

**City of Loveland
Request for Proposal**

Public Works Office / Garage Design



TM

January, 2020

NOTICE: REQUEST FOR PROPOSALS

The City of Loveland, Ohio ("City") wishes to engage the services of a consulting architectural / engineering firm (consultant) for the design of a new Public Works Department office / garage building to be located at 10980 Loveland-Madeira Rd. / Loveland, OH 45140.

The City is in need of a qualified, experienced and successful design consultant to prepare design plans and construction bid documents for the proposed structure, foundation, and all MEP facilities, as well as prepare construction cost estimates, and provide construction administration services. The City of Loveland will contract separately with a geotechnical engineer to conduct soil borings and will provide a report of soil conditions for consideration in foundation design. The City of Loveland will also contract separately with a local civil engineering firm to perform a site survey and design the site layout, exterior utility line connections, demolition, grading and drainage plans.

Interested parties should contact Cindy Klopfenstein, PE, CFM at (513) 707-6114 to receive the complete Request for Proposals or download it from the City website at www.lovelandoh.gov/bids.aspx.

A non-mandatory site visit and walk-through of the project site and Public Works complex at 10980 Loveland-Madeira Rd. will be held on Friday, January 17, 2020 from 1:00 – 2:00 PM.

Proposals must be received at Loveland City Hall located at 120 W. Loveland Ave. / Loveland, OH 45140 no later than 1:00 PM local time on February 3, 2020 from interested individuals or firms, to be eligible for consideration by the City. Each statement shall be submitted in a sealed enveloped that is clearly marked, "**Proposal: Public Works Office / Garage Design.**" Pricing information must be submitted in a separate envelope marked "**Sealed Price Proposal: Public Works Office / Garage Design.**" The City will review and rank qualifications separately from and before fee and make its selection of the best-qualified firm with a competitive fee proposal.

CITY OF LOVELAND, OHIO

David Kennedy

David Kennedy, City Manager

REQUEST FOR PROPOSAL

I. INTRODUCTION AND PROJECT DESCRIPTION

This request for proposals is intended to enable the City of Loveland to select and contract for services with a design consultant to prepare and present required plans and documents for the construction of a new Public Works Office / Garage located at 10980 Loveland-Madeira Road. Design plans and construction bid documents will be required for the proposed structure, foundation, and all MEP facilities, as well as construction cost estimates. The City of Loveland will contract separately with a geotechnical engineer to conduct soil borings and will provide a report of soil conditions for consideration in foundation design. The City of Loveland will also contract separately with a local civil engineering firm to perform a site survey and design the site layout, exterior utility line connections, demolition, landscaping, grading and drainage plans. The consultant must coordinate efforts with the City and both other engineering firms for a successful project. The consultant will also be required to review construction bids and provide construction administration services.

The City of Loveland has a current population of approximately 13,000 residents within approximately a five (5) square mile community located in Hamilton, Clermont and Warren Counties. The Public Works Department is responsible for maintenance and overseeing construction of public infrastructure such as streets (including snow removal, pavement repairs, painting pavement markings, replacing signs and traffic signals, street sweeping, dead animal removal...), the potable water system (including water generation and treatment, lab testing, leak repairs, meter reading, ...), the storm sewer system (including emergency flooding response, storm water education, enforcement activities,...), parks (including mowing, ballfield striping, trash removal, restroom cleaning, ...), fleet maintenance, support for special events (including set-up and removal of barricades, signage, and trash), emergency response (including street and drainage way obstruction removals, posting flooded street signage, ...), as well as curbside yard waste collection. The Public Works Department consists of 15 full-time employees, as well as seasonal laborers during the summer and fall.

The existing Public Works Department office building shown in Fig. 1 is approximately a 3,000 square foot facility. Offices for the Public Works Director, City Engineer, and Engineering / GIS Intern are located in this facility. The existing office building will remain in service until after a certificate of occupancy has been issued on the proposed office / garage. Then the existing office building will be vacated and demolished. All other buildings within the Public Works campus will remain in service. The Public Works campus is an active and compact site and will require full consideration for access, safety, and storage needs. Schedule sequencing and staging of materials and equipment during construction is of significant importance to the City of Loveland in order to maintain operations.



Fig. 1. Existing Public Works Office to be Demolished.

The proposed office / garage is expected to have a complementary appearance to the existing 9,000 SF garage shown in Fig. 2, which was constructed on-site in 2008. A locker room, restroom, breakroom and offices for two Maintenance Crew Leaders are in the existing garage facility. The proposed office / garage is currently planned to have a footprint of 8,000 – 10,000 square feet, and will include vehicle bays, office space for 3 staff members, meeting and file storage areas, and restrooms. The proposed building design must meet all local, state, and federal requirements, including City of Loveland’s “Loveland-Madeira Overlay District” zoning requirements.



