



# City of Delaware, Ohio, USA

*Request for Proposal (RFP)*

*for*

## **Design Services & Construction Administration for Fire Station 305, Training Site, and Fire Station 301 Renovation**

### **Phase One**

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Issue Date: January 28, 2022

Issued By: City of Delaware  
1 S. Sandusky Street  
Delaware, OH 43015

Inquiries: POC – Kyle Kridler  
City of Delaware  
Assistant City Manager  
[kkridler@delawareohio.net](mailto:kkridler@delawareohio.net)  
*Q & A via Bid Express*

Information Due: 5:00 PM, February 18, 2022



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**CHECKLIST**

Proposers are urged to complete this checklist to confirm that all required documents are included with their proposal.

- I. REQUIRED PROPOSAL FORMS**
  - a. TRANSMITTAL LETTER (proposer supplied) \_\_\_\_\_
  - b. PROFESSIONAL SERVICES PROPOSAL (proposer supplied) \_\_\_\_\_
  
- II. OPTIONAL PROPOSAL FORMS**
  - a. EXCEPTIONS LETTER (as needed – proposer supplied) \_\_\_\_\_
  - b. NONCOLLUSION AFFIDAVIT (Download from Bid Express)\* \_\_\_\_\_
  - c. PERSONAL PROPERTY TAX AFFIDAVIT (Download from Bid Express)\* \_\_\_\_\_

\*Proposers are urged to include a completed Noncollusion Affidavit and Personal Property Tax Affidavit with their proposal. If not included with the proposal, the successful proposer will be required to execute and submit such forms prior to contract award. These forms are available for download at: [Bid Express \(https://www.bidexpress.com/\)](https://www.bidexpress.com/).

## **INTRODUCTION**

The City of Delaware is the county seat of Delaware County. Delaware was founded in 1808 and was incorporated in 1816. With an estimated population of roughly 43,000, the City of Delaware continues to grow, adding new residents, businesses and guests to the community. In November of 2021, Ohio Magazine announced it has recognized Delaware as one of five “Best Hometowns” on its annual list [See Article](#). Delaware has a thriving downtown core with an active Main Street Program and is home to Ohio Wesleyan University. Please visit the City’s website at [www.delawareohio.net](http://www.delawareohio.net) for more information on the community.

The City’s capital plans include:

1. the design and renovation of the former America Freight Headquarters located at 680 Sunbury Road to become Fire Station 305;
2. a fire training site; and
3. the renovation of a Fire Station 301.

Fire Station 305 has been identified as a need in the City due to the current and planned growth along the east side, Glenn Parkway and the extension of the downtown across the river. The fire station will renovate an existing building into our 5<sup>th</sup> Fire Station, that will include the department’s main training classroom/laboratory facilities and headquarters. It is anticipated that the headquarters be designed to serve 30 administrative personnel and the new fire station will house roughly 15 employees including 4 staffed apparatus, additional reserve vehicles and support trailers. The plan for the Station 305 project initially anticipates design of the facility in FY 2022 and construction in FY 2023. Based on available budget and resources, the City of Delaware anticipates the overall cost of the project, including design and construction to be around \$8 Million.

The design also is to include the site design of a training facility that will include a live fire building. The live fire building will be purchased separately; however, the site design will include the need foundation to support the live fire building that will be constructed using shipping containers. The training site is planned for an adjacent city owned undeveloped park area (see site plan in Bid Express). A live fire training building utilizing shipping containers (not part of the design work) is planned. The planning for this project would include the site and civil work for the training site including access roads, parking and training ground activity area, water and sewer and bathroom facilities. Based on available budget and resources, the City of Delaware anticipates the overall cost of the project, including design and construction to be around \$0.5 Million.

Fire Station 301 is located at 99 S. Liberty and was constructed in 1972. The building has served as the main fire station and offices for the city. The building is in need of renovation and modernization including electrical, water, and sewer. The building when completed is anticipated to serve the community for another 50 years. Based on available budget and resources, the City of Delaware anticipates the overall cost of the project, including design and construction to be around \$2.0 Million.

The successful firm will need to possess a strong grasp on the City's needs, the City's financial limitations, the community's expectations, NFPA, OSHA and all City, State and Federal regulations for this type of design and construction.

