

# Hinckley Township Police Station Project



## Request for Qualifications

Hinckley Township  
1410 Ridge Road  
Hinckley, Ohio  
44233

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# Request for Qualifications Hinckley Township, Ohio

## Police Station Project

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The Board of Trustees of Hinckley Township, Medina County, Ohio, is seeking statements of qualifications for professional design services from qualified Architectural firms that can generate detailed construction plans and specifications for an addition to the current police station, located on at 1410 Ridge Road, Hinckley, Ohio. Firms interested in being considered should apply by submitting statements of qualifications that include information regarding the firm's history, education and experience of owners and key personnel, technical expertise of the firm's staff for the services to be provided, previous experience with design of similar property and buildings, the firm's experience and capabilities in cost estimating, construction administration and coordination, client and contractor references; and past performance of the firm as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work and meeting of deadlines. Qualifications shall be evaluated and contract negotiations will be conducted in accordance with the process set forth in this document and Ohio Revised Code Section 153.69.

### **I. Introduction**

Hinckley Township, Ohio is located in the northeast corner of Medina County. The community is approximately twenty- seven square miles, a portion of which is located in the Cleveland Metroparks Hinckley Reservation. The population of the community according to the most recent census is 8,028.

The existing Police Station is located at 1410 Ridge Road, Hinckley, Ohio 44233 and is part of a municipal complex that includes a detached Administration building.

The Police Department and the Township are in need of additional space to meet the continued growth of the community. To accomplish this in the most economical way possible, the Board of Trustees are interested in adding an addition to the current Police Station.

### **II. Submission Requirements**

All interested Architects who wish to be considered for this work shall provide four (4) sets and one (1) electronic copy in a PDF format of the following information as outlined herein.

1. Letter of Introduction
2. 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.
3. Demonstration of expertise and knowledge in municipal facility design including all Police Station projects. A list of similar projects under design and completed along with references shall be provided with phone numbers and points of contact.

4. 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.
5. The Architect shall identify any expected sub-consultants and list their key personnel and qualifications.
6. 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.
7. How the firm would approach the planning, organizing and management of a project of this nature.
8. An outline explaining the scope of the project with the Architect’s responsibilities.

### **III. Description of Services**

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 Police Station addition.

The Township does not possess environmental or geological data for the proposed site. The Architect shall include in their proposal possible health or environmental hazards and the suitability of the proposed site for construction of a Police Station addition.

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 plan to meet with the Township representatives to discuss spatial needs, design concepts and site review.
2. The Architect shall conduct a site evaluation to determine preferred addition location.
3. An evaluation of the existing riparian zone and outside mechanical area.
4. An evaluation of the existing building and concepts to adjoin the proposed addition.
5. A preliminary code review.
6. Recommendations relative to different building construction methods and building systems.
7. An opinion of probable construction costs, per square foot, for the various construction methods and design choices.
8. A site and floor plan of the proposed police station project that includes orientation to the site, access driveways. Parking and walkways.

### **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, and aesthetic achievement on previous projects
- Current workload and ability to meet the time schedule
- Demonstration of a thorough understanding of the project
- Quality of Proposal and Presentation

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

A review panel made up of the Board of Trustees, Police Chief and any other individual the Board of Trustees believe is critical to the interview process will select no fewer than three (3) firms which it considers to be the most qualified to provide the required professional design services. At that time, the review panel will finalize the ranking and attempt in good faith to negotiate a contract with the firm most qualified to perform the required services at a compensation determined in writing to be fair and reasonable to the public authority. Upon failure to negotiate a contract with the firm ranked most qualified, the review panel shall inform the firm in writing of the termination of negotiations and may enter into negotiations with the firm ranked next most qualified. If negotiations again fail, the same procedure may be followed with each next most qualified firm selected and ranked pursuant to this section, in order of ranking, until a contract is negotiated.

## **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. The Architect selected must carry insurance policies which hold the Township, its elected and appointed officials and employees harmless from claims, suits, etc. based upon the Architect and Architect's employees actions or equipment used for the project. In addition, liability insurance coverage must be provided to protect Architect 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 Architect's 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 Architect is legally liable.
3. The Architect must provide all necessary labor, equipment and materials necessary for completing the work unless otherwise agreed to in writing.
4. 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.

5. Access to the proposed building site must be approved by the Police Chief prior to any entry upon the property.

**VII. Deadline for Submission of Proposals**

Submittals of proposals shall be clearly marked “Request for Qualifications HPD - Architectural Services” and submitted in a sealed envelope to the Hinckley Township Fiscal Officer, Martha Catherwood at 1410 Ridge Road, Hinckley, Ohio 44233 by 12:00 Noon on Friday, April 30, 2021.

**VIII. Inquiries and Additional Information**

Additional information may be obtained by contacting:

Police Chief David Centner, 330.278.2690, [dcentner@hinckleypd.us](mailto:dcentner@hinckleypd.us)