Fig. 2. Existing Public Works Garage

A non-mandatory site visit and walk-through of the project site and Public Works complex at **10980 Loveland-Madeira Rd.** will be held on **Friday, January 17, 2020** from **1:00 – 2:00 PM.**

Proposals must be received at Loveland City Hall located at **120 W. Loveland Ave. / Loveland, OH 45140** no later than **1:00 PM local time on February 3, 2020** from interested individuals or firms, to be eligible for consideration by the City. Each statement shall be submitted in a sealed envelope that is clearly marked, **“Proposal: Public Works Office / Garage Design.”** Pricing information must be submitted in a separate envelope marked **“Sealed Price Proposal: Public Works Office / Garage Design.”** The City will select an Evaluation Committee (“the Committee”) to review the proposals from candidates and rank candidates. One, some, or all of the candidates deemed best qualified to design the project may be asked to provide a project presentation to the Committee for further consideration. The Committee will review and rank qualifications and evaluation criteria separately from and before fee and make its selection of the best-qualified firm with a competitive fee proposal.

The City reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this Request for Proposal, if in the best interest of the City to do so. The City of Loveland has the right to modify any of the information provided in this RFP and the City has the right to provide the candidates with additional information and / or make follow-up inquiries after evaluating responses to the RFP at any time during the selection process.

The candidates shall review this RFP and shall prepare all materials for submittal and all presentations at their sole cost and expense, and the City shall in no event be responsible for any cost or expense incurred by the candidates. Each candidate that enters into the procurement process shall prepare the required materials and submittals, attend meetings and interviews at its own expense and with the express understanding that they cannot make any claim whatsoever for reimbursement from the City for the costs and expenses associated with the process.

The City will provide assistance with meetings, accessing applicable City records, as well as provide copies of pertinent other records and plans. Meeting space at Loveland City Hall or the Public Works complex will be made available as needed.

II. PROJECT SCOPE OF SERVICES

Phase I

The consultant shall familiarize themselves with the existing conditions and needs at the Public Works complex. Phase I should include the following elements:

1. The consultant shall meet with City representatives to discuss the scope of the project, purpose, goals and objectives, preliminary budgets and requirements to be met in the construction. If a proposed modification changes the scope or the cost of the work, the City and consultant shall enter in to a written change order for such work.
2. Review construction plans of the existing Public Works garage constructed in 2008.
3. Review the staff functions and materials needed to be housed in the proposed facility and within the overall Public Works complex.
4. Evaluate site constraint and zoning code requirements.

Phase II - Design

The following elements are to be addressed:

- A. Preliminary Design. Prepare preliminary architectural design development drawings that address the issues identified at the program, goals and objectives level. Preliminary architectural design development drawing shall include elevations and floor plans and shall identify specific details and materials to be used. Accompanying the preliminary architectural drawings shall be a detailed cost opinion broken out by components.
- B. Final Design. Upon approval of the preliminary architectural design, the consultant will prepare final architectural drawings. Provide a budget estimate for construction of the proposed improvement at the conclusion of the design phase. The opinion must be based on final construction drawing take-offs. The opinion shall not be based on reference manuals, but on actual current and local construction costs.
- C. Construction Documents. Prepare detailed working drawings, plans and specifications for complete construction of the proposed improvement. Plans and technical specifications from the City's civil/site engineer and geotechnical engineer are to be incorporated into bid documents. Plans and specifications include, but are not limited to, engineering and architectural drawings and floor plans, elevations, cross-sections, MEP, site plans and other approved drawings, and shall include detailed construction specifications and working drawings to fix and illustrate the size, character and quality of the project in its essentials as to kinds of materials, types of structures, pipe trade systems, and such other work as may be required. These working drawings shall include all details required for a selected contractor to understand and build the facilities. Plans and specifications shall be suitable enough for permitting, bidding and construction of all proposed facilities. Submit a final construction cost estimate matching the format of the bid form.
- D. Additional Requirements. Plans and written materials shall be developed and produced using the following format:
 1. Preliminary, final, and construction plan drawings shall be prepared at 1/4" = 1'0" scale at a minimum. One set shall be color rendered and presented with enough information (1.e. perspectives, elevations, sections, details, etc.) to fully convey the design ideas effectively.
 2. Five (5) full size hard copies and an electronic file of the preliminary, final, and construction drawing sets shall be submitted to the City.
 3. All written narratives, reports and accompanying text shall be provided in Microsoft Word and Adobe PDF format. Files shall be transferred to City on flash drive, FTP site, or via email.
 4. Present the project to the City's Planning & Zoning Commission, submitting 8 hard copy sets of development drawings along with required supporting information.
 5. Following submittals, meetings and/or presentations for each phase of the work, the consultant shall perform any necessary revisions or refinements to the documents as required or requested by the City.
 6. Assist the City in obtaining all required permits and approvals for the project.

