

**REQUEST FOR QUALIFICATIONS
HINCKLEY TOWNSHIP, OHIO BOARD OF TRUSTEES**

ADMINISTRATION BUILDING RENOVATION

Hinckley Township, Ohio is seeking Statements of Qualifications from qualified Architects interested in providing architectural services for a Hinckley Township Administration Building renovation.

Interested Architects or Architectural firms are invited to obtain a copy of the Request For Qualifications from the Hinckley Township Administrative Office, 1410 Ridge Road, Hinckley, Ohio Monday: 9:00 a.m. – 6:00 p.m.; Tuesday thru Thursday: 9:00 a.m. – 2:00 p.m. and Friday: 9:00 a.m. – noon. Electronic copies of the FFQ may also be obtained via www.hinckleytwp.org or by contacting the administrative office during regular business hours at 330-278-4181.

The Architect shall provide four(4) copies of the proposal and one (1) electronic copy in a .pdf format.

The intent of this request is to have the architectural firms under consideration provide services relating to the planning, design and estimation of cost for a recently vacated space formerly occupied by the fire department.

Hinckley Township will evaluate submissions and reserves the right to interview selected Architects as deemed appropriate. Confirmation of the presentation schedule and additional information will be provided to short listed firms at a later date.

Copies of the proposals shall be clearly marked “Request for Qualifications - Architectural Services” and submitted by 9:00 a.m. on Tuesday, December 20, 2016 either by mail, courier or in person to:

Colleen Swedyk
Hinckley Township Fiscal Officer
1410 Ridge Road
Hinckley, Ohio 44233

Hinckley Township reserves the right to accept or reject any or all proposals and to waive any informalities or irregularities. Hinckley Township reserves the right to accept the proposal deemed most advantageous and in the best interest of the Township.

The Architect must assure Hinckley Township that it is an equal opportunity employer and that it does not and will not discriminate in any fashion in regard to race, sex, national origin, political affiliation, disability (handicap), military service or age where protected by law or any other non-merit or not occupational related factors.

Additional information concerning the submission of proposals may be obtained by calling Trustee David J. Sambor at 216 470 1533 or dsambor@hinckleytwp.org.

Hinckley Township
Colleen Swedyk, Fiscal Officer