## **PURPOSE**

The purpose of this Request for Proposal (RFP) is to inform the private sector that the City is seeking an interdisciplinary team proposal for professional services, including but not limited to planning, design, cost estimating, contract bid document preparation, and field observation necessary for the renovation of 680 Sunbury Road for the purpose of creating a 5<sup>th</sup> Station and Fire Station Headquarters for the City of Delaware, along with the design for a training site and the renovation of Fire Station 301 at 99 S. Liberty.

## **SCOPE**

The RFP respondent that is awarded a contract on the merits of their merits (hereinafter “successful proposer” or “contractor”) shall be responsible for services as follows:

**Phase One** of the project will require the interdisciplinary team that is awarded a contract to meet with key project stakeholders, and collect additional data in order to finalize a Fire Station 305 performing site and related document inspection and providing strategies with construction cost estimates for the renovation of 29,268 sq. foot building upon a 3.98 acre site at 680 Sunbury Road to satisfy the current and future needs of the facility and the Delaware Community.

Phase One shall include at a minimum, one (1) project flow chart, data from the research of two to three (2-3) like facilities, two to three (2-3) schematic fire station concepts with presentation level graphics, construction cost estimates and operating expense estimates, and other work necessary to produce the aforementioned products.

**Phase Two** of the project will require the interdisciplinary team that is awarded a contract to prepare Technical Plans, Specifications and Final Cost Estimates necessary for bidding with bid analysis and contractor selection support services. The consultant shall allow time for multiple staff review meetings.

**Upon successful completion of Phase One, the City anticipates entering into a second contract with the selected team for Phase Two services.**

#### ADDITIONAL SCOPE CONSIDERATIONS

1. **Site Assessment and Document Review (Phase I):** Perform site inspection to identify and assess the existing building at 680 Sunbury Road.
2. **Space Layout Recommendations (Phase I):** Investigate/research existing and proposed facilities and operations. Review any and all reports and documents to obtain sufficient information about future needs and constraints. Provide presentation level conceptual options with construction cost estimates.
3. **Stakeholder Meeting (Phase 1):** Present Conceptual plans, graphics, cost estimates and collect feedback.
4. **Technical Specifications and Plans (Phase II):** Prepare bid documents, providing internal review opportunities at 30%, 60% and 90% complete milestones. Make any and all requested changes as needed throughout the process. The probable cost estimate shall include quantities, schedule of values, and any other assumptions in support of the estimates. The bid documents shall meet all requirements to obtain all necessary and available permits.
5. **Building Permit Review (Phase II):** Prepare applications, plans and material submittals as required for building permit review.
6. **Field Observations (Phase II):** Field observation services consisting of visits to the site at intervals appropriate to the stage of construction to review and report the progress and quality of the work and to determine in general if the work is proceeding in accordance with the intended design goals and objectives.

## ADDITIONAL REQUIREMENTS

- Prepare detailed schedules for each Phase, including identifiable milestones for City review and approval. Schedule updates as necessary to reflect project schedule adjustments.
- Provide one (1) copy of all transmittals, submittals, and letters sent to utilities and agencies regarding the project. Submit cost estimates with all recommendations.
- Schedule and manage monthly meetings. Invite City staff and others, such as utility companies, contractor, subcontractors, etc., as appropriate. Prepare and distribute meeting agendas and minutes for all meetings. The minutes shall include a list of attendees with phone numbers and e-mail addresses, a synopsis of discussion items, any pertinent information, action items, and all follow-up action items.
- Coordinate with the City and all other participating entities, including utility companies, to ensure review, input and resolution of issues related to design, schedule and costs.

**A non-mandatory pre-proposal conference will be held on Monday, February, 07, 2022 at 1:00 PM local time for all proposers. The conference will be held at 680 Sunbury Road, Delaware, Ohio 43015. A walk of the facility will be available after the Q&A.**

## **PROJECT OBJECTIVES / GOALS –**

The successful consultant will conduct recommendations in a manner which best fulfils the following project objectives:

1. **Emergency Response** – The creation of space and access that allows the capability of rapid response by firefighter/paramedics to apparatus.
2. **Safety & Security** – In today’s world, security of the fire station is critical to the safety of the public, and city employees. A balance must be struck that ensures security while maintaining a warm and friendly environment for the citizenry.
3. **Customer Friendly** – Attention to how the customers of the building interact with the facility and with staff is also important.
4. **Practical** – This item relates to how work actually gets accomplished in an effective and efficient manner along with how staff engages with the public. As work, technology and



communication evolves, it is our goal to not only think of today but how the design of the space can meet the needs of the future.