- E. Design Phase Time Table. Specific planning steps and due dates shall be determined by negotiations with the consultant, but shall be addressed in the proposal. The completion date of the final design phase and cost estimating shall be no later than July 15, 2020 in order for the City to properly budget for construction in the FY 2021 budget process. Construction documents should be complete by Sept. 1, 2020.

Phase III – Bidding Phase

- A. Construction Bid Administration. Upon receipt of all permits and approvals, the City will administer the public project construction bid process for selecting a general contractor. Consultant is to lead a pre-bid meeting at Loveland City Hall to outline construction requirements and to answer any questions from potential contractors. Upon receipt of bids, the consultant shall assist in the review of all bids for completeness, shall conduct contractor reference checks and shall write a letter of contractor selection recommendation to the City based on factors of price, experience, responsiveness and other pertinent factors and assist in the negotiations process with the recommended contractor.
- B. Bidding Phase Time Table. The City will advertise the project in the fall and open bids late in 2020. A contract would be expected to be authorized by City Council in December, 2020 or January, 2021.

Phase IV – Construction Phase

- A. Construction Administration. The consultant shall provide the following administrative services during the construction of the project.
 - 1. Attend a pre-construction meeting at Loveland City Hall with City staff and contractor representatives.
 - 2. Perform periodic site construction reviews to confirm that the project is being built as according to the specific plans and specifications incorporated into the selected general contractor's building contract. The consultant shall be responsible to approve or disapprove all work performed by the contractor and shall arrange for periodic meetings with the City to review working progress and will work to resolve all field construction problems promptly as they arise during construction. The consultant shall be the final interpreter of the requirements of the construction contract documents and will act as impartial judge of performance by the contractor. The consultant shall make recommendations on all claims by the City or contractor relating to the execution and progress of project construction.
 - 3. The consultant shall review and approve all shop drawings and respond to RFIs.
 - 4. The consultant shall review all change orders or project modifications and shall recommend approval or disapproval of change orders after consultation with the City.
 - 5. The consultant shall make the final project observation and determination of when the project has been successfully completed in compliance with the building contract. Upon receipt of the contractor's punch list, the consultant shall prepare a final punch list of items that need to be completed by the contractor. When all punch list items have been addressed and satisfied by the consultant and City, this will end the construction phase.
 - 6. Throughout the construction phase the consultant shall review all general contractor invoices and review subcontractor lien releases for payment based on the consultant's satisfaction that the invoiced work has been completed and is in compliance with all project plans and specifications
 - 7. Arrange with contractor for training to be provided to City personnel on the operation and maintenance of all installed equipment. Coordinate that contractor provide booklets, containing all manufacturers operation/maintenance manuals and warranties/guarantees on all equipment.
- B. Construction Phase Time Table. The construction Notice to Proceed is expected to be dated January, 2021.

III. PROPOSAL PREPARATION

In order to facilitate evaluation of proposals, the candidate is instructed to follow the outline below in responding. Proposals that do not follow the outline, or do not contain the required information may be considered as unresponsive proposals. The response is due in two parts.

- A. Statement or Qualifications, Experience and Understanding of Work, etc. Candidate shall include:
1. Understanding of the Request: Provide a statement of the Candidate's understanding of the City's request for services.
 2. Personnel: Identify key personnel who will provide the required services directly to the City under this request, including their qualifications, education, and relevant experience.
 3. References: Provide for personnel assigned to this project, a list of previous and current references with local governments or other organizations that have/had projects similar to the scope of services requested in the RFP. The Committee reserves the right to conduct an independent investigation of the Candidate's and its subcontractors' technical qualifications by contacting project references, accessing public information, or contacting independent parties. Reference information should include:
 - 1) Contract duration, including dates
 - 2) Services performed
 - 3) Name, address and telephone number of owner and contractor contacts which may be contracted for verification of all data submitted
 4. Statement of Qualifications: Experience, history, organization, background, licensure & certificates of registrations, and resources of the candidate, including the ownership and financial wherewithal to assume the work identified herein. If the candidate is a partnership, a joint venture or a consortium, the required information shall be submitted for each team member. Changes to the candidate's proposed team, including key employees, will not be allowed during the course of this Project except for extenuating circumstances, such as corporate take-overs, buy-outs, and other unforeseen changes, or to enhance proposal team. Any changes to the proposed team must have prior approval of the City.
 5. Sample of Work: Include up to five samples of work from the last 5 years that the candidate feels most closely parallels the work required under this request and will reflect the experience and qualifications desired. Identify the project management team. Project experience must be limited to that of the branch office and/or individuals that will have direct responsibility for the execution of the project. Include names and contact information for the project owners and general contractors as references. Also include a brief description, current status, and change order history of the relevant projects.
 6. Proposed Detail Work Plan: The Candidate should detail the methodology necessary to complete the project as they recommend.
 7. Signature: The proposal shall be signed by an official authorized to bind the candidate and shall contain a statement to the effect that the proposal is a firm offer for a sixty (60) day period. The proposal shall provide the following information:
 8. Name, title, address and telephone number of individual(s) with authority to contractually bind the company, and who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.
- B. Pricing – to be submitted in a separate envelope marked “**Sealed Price Proposal: Public Works Office / Garage Design**”, broken down by work tasks corresponding to Scope of Services per above.
- C. Proposals may be withdrawn prior to the opening date and time upon written request of the candidate. Proposals received after the time so indicated shall be returned unopened.
- D. The candidate shall not divulge, discuss or compare his/her proposal with other candidates and shall not collude with any other candidates or parties to any other candidate whatsoever. (Note: No premiums, rebates or gratuities are permitted either with, prior to, or after any proposal is delivered. Any violation will result in the cancellation and the removal from consideration of any responses to this Request.)

