

# **Request for Proposals Hinckley Township, Ohio**

## **Conceptual Design Town Hall Renovation**

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Hinckley Township, Ohio is seeking proposals from qualified Architects interested in providing Architectural services for the renovation of Town Hall located on at 1410 Ridge Road, Hinckley, Ohio.

### **I. Introduction**

The population of the community according to the most recent census is 7,646.

The Town Hall is located at 1410 Ridge Road and is part of a municipal complex that includes the attached previous Fire Station and a separately located Police Station.

### **II. Submission Requirements**

All interested Architects shall include in their proposal the following information:

1. Company History, resumes of key personnel who would be involved in the work along with a description of their experience with similar projects and the percent of their time devoted to such projects.
2. Demonstration of expertise and knowledge in municipal facility. A list of similar projects under design and completed along with references shall be provided with phone numbers and points of contact.
3. Demonstration of modern technology incorporated into building design and function including communications and telecommunications, HVAC efficiency and control and the safety and security of persons and property. The Township is seeking to incorporate environmentally friendly designs using established "Green" concepts.
4. The Architect shall identify any expected sub-consultants and list their key personnel and qualifications.
5. The Architect shall provide a complete listing of any litigation involving the firm in the past five (5) years. The Architect shall also provide a listing of dismissal and/or terminated services within the past five (5) years.
6. How the firm would approach the planning, organizing and management of a project of this nature
7. An outline explaining the scope of the project with the Architect's responsibilities.
8. A Fee Proposal for the total cost of the project must be included. Cost of services, including the fee and definition or description of reimbursable expenses, if any, are to be proposed, as well as stages of completion for payments.
9. The Architect shall provide four (4) copies of the proposal or two (2) copies with an electronic copy in a .pdf format.

### III. Description of Services

The intent of this request is to have the Architectural firms under consideration specifically address the services required and provide a price proposal for those services.

Architect shall include in their report possible health or environmental hazards and the suitability remedy for addressing any hazards.

The Architect shall provide to the Township, at a minimum or will explain variations to this listing:

**These services shall include:**

1. The Architect shall meet with the Township representatives to discuss spatial needs, design concepts and a preliminary site review.
2. The Architect shall conduct a site evaluation to determine condition of the existing town hall building, preferred site circulation, public access points, etc...
3. An evaluation of the existing restroom facilities to determine feasibility of use as the former fire station bays are converted to an assembly use.
4. A preliminary code review shall be completed.
5. An opinion of probable construction costs for the various design choices shall be provided for consideration.
6. Recommendations for renovations to the Town Hall facility regarding space layout, lighting and HVAC efficiencies.
7. Review of the existing building with assessment of current condition, recommendation of current repairs/maintenance as well as projected future repairs/maintenance. (ie, siding, roof, foundation, windows, etc...)
8. A floor plan of the facility that includes site circulation, access driveways, parking and walkways.
9. Conceptual layout of revisions to the former fire station bays addressing both the proposed reuse of the interior space as well as the current issues with drainage/water infiltration in front of the existing bay doors.
10. The Architect to provide guidance and feedback on the current design intent of the reuse space. The current intent is to :
  - Maintain a few open bays for zoning and police vehicles,
  - Renovate the existing toilet rooms to meet code requirements for the new use,
  - Maintain the training area as a meeting place for Hinckley seniors,
  - Address the drainage issues at the east side of the building by removing most of the concrete, providing sidewalk access, removing most overhead doors, provide adequate drainage etc..
  - Provide public access into the bay areas from the east.
  - Renovate existing bays to be used as an assembly space that will be made available to township residents.

#### **IV. Selection of Architect**

The criteria the Township will use in evaluating the proposals will include, but not limited to the following:

- Qualifications of key personnel assigned to the project
- Similar project history
- Review of functional design capability, cost estimate accuracy and aesthetic achievement on previous projects
- Demonstration of a thorough understanding of the project
- Quality of Proposal and Presentation
- Cost of Services

#### **V. Interviews with Prospective Architects**

Hinckley Township will evaluate submissions by the selected finalists and reserves the right to interview Architects as necessary. Confirmation of the presentation schedule and additional information will be provided to short listed firms at a later date. The Interview Team will consist of the Board of Trustees, Fiscal Officer, and any other individual the Board of Trustees believe critical to the interview process.

#### **VI. Miscellaneous**

As a condition for selection, the Architect is required to agree to the following inasmuch as many of the items listed herein are important to the Township in terms of selection and/or will be an integral part of an agreement between the Architect and the Township.

1. The 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.
2. By submission of a proposal, the Architect agrees that the proposal shall not be withdrawn nor altered without the written permission of the Township for 120 days after submission.

Furthermore, the Architect, if selected will enter into an agreement within 30 days after being selected under the terms and conditions consistent with the submitted proposal or said terms and conditions as mutually agreeable between the City and the Architect.

3. The Architect selected must carry insurance policies which hold the Township, its elected and appointed officials and employees harmless from claims, suits, etc. of the Architect's employees or equipment used for the project. In addition, liability insurance coverage must be provided to protect itself from claims under worker's compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of its employees or of any person other than its employee, and from destruction of tangible property including loss of use resulting there from: and from claims arising out of the performance of professional services caused by errors, omission or negligent acts for which he/she is legally liable.

4. There will be no reimbursement for costs incurred by the Architect prior to a contract with the Township.
5. The Architect must provide all necessary labor, equipment and materials necessary for completing the work unless otherwise agreed to in writing.
6. 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), or age where protected by law or any other non-merit or not-occupational related factors.
7. Access to the building must be approved by a Township Trustee prior to any entry upon the property.

## **VII. Deadline for Submission of Proposals**

Four (4) copies of proposals shall be marked "Proposal for Architectural Services" and submitted to the Hinckley Township Fiscal Officer, Colleen Swedyk at 1410 Ridge Road, Hinckley, Ohio 44233 by 9:00 AM on December 20, 2016.

## **VIII. Inquiries and Additional Information**

Additional information may be obtained by calling Dave Sambor, Township Trustee at 216 470 1533