



August 30, 2016

Invitation to Submit Qualifications

Centerville-Washington Park District (CWPD) intends to contract for architectural services in connection with the Maintenance Operations Facility project. If your firm is interested in being considered for a contract to provide the required services, please reply with a statement of qualifications no later than **Wednesday, September 7, 2016, 4:30PM**. Statements received after this date and time will not be considered for this project.

Statements of qualifications should include information regarding the firm's history and experience of key personnel; technical expertise of the firm's staff, especially as it relates to this type of facility; the firm's experience with design and administration of similar type of building projects; two or three references from the similar type of project; and any previous work performed for Centerville-Washington Park District.

In addition, firms are asked to specifically address the criteria listed below by entering information on the attached spreadsheet.

Statements should be submitted electronically to Mr. Nick Meyer, Planning and Project Manager
nmeyer@cwpd.org

As required by Ohio Revised Code 153.65-73, responding firms will be evaluated and ranked in order of their qualifications. Following the evaluation, Centerville-Washington Park District will enter into contract negotiations with the highest ranked firm, as stipulated in ORC 153.69.

The preliminary project description and evaluation criteria are as follows:

Centerville-Washington Park District Maintenance Operations Facility

Intended Location: Garnett Drive and Meadows Manor, Washington Township, Ohio

Project Description: CWPD has outgrown its current maintenance facility of approximately 10,000 square feet. The small buildings, lack of storage and staging yard, and lack of basic amenities causes the undesirable loss of thousands of operations labor hours annually. The addition of nearby playground and children's splash pad exacerbates the inadequacy of the existing facility.

The desired new facility is expected to be approximately 24,000 s.f. of indoor space with about 100,000 s.f. of yard for bulk storage, staging, parking, etc. The recently completed program exercise for the facility calls for offices, locker rooms, lunch/training room, janitorial storage, indoor vehicle storage, wash bay, vehicle and equipment bay for minor repairs; power equipment storage; workshop; and, indoor storage for chemicals, flammables and hazardous materials.

Architectural services to include sub-consultants for structural engineering; civil engineering; MPE; Low Voltage; Surveying and Geo-technical testing. Contracted architect will be able to conduct or coordinate all

related functions from initial review and refinement of the program to administration of construction, up to final completion.

While the building is not planned to pursue LEED certification, it is expected that the selected architect will include the sustainable and energy efficiency aspects of LEED to the design.

Project Budget: ≤\$4.9 Million including all soft costs, professional services, construction, permits, etc. Review of the facility program may determine ways and means to value engineer the project to lower cost.

Source of Funding: CWPD financed and funded. No State grant money is involved.

Project Schedule:

September 2016	Architect Contracted; Initial preparation work started.
October 2016	Board approval of schematic design
November 2016	Design Development
March 2017	Construction Documents & Permitting; Bid project
April 2017	Board approval of construction contract; Permits issued
April 2017	Construction Start
February 2018	Construction Substantially Complete; CWPD move-in begins
March 2018	CWPD Move-in Complete

Criteria for Evaluation:

As part of the submittal by architect for consideration, completion of the attached spreadsheet is required. The spreadsheet will be used for the ranking exercise. Criteria on the spreadsheet are listed as follows:

- Names of top two staff to be devoted to project (attach resumes)
- Number of Municipal Maintenance Facilities Designed since year 2000
- Of those, number that are SPECIFICALLY for Public Parks departments
- Details of no more than 5 of the Park Department maintenance facilities
- Two or three references from municipal maintenance projects

Statements should be submitted electronically to Mr. Nick Meyer, Planning and Project Manager, nmeyer@cwpcd.org

Submittal Deadline: 4:30PM, Wednesday, September 7, 2016