5. **Innovative** – How will this space encourage collaboration, the use of technology and inspire staff to think differently to best serve the community.
  
6. **Community & Employee Pride** – The creation of space that both the Delaware community, visitors and employees can be proud of. Not only in how it functions, but pays tribute to Delaware’s rich history and the local contributors that continue to make it a world-class community. This will include the public waiting space/ lobbies and how past and present accomplishments can be showcased.

**CURRENT ENVIRONMENT**

The existing property at 680 Sunbury Road last functioned as the headquarters to American Freight. It is a mixture of warehouse and office space.

Facility Layout	Current Area
Warehouse	18,394 SF
Business (Office)	10,874 SF
<b>Total</b>	<b>29,268 SF</b>

*See Appendix for current floor layout in Bid Express.*

**PROPOSAL CONTENT**

Proposals should include concise, but complete information about your company, emphasizing your method of approach and why you believe your company to be uniquely qualified for the project. Applicants should also take into consideration Delaware’s rich history that may be incorporated into the design of public space.

At a minimum, the Proposal should include:

- **Transmittal Letter** (proposer supplied) Provide an introductory letter highlighting your understanding of the project and the benefits of accepting your team’s proposal; explain the value that you provide to the City.
- **Professional Services Proposal** (proposer supplied, should not exceed 15 double-sided pages) All proposals should be visually engaging and specifically address the following items:



- **Background and Overview** - Provide a brief history and overview of your team and the key staff positions that may be included in this project. Please include the name, resume and background of the managing professionals, and all other individuals, affiliates, and sub-consultants/subcontractors to be associated with the project. (Resumes will not be counted against the page limit).
- **Specific Project Experience** – Provide information on similar or relevant projects that your team has executed.
- **List of References** – Provide a minimum of three (3) public clients for whom you have conducted similar services. Reference shall include name and telephone number of the contact person. The applicant may include additional references. Each list reference shall include a description of the services provided to the client. Additionally, you are expected to disclose if any member of your team has been involved in any transaction in which it defaulted on a government contract or was suspended or debarred by a government agency.
- **Project Approach** – Provide in concise narrative form (with graphics where appropriate), your understanding of the City's needs, goals and objectives as they relate to Fire Station 305, the Training Site and Fire Station 301, and your overall approach to accomplishing the projects. Give an overview on your proposed vision, ideas and methodology.
- **Additional Information** – Provide any additional information specific to the parameters of the RFP that will assist the City in the overall consideration of your proposal (e.g. samples of relevant past work).
- **Pricing** – The project cost is important to the City. Submissions shall include a complete cost proposal; detailing the fee for each Phase (identifying fees for services/deliverables where appropriate) and including a total lump sum not to exceed fee for each of the projects.
- **Exceptions Letter** (as needed – proposer supplied). Should your team take exception to **ANY** requirements, terms and conditions identified in this RFP, a letter must be submitted with the offeror's proposal identifying **ALL** exceptions. Any exceptions will be



part of the evaluation process. The City will not entertain any exceptions not previously submitted with the offeror’s response, at the time of contract negotiations.

- **Contract Forms.** The successful offeror is required to execute and submit the following completed forms: Noncollusion Affidavit and Personal Property Tax Affidavit. Offerors are urged to include these documents with their proposal.

**CONTACT WITH CITY EMPLOYEES / WRITTEN QUESTIONS**

To ensure a fair and objective evaluation of all proposals, all inquiries are required to be submitted in writing to the POC. Written inquiries (e-mail preferred) must be received no later than 5 p.m. on the date indicated in the Procurement Schedule. Questions will be documented and an addendum will be issued with the City’s responses. The City will endeavor to have a copy of such addendum delivered to each person receiving Request for Proposal; however, **it is ultimately the OFFEROR’s responsibility to check the City’s website at [Bid Express](#) for verification of any issued addenda.**

