

**VILLAGE OF NORTHFIELD REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ARCHITECTURAL DESIGN AND PROJECT CONSULTING AND
ADMINISTRATION SERVICES FOR PROPOSED NEW POLICE STATION**

To: Firms Qualified to Provide Architectural Design and Project Consulting and
Administration Services for Proposed New Police Station Facility

From: Village of Northfield, Ohio

Re: New Police Station Project (the “Project”)

Issue Date: March 31, 2021

Deadline for Responses: May 3, 2021

Proposed Project and Background Information

The Village of Northfield is soliciting statements of qualifications from qualified architectural firms interested in providing architectural design and project consulting and administration services relating to both the conceptual design, detailed design, and construction of a proposed new police station for the Northfield Village Police Department.

The Village of Northfield is a political subdivision in Summit County, Ohio with an approximate population of 3,800 residents. The Village is a full service community with Police, Fire/EMS, and Service Departments. The Village is approximately 1.15 square miles and employs about seventy full-time and part-time employees. The Village Police Department is presently composed of sixteen full-time officers (including the Chief) and one part-time officer.

The Village Police Department offices are located in the basement of Village Hall, which was built in 1935. The Department’s current area of operations is approximately 3,600 square feet and extremely undersized. The Department has grown considerably since Village Hall was built. Primary areas of concern for the anticipated design are: men’s & women’s locker rooms; patrol officer work space; administrative offices; garage space for cruisers; sally port; prisoner booking and holding area; lobby area; interview areas; evidence room; training rooms (2), a lunch room, and outdoor parking area. A two story building with a basement is preferred at this time. The proposed site for this new building is a vacant and graded Village owned parcel of property that is adjacent to and north of Village Hall that currently contains a gazebo and parking lot.

The Village’s expectation is that the selected firm would work with the Village throughout the Schematic Design, Design and Development, Construction Document, Procurement, and Construction Phases of the Project.

The Village is looking for an architectural firm to provide the following services:

1. Initial conceptual drawings and cost estimates;
2. Detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor;

3. Assistance with identifying construction firms; based upon their experience, reputation, ability to meet deadlines and budget projections, and financial stability; that can be encouraged to bid on the Project.
4. Preparation of the necessary bid documents to be sent to construction firms;
5. Assistance with reviewing the construction bids to assess their relative merits;
6. Regular site visits to observe the contractor and subcontractors during the construction phase;
7. Sign-off on construction drawings and invoices to assure scheduled payments are made when predetermined work has been completed with appropriate holdbacks;
8. Assistance when necessary with any County approval processes (i.e. County building permits); and
9. Final sign-off on the project, assuring that what has been constructed represents what was conceptualized and captured in the working drawings.

Statements of Qualifications

The Village is accepting Statements of Qualifications from firms qualified and experienced in providing public safety service architectural design and project consulting and administration services. Extra consideration will be given to firms that have specific experience with the type of project outlined above. The Statement of Qualifications shall be a document consisting of no more than ten double sided pages or twenty single sided pages between covers. Any Statement of Qualifications exceeding the page limit will not be considered. Applicants should not be compelled to approach the maximum page limit if they feel they can adequately respond to this Request in a more concise manner.

Emphasis should be placed on providing your firm's relevant experience with the type of project outlined in this Request. You should provide information on what staff members would be involved in the Project; the qualifications and experience of those staff members; the work tasks for which any listed team members would be responsible; a company organizational chart or description of the company's management structure; and a list of current major projects with which the firm is involved. The Statements of Qualifications should also include the following information: a brief discussion of your understanding of the Project; a brief discussion of similar projects completed within the past ten years; the location of the office at which a majority of the work will be performed; and a list of any sub-consultants to be used and the work they would perform. A list of references for clients for whom similar projects have been completed along with contact information for those clients will be appreciated.

Statements should also include brief descriptions of: the process you would prefer to follow to bring the Project to fruition from schematic approval through final design approval; methods you would use to ensure established time schedules are met; types of problems you have encountered on similar projects and an explanation as to how best to avoid and resolve those problems; how you establish cost estimates for the Project; what cost control methods you would utilize to make sure the cost estimates are adhered to; and recommended procedures for dealing with and approving change orders. Any litigation or arbitration claims to which your firm has been a party in the past seven years (which resulted from work performed by your regional office if your firm has multiple national offices) should also be listed.

Statements that are non-responsive to the above directives may be disqualified. Statements shall be signed by a person authorized to submit the Statement on behalf of the entity. During the proposal evaluation period, the Village reserves the right to request additional written

information to assist in the evaluation of the Statements. The Village also reserves the right to reject, for any reason that is sufficient in the discretion of the Village, any and all Statements or waive any irregularities in any part of the Statements received. All persons and firms submitting Statements will receive a response from the Village as to what firms are selected for further consideration.

Consultant services for the Project will begin once a firm is selected by the Village Council and a scope of services and fee structure for the Project is agreed upon between the Village and the selected firm.

Interested applicants should submit Statements of Qualifications by either mail, hand-delivery, or email. Statements must be received no later than 3:00 p.m. on Monday May 3, 2021. Late submissions will not be considered.

Please submit Statements of Qualifications either in person or by mail to the Village of Northfield, c/o Director of Finance Jennifer Potvin, at 10455 Northfield Road, Northfield, Ohio 44067 or by email to finance@northfieldvillage-oh.gov. An emailed copy of your Statement of Qualifications should also be sent to the Village Law Director, Brad Bryan, at bbryan@gbs-llp.com.

Any questions regarding this request should be addressed to Brad Bryan, Village Director of Law, at 440.686.9000 or bbryan@gbs-llp.com.

The Village appreciates your interest in this Project.