

VILLAGE OF NEWTOWN  
3536 Church Street Newtown, Ohio 45244  
(513)561-7697 ~ Fax (513)561-7506  
Established 1792

## **REQUEST FOR QUALIFICATIONS**

Village of Newtown Police Station  
3536 Church Street  
Newtown, Ohio 45244

Village of Newtown Municipal Building  
3537 Church Street  
Newtown, Ohio 45244

12/30/2011

## REQUEST FOR QUALIFICATIONS

Village of Newtown Police Station  
3536 Church Street  
Newtown, Ohio 45244

Village of Newtown Municipal Building  
3537 Church Street  
Newtown, Ohio 45244

### Contract for Professional Architectural Services

The Village of Newtown is requesting qualifications from professional architectural firms interested in providing all professional Architectural services necessary to renovate two (2) municipally owned buildings located at 3536 and 3537 Church Street Newtown, Ohio 45244.

#### **Project Description:**

The Village of Newtown's Municipal Building is located at 3536 Church Street Newtown, Ohio 45244. It is approximately 3000 square feet, built in 1925 and consists of one main floor, an attic and a basement currently being used for storage. The Administrative Services and the Police Department of the Village of Newtown currently occupy the building. The front half of the building contains a general meeting room with the secretary's desk, the Mayor's office, the Fiscal Officer's office and an office housing our Building/Zoning Commissioner and Property Maintenance Inspector. The back half of the building contains our Police Department and includes the Chief of Police's office and one large working area containing the Lieutenant, Sergeant, patrol officers, and clerk of court's desk. The renovations to take place will convert this building to house the Village of Newtown's Police Station.

The building located at 3537 Church Street Newtown, Ohio 45244 is approximately 5000 square feet, built in 1841 as The Newtown Baptist Church. In 1957, the church sold the building to the Newtown Volunteer Firemen's Association and has remained a Firehouse ever since. The Fire Department will vacate the building by December 31, 2011. The building consists of two floors and has gone through a few renovations. The first floor contains three bays in the front, a restroom, a kitchen, two back bays, a hose tower and storage. The second floor contains offices, a day room, bunk rooms and a restroom. The renovations to take place in this building will now house the Village of Newtown's Administrative Offices consisting of council chambers, reception area, meeting room and offices for the Mayor, Fiscal Officer, Building/Zoning Commissioner and Property Maintenance Inspector. The building will also house the Village of Newtown Native American Artifact Museum.

- A structural engineer report on both buildings is available upon request.

## Scope of Services:

Preparation of construction drawings, specifications and contract documents for the renovations to the Municipal Building and Police Station:

- 1. Schematic Design Phase:** The Architect will visit the sites, meet and confer with the Village of Newtown personnel to discuss and establish an architectural program, phasing plan and project scope. The Architect will validate the project details, standards/specifications, project schedule and project budget and present to the Village of Newtown for review prior to commencement of architectural services.
- 2. Design Development Phase:** Upon approval of the Schematic Design Phase by the Village, the Architect shall prepare all necessary documents consisting of design development drawings and specifications for proposed improvements. Updated project budgets and schedules shall be submitted to the Village by the Architect in a timely manner.
- 3. Construction Document Phase:** The Architect shall prepare working drawings and specifications for the solicitation of bids for the project. The Architect shall be responsible to insure the construction documents are in accordance with applicable codes.
- 4. Bid Phase:** The Architect shall assist in the bidding of the project for construction to include providing required documents for bidding, preparation and addenda, evaluation of bids and recommending contract award. The Architect will provide for the distribution of bid documents for construction and will provide bid document printing services.
- 5. Construction Phase:** The Architect shall, upon the Village's notice to proceed to the Contractor, administer the contract for construction including, but not limited to, regular and special site visits, conduct progress meetings and maintain progress logs, review and certification of construction contract payments, preparation, evaluation and recommendation of proposals and requests, shop drawing reviews and approvals, change order review, preparation and recommendations, punch list preparation, substantial completion certification, closeout document, warranty and all other related work.
- 6. Warranty Phase:** The Architect will advise the Village, concerning warranties, correction of defective work, or equipment operational issues during the construction contract warranty period.

The primary Architect shall be a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to O.R.C. Chapter 4703.

The selected Architect and its consultants will have demonstrated expertise in implementation of municipal building renovation design and construction administration for projects of comparable size and complexity.

The selected Architect and its consultants will have demonstrated the ability to provide and maintain sufficient organization, personnel and management to carry out the requirements of this Contract, on-time and on-budget with minimal claims and with minimal change orders other than those requested by the Village.

The Architect shall assign to this Contract personnel having the necessary competency, qualifications, experience, skill and knowledge required to perform the respective services.

It is desirable that the selected Architect have demonstrated experience in the incorporation of LEED principles into project design. The Architect shall be fully capable of providing a mechanical/electrical controls design that will meet DOE Energy Star rating for this facility type.

If engaged by the Village, the Architect shall cooperate and coordinate with the Village's Consultant.

The Architect shall attend and present the design documents to the Village of Newtown Council at one of its regularly scheduled meetings agreed upon by Architect and Village.

**Submittal Deadline:**

There will be a Pre-Submittal Walk-Thru on January 12, 2012 at 10:00am at 3536 Church Street Newtown, Ohio 45244.

Sealed Qualifications must be received by close of business, 4:00pm on January 31, 2012. They may be mailed or hand delivered to Fiscal Officer, Keri L. Everett at the following address. Qualifications received after this time shall not be considered. All Request for Qualifications will become the property of The Village of Newtown and will not be returned.

Village of Newtown  
ATTN: Keri L. Everett  
3536 Church Street  
Newtown, Ohio 45244  
(513) 561-7697

If you have any questions about the project, please call Keri Everett at (513) 561-7697 or email [keverett@bizcinci.rr.com](mailto:keverett@bizcinci.rr.com).

All proposals shall contain the following information:

1. Company Brochure including resume's of personnel who will be working on the project.
2. Information regarding the Company's background and experience with projects of similar size and nature within the last five (5) years.
3. References from current and previous clients from projects of similar size and nature within the last five (5) years.
4. In the Proposal, the Architect must show how the firm would approach the planning, organizing, and management of a project of this nature and provide a detailed time schedule to complete the design, including dates for formal presentations, schematics, design development, and construction documents.

**Award & Contract:**

Qualifications may be opened by the Village at any time after the submission deadline. All qualifications satisfying the requirements of this Request for Qualifications will be evaluated to establish which of the qualifications best fulfills the needs of the Village and this project. The Village anticipates entering into a contract with one of these Architects to execute the proposed work. This Request for Qualifications, however, does not commit the Village to award a contract, to pay any costs incurred in the preparation of the qualifications or to contract for the goods and/or services offered. The Village reserves the right to accept or reject any and all qualifications received as a result of this request, to negotiate with all qualified architects or to cancel this Request for Qualifications, if it is in the best interest of the Village of Newtown to do so.

After the selection of an Architect, the schedule should include a period of collaboration between the Village of Newtown and the Architect to better define, elaborate upon and finalize the Architect's exact and Final Scope of Work. While the Architect should assume work begins immediately upon notification that they have been selected, the Final Scope will be defined by editing, redlining or adding superseding documents or drawings to the Proposed Scope of Services.