

MADISON TOWNSHIP, BUTLER COUNTY, OHIO
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL/DESIGN SERVICES

New Fire Station

1 Overview and Project Description:

Madison Township, Butler County Ohio is seeking the services of a qualified architectural, design, or planning firm to provide professional design services to design, prepare bid documents and provide construction administration with a general contractor form of construction for a new fire station on property owned by Madison Township located in the 5600 block of West Alexandria Rd., Middletown, Ohio 45042.

2 Design Issues/Objectives:

Madison Township proposes to design and build a fire station consisting of approximately 9,000-13,000 square feet and including office area, training room, living quarters for four (4) to six (6) personnel, and five (5) drive-through apparatus bays.

Qualifications to Include

A). Firm's History: years in business, services offered, location.

b). Technical expertise of *firm's* current staff. The project manager *should be clearly* identified.

c). Experience on relevant projects previously completed or projects currently underway, and references.

d). Project Approach (and Schedule): an overall description of methods by which the firm intends to approach the project, delivery methods, (and a timetable for completing each element identified in Section I).

e). Project Management: describe method of communications between Owner and Design team; cost analysis methodology, and schedule control.

3 Submission Deadline:

Two (2) copies of the qualifications are to be submitted no later than 4:00 PM EST on September 26, 2014 to the following:

Todd Farler
Township Administrator
5610 West Alexandria Rd.
Middletown, Ohio 45042

Two (2) copies of Qualifications are to be submitted in a sealed envelope clearly marked "Qualifications for Design Services for Madison Township Fire Department." Any questions regarding this project or the RFQ may be addressed to Todd Farler at 513-424-0821.

Upon receipt and analysis of Qualifications, interviews may be scheduled with the top qualified candidates for consideration. The Board of Trustees intends to award a contract to the most qualified firm. However, Madison Township reserves the right to reject any and all statements from responding firms, to waive any formalities or irregularities in the process, or to request new statements of qualifications if in its judgment the best interest of the Madison Township will be promoted thereby.

LEGAL AD AND NOTICE TO BIDDERS

Requests for Qualifications will be received by Todd Farler, Township Administrator, at the Madison Township Administration Building, 5610 West Alexandria Road, Middletown, OH 45042 until 4:00 PM EST on September 26, 2014 for a qualified architectural, design, or planning firm to provide professional design services to design, prepare bid documents and provide construction administration with a general contractor form of construction for a new fire station on property owned by Madison Township, located in the 5600 block of West Alexandria Rd, Middletown, Ohio 45042. Specifications may be obtained at the Madison Township Administration Building 5610 West Alexandria Road, Middletown, OH 45042 from 8:00 AM to 4:00 PM EST Monday through Friday.

The Madison Township Board of Trustees reserves the right to waive informalities, to reject any responses, and to accept the response which is in the best interest of Madison Township as deemed by the Board and to hold responses valid for sixty (60) days from the due date.

Responses are to be sealed and delivered to the Madison Township Administration Building and each bid shall bear the name and address of the bidder and shall be plainly marked "RFQ for Architectural Services For Madison Township Firehouse".