**SUBMISSION INSTRUCTIONS**

**1. Prepare your submission materials:**

Requested Information

Name	Type	# Files	Requirement
Transmittal Letter (offeror supplied)	File Type: PDF (.pdf)	1 File	Required
Professional Services Proposal (offeror supplied)	File Type: PDF (.pdf)	1 File	Required



Exceptions Letter (as needed – offeror supplied)	File Type: PDF (.pdf)	1 File	Optional
Noncollusion Affidavit	File Type: PDF (.pdf)	1 File	Optional
Personal Property Tax Affidavit	File Type: PDF (.pdf)	1 File	Optional

2. Upload your submissions at:

**Bid Express**

The Q&A period for this opportunity is Jan. 28, 2022 to Feb. 11, 2022 at 5:00 PM (local time). You will not be able to send messages after this time. Questions may be submitted via Bid Express in the Q&A Section. Questions will be documented and an addendum will be issued with the City’s responses. The City will endeavor to have a copy of such addendum delivered to each person receiving a Request for Proposal.

***Your submissions must be sent and finalized prior to the Closing Time of Feb. 18, 2022 at 5:00 PM (local time).***

**PRESENTATION, DEMONSTRATION AND INTERVIEW**

Selected proposers may be invited to submit sample materials and/or make presentations to City personnel. Representative(s) attending/hosting these presentations must be qualified to respond to questions related to any component of the proposal.

**REVIEW AND EVALUATION**

The City will use a Proposal Evaluation Committee (PEC) comprised of project stakeholders and other City personnel to review all proposals received as part of a documented evaluation process. For each decision point in the process, the PEC will evaluate offerors on a variety of quantitative and qualitative criteria and will then elevate a select number of offerors to compete in the next level. Proposers not previously elevated may be elevated at a later date. The lowest price proposal will not necessarily be selected.

The sole purpose of the proposal evaluation process is to determine which offeror can provide the best value to the City (highest level of service and desired deliverables in the most cost effective manner that most closely meets the City’s needs). The evaluation process is not meant to imply that one offeror is superior to any other, but rather that the selected proposer can

best support the City's needs, based on the information available and the City's best efforts of determination.

**Evaluation Criteria** The proposal evaluation criteria should be viewed as standards that measure how well a proposer's approach meets the desired requirements and needs of the City. The criteria that will be used to evaluate proposals may include, but are not limited to the following:

- **RESPONSIVENESS**

The degree to which the proposer's Transmittal Letter and overall proposal have responded to the RFP's purpose and scope; included in this criterion is conformance in all material respects to this RFP. Scored by PEC.

- **EXPERIENCE**

The proposer's experience in providing services and deliverables as requested in this RFP (including, but not limited to, reference checks), as well as the proposer's ability to demonstrate the moral/business integrity necessary to assure good faith performance. Scored by PEC.

- **CAPABILITY**

The proposer's capability, flexibility and skill to meet the City's requirements and perform the work identified in the RFP; including, but not limited to, approach, business processes, project management, change management, creative alternatives and value-added services/ technologies. Scored by PEC.

- **COST**

During initial evaluation phases, cost represents no more than 10 percent of the overall points and is scored relative to the lowest response.

Prior to making a contract award recommendation, the PEC may elect to use cost to perform a trade-off analysis for finalists to determine if the technical differences between proposals justify paying a cost or price differential.

The City reserves the right to determine the suitability of proposals on the basis of any or all of these criteria or other criteria not included in the above list. This detailed evaluation process may result in one or more finalists. The City may request presentations by finalists and may carry out contract negotiations for the purpose of obtaining best and final offers.

- **Validity of Proposals** are to be good for ninety (90) days from the proposal due date. The City may hold the proposals for ninety (90) days after the proposal due date, and may award a contract at any time during that period. Should there be reasons why a contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the City and the selected proposer.
- **Contract Negotiations/Award** It is anticipated that the City will notify the finalist(s) of its intent to carry out contract negotiations in March 2, 2022. In the event that an agreement satisfactory to the City cannot be reached, the City may enter into contract negotiations with one or more of the other proposers. The City reserves the right to (a) reject any or all proposals, or to make no award, (b) request modifications to initial proposals or (c) make partial or multiple awards. In addition, the City reserves the right to obtain other supplemental information concerning the proposers. The City further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the City. The City may award based on initial proposals received, without discussion of such proposals.