- E. Proposals will be considered for any service that meets or exceeds the quality of the specification listed. On all such proposals, the candidate shall specify the service they are proposing.

IV. CONTRACTING / SELECTION PROCESS

It shall be understood by all parties that although parts of the following criteria are quantitative in nature, the selection of the consultant will be made with due consideration of all facets of the proposal presentation.

The criterion listed below does not indicate an order of importance and will be considered during the review of the candidate firms.

1. Experience with projects of similar scope and complexity and project approach.
2. Project staffing which reflects specific experience in projects similar to the proposed Public Works Office / Garage.
3. Project schedule and detailed description of deliverables.
4. Understanding the general nature of the project, fee proposals, including a proposed basis of adjustment should the project scope change considerably, shall be presented with the proposal.
5. The consultant shall discuss any issues, which could influence the planning schedule, costs or fees.

The City of Loveland will award this contract based on review of the merits of the proposals received. Upon City Council authorization the consultant will be contacted to negotiate a final agreement and fee structure.

It is the policy of the City that contracts are awarded only to responsible candidates. In order to qualify as responsible, a prospective candidate must meet the following standards as they relate to this request:

- Have the adequate financial and personnel resources for performance or have the ability to obtain such resources as required during performance.
- Have the necessary experience, organization, technical and professional qualifications, skills and facilities consistent with the scope and needs of the project.
- Be able to comply with the proposed or required time of completion or performance schedule.
- Have a satisfactory record of performance with respect to such factors as control of costs, quality of work, dispute resolution, administration of subcontractors, and meeting deadlines.

A candidate shall be considered responsive if the proposal responds to the RFP in all material respects and contains no irregularities or deviations from the RFP. Each candidate that is rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding.

Awards will not be made to any person, firm or company in default of a contract with the City, State of Ohio or the Federal Government. This includes default upon the payment of any financial obligation. Please check with the Finance Department (513) 683-0150 in the event you are concerned about this possibility.

All material submitted regarding this RFP becomes the property of the City. The City has the right to use any or all ideas presented in the reply to this RFP. Disqualification of this consultant does not eliminate this right. The City reserves the right to reject or accept any or all proposals or waive any formalities, informalities or information therein.

The contract may be awarded as soon as practical after the proposal opening unless otherwise stated, but generally not before twenty-one (21) working days from the proposal opening. It is requested that interested parties refrain from making inquiries during this period. No telephone requests for results will be given.

V. METHOD OF SUBMITTAL

Proposals shall be submitted in bound form, with five (5) identical hard copies and an electronic version on a flash drive. One price proposal must be sealed and in a separate envelope marked as such. All items shall be submitted to:

City of Loveland
Attn: Cindy Klopfenstein, PE, CFM
City Engineer
120 W. Loveland Avenue
Loveland, OH 45140
RE: Public Works Office / Garage RFP

Proposals including all written and graphic materials, must be received by 1:00 PM local time on February 3, 2020. Late submissions will not be accepted. If you have any questions, please contact Cindy Klopfenstein, PE, CFM at (513) 683-0150, ext. 2001 or by E-mail at cklopfenstein@lovelandoh.gov. You should also monitor the City's website, www.lovelandoh.gov for additional information about this RFP, and possible RFP addendum.

VIII. RESERVATION OF RIGHTS

The City of Loveland reserves the right to waive any formality in the process of proposals submitted and retains the right to reject any or all proposals at its discretion when it is deemed to be in the best interest of the City. Likewise, the City reserves the right to accept the proposal and award a contract, which will be in the best interest of the City. In case of error in the extension of prices, the unit prices bid shall govern and the unit prices in writing shall take precedence over the unit prices in figures.