

## **Request for Qualifications for Architectural, Engineering, and Consulting Services Chillicothe, Ohio**

The City of Chillicothe is requesting Statements of Qualifications from Architectural-Engineering and Consulting firms to develop and perform a facility condition, assessment, planning and feasibility study in connection with the City of Chillicothe facilities and land located within the City.

The project will be a study to include, but not be limited to: examining city facilities from size (square footage, employees, parking), capacity, programming and efficiency standpoint with the ultimate goal of providing the City of Chillicothe with a long term strategy for the efficient use of City buildings and land. The purpose of the effort is to answer four basic questions: what do we have; what do we need; what can we do; and when should we do it?

The consultant will meet with the appropriate elected officials and department heads to examine current facilities and become familiar with the current (and future) staff levels and office space requirements. Other variables such as operational inefficiencies, technological needs, overcrowding, file/record storage capabilities, building condition, and best management practices in facilities planning shall be reviewed. Upon examination of all facilities and operations, the consultant will provide recommendations included but not limited to: office consolidation, reduction in office space need; department consolidation, via new construction or relocation of departments to city owned assets; recommendations for building vacation due to structural obsolescence or departmental consolidation in other facilities; no action.

In addition, the final report shall include the following:

- (a) An outline of the process taken to complete the outcomes as stated in the project timeline;
- (b) A summary of key findings of the project;
- (c) Estimated return on investment if the project were to be implemented, if applicable; and
- (d) A recommendation on whether or not to move forward with implementation of the project.

This letter shall serve as a Request for Qualifications (RFQ) from qualified firms to study the project listed above.

Selection of the firm will be based upon the specialized experience or technical expertise of the firm and its personnel in connection with similar projects and also the firms past record of performance on contracts within this community and other similar clients including quality of work, timeliness, and cost control.

It is our intention to provide for open competition for the afore-mentioned professional services, where firm's qualifications are evaluated, and once a firm is selected, fair and reasonable compensation will be negotiated. We are inviting interested individuals and firms, to submit a Statement of Qualifications which shall evidence their professional qualifications and related information as follows:

- 1. General Background of the Firm -- Number of years in business, firm location, number of employees, key personnel and disciplines represented.**
- 2. Technical Experience -- List experience in evaluation of local government and historic facilities. Provide a detailed description of at least 5 projects with services provided, cost of study and contact information of owner.**
- 3. Staff -- Provide names of staff to be assigned to this project. Include detailed resumes of the assigned staff.**
- 4. References**

**To be considered, all Statements of Qualifications must be received in our office on or before 2:00 p.m. on May 1, 2017 at the following address:**

**City of Chillicothe  
Attn: Safety Service Director Jeffrey Carman  
35 South Paint Street  
Chillicothe, Ohio 45601**

**Statements received after this deadline shall not be considered.**

**Questions are to be submitted in writing to City of Chillicothe, Attn: Jeffrey Carman, Safety Service Director, 35 St Paint Street Chillicothe, Ohio 45601, and E-mail to [jeffrey.carman@chillicotheoh.gov](mailto:jeffrey.carman@chillicotheoh.gov). No phone calls please.**

**Responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the City of Chillicothe will enter into contract negotiations with the most highly qualified firm.**

**It is our intent to give reasonable consideration to at least three (3) firms based on their qualifications so as to have one or more alternative firms which could be asked to enter into negotiations, if negotiations with the preferred firm are not satisfactory.**

**Thank you for your interest.**