12 x 5</td>
<td>Enclosed Office 12 x 5</td>
<td>8 x 10</td>
<td>Locked and secured, walls to ceiling</td>
</tr>
<tr>
<td>2.9</td>
<td>Multipurpose Room</td>
<td>16 x 10</td>
<td>Enclosed Office 16 x 10</td>
<td>10 x 10</td>
<td>desks for 3 officers, copier, (4) lateral filing cabinets</td>
</tr>
<tr>
<td>2.10</td>
<td>Locker Room</td>
<td>8 x 8</td>
<td></td>
<td></td>
<td>Shared, 10 full size lockers, bench</td>
</tr>
<tr>
<td>2.11</td>
<td>Restroom</td>
<td>Near to Locker Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.12</td>
<td>Changing room /Shower Rm</td>
<td>Near Locker Room</td>
<td></td>
<td></td>
<td>can be shared with EMS</td>
</tr>
<tr>
<td>2.13</td>
<td>Universal RR</td>
<td>Near Suspect Intake</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.14</td>
<td>Police Storage Room</td>
<td>8 x 10</td>
<td></td>
<td></td>
<td>4 police cars, screened from public view, 1 maintenance truck</td>
</tr>
<tr>
<td>2.15</td>
<td>Carport</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Existing Square Feet</td>
<td></td>
<td></td>
<td></td>
<td>716</td>
</tr>
<tr>
<td>3.0</td>
<td>Community Space</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Public Entry Vestibule</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Lobby</td>
<td>w/ display case, seating for 2-3 people/ window to admin area, access to police depart, community rm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Community Room</td>
<td>24 x 27</td>
<td>150 people</td>
<td></td>
<td>adjacent to Public Entry Vestibule / Lobby shared with Admin</td>
</tr>
<tr>
<td>3.4</td>
<td>Catering Kitchen</td>
<td></td>
<td></td>
<td></td>
<td>adjacent to community rm / counter space for buffet serving</td>
</tr>
<tr>
<td>3.5</td>
<td>Mens RR</td>
<td>24 s.f.</td>
<td></td>
<td></td>
<td>near lobby, Per Code, min 1 stall 1 urinal, 1 lav, changing table</td>
</tr>
<tr>
<td>3.6</td>
<td>Womens RR</td>
<td>24 s.f.</td>
<td></td>
<td></td>
<td>near lobby, Per Code, min 2 stalls, 1 lav, changing table</td>
</tr>
<tr>
<td>3.7</td>
<td>Family RR</td>
<td></td>
<td></td>
<td></td>
<td>near lobby, toilet, lav, changing table</td>
</tr>
<tr>
<td>3.8</td>
<td>Storage</td>
<td></td>
<td></td>
<td></td>
<td>Locate adj to community rm</td>
</tr>
<tr>
<td>3.9</td>
<td>Janitor Closet</td>
<td></td>
<td></td>
<td></td>
<td>Locate near Community Rest Rooms</td>
</tr>
<tr>
<td>3.10</td>
<td>Mechanical Space</td>
<td>10 x 6</td>
<td></td>
<td></td>
<td>Furnace, Elect. panels, back flow preventor</td>
</tr>
<tr>
<td>3.11</td>
<td>General Storage</td>
<td>12 x 13</td>
<td></td>
<td></td>
<td>Tables and Chairs</td>
</tr>
<tr>
<td></td>
<td>Total Existing Square Feet</td>
<td></td>
<td></td>
<td></td>
<td>included in Administration Total</td>
</tr>
<tr>
<td>4.0</td>
<td>EMS Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Lounge</td>
<td>11 x 16</td>
<td></td>
<td></td>
<td>Ivy, table w/ 4 chairs, sofa, chair, desk, lateral filing cabinet</td>
</tr>
<tr>
<td>4.2</td>
<td>Bunk Room</td>
<td>11 x 14</td>
<td></td>
<td></td>
<td>Room for 3 bunks / sound proof</td>
</tr>
<tr>
<td>4.3</td>
<td>Kitchenette</td>
<td>55 s.f.</td>
<td></td>
<td></td>
<td>Possible shared w/ admin or police kitchenette</td>
</tr>
<tr>
<td>4.4</td>
<td>Garage</td>
<td>24.5 x 17</td>
<td></td>
<td></td>
<td>Enclosed, heated</td>
</tr>
<tr>
<td></td>
<td>Total Existing Square Feet</td>
<td></td>
<td></td>
<td></td>
<td>934</td>
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</tbody>
</table>