## RIGHT OF REFUSAL

The City reserves the right to reject all RFPs in their entirety or to select certain applications from the RFPs. The City reserves the right to award a contract in any manner deemed in the best interest of its citizens.

## PROCUREMENT SCHEDULE

RFP Date	1/28/2022
Pre-Proposal Conference	02/07/2022
Deadline for Submission of Written Questions	02/11/2022
Date of City Response to above mentioned Questions	02/16/2022
Proposals Due	02/18/2022
Evaluation of Proposals	02/18/2022 – 02/25/2022
Presentations/Interviews (if needed)	02/28/2022 – 03/02/2022
Contract Negotiations/Award	03/02/2022 – 03/11/2022
Commencement of Services	3/11/2022

## PUBLIC RECORDS

In entering into a contract with the City (or responding to a City solicitation), all offerors are hereby notified that all bids, proposals, quotations, RFI responses, agreements, invoices, correspondence and any other documents submitted to the City become public property and are subject to public disclosure in accordance with Ohio Public Records Law. All public records will be made available upon request, at the earliest time permitted by law.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this RFP shall belong exclusively to the City and be subject to public disclosure in accordance with Ohio Public Records Law.

## **TAX EXEMPTION**

The City is exempt from Federal and Ohio State sales tax. A tax exemption certificate will be made available at the successful proposer's request.

## **EXPENSE OF PREPARING RESPONSES TO THIS RFP**

The City accepts no responsibility for any expenses incurred by the responders to this RFP; including cost associated with RFP responses and presentations. Such expenses are to be borne exclusively by the responders.

## **INCOME TAX**

When performing work within the City, the contractor will be required to withhold all City income taxes due or payable under the provisions of the Income Tax Ordinance, for wages, salaries, and commissions paid to employees and further agree that any subcontractors shall be required to agree to withhold any such City income taxes due under said chapter for services performed.

## **COMPLIANCE**

The contractor shall observe and comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the City's contract.

The contractor shall comply, when applicable, with the U. S. Department of Labor, Safety and Health Regulations identified as Chapter XVII of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926 and subsequent amendments.

The contractor agrees that in the hiring of employees for the performance of work under the City's contract or any subcontract, no contractor, subcontractor, or any person acting on his behalf shall, by reason or race, creed, sex, handicap, or color, discriminate against any citizen of

the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates, nor shall any contractor, subcontractor, or any person acting on his behalf, in any manner, discriminate against or intimidate any employee hired for the performance of work under the City's contract on account of race, creed, sex, handicap, or color.

## **NON-WAIVER OF RIGHTS**

No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

## **INDEMNIFICATION/INSURANCE**

To the extent authorized by law, the contractor shall indemnify and hold harmless the City, its officers, elected officials, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the contractor's performance, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from; and is caused in whole or in part by any negligent or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. If the contractor is required to go on City property to perform work or services, the contractor shall assume full responsibility and expense to obtain all necessary insurance as required by the City.

## **RELATIONSHIP OF THE PARTIES**

The relationship between the parties to a contract resulting from this solicitation shall be that of independent contractors. Nothing contained herein shall be interpreted or construed as establishing an agency or employer/employee relationship between the parties or between either party and the employees or representatives of the other party. The contractor is responsible for all Social Security taxes and Bureau of Workers Compensation contributions for itself and any of its employees.

## **ASSIGNMENT**

Neither the contractor nor the City shall, sell, transfer, assign or otherwise dispose of the contract or any portion thereof, or of their right, title or interest therein, or the obligation there under, without written consent of the other party.

## **REMEDIES**

The City shall have all rights and remedies afforded under the Universal Commercial Code and Ohio law in contract and in tort, including but not limited to rejection of goods, refund, incidental, consequential and compensatory damages and reasonable attorney's fees.

## **TERMINATION**

The City reserves the right to terminate any contract resulting from this solicitation in whole or in part for default (termination due to the contractor's failure to perform satisfactorily) or convenience (termination due to the best interests of the City). After 10 days from delivery of a written notice to the contractor, the City may, without cause and without prejudice to any other right or remedy, elect to terminate the contract. In such case, the contractor shall be paid for work executed, goods delivered and accepted, and any expense sustained plus reasonable profit, unless such termination was due to the act or conduct of the contractor.

***See Bid Express for Additional Documents***