

WASHINGTON TOWNSHIP, MARION COUNTY

REQUEST FOR QUALIFICATIONS

FOR

ARCHITECTURAL SERVICES

APRIL 5, 2012

DEMOLITION AND CONSTRUCTION OF NEW FIRE STATION PROJECT

Washington Township, Marion County
5302 N. Keystone Avenue, Suite E
Indianapolis, IN 46220

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

A. INTRODUCTION

Washington Township, Marion County ("Township") is interested in receiving written responses to its Request for Qualifications from architects (each a "Responder") related to the demolition of an existing fire station and the design and construction of a new fire station at the same location leading to the possible selection of an architect and the negotiation and execution of an architectural services contract.

B. PROJECT OVERVIEW

The Township intends to demolish an existing fire station located at 8404 Ditch Road, Indianapolis, Indiana, which is commonly known as IFD Station No. 4, and construct a new fire station at the same location ("Project") in order to improve fire protection and emergency services to the citizens of the Township. Demolition, design and construction are all included in the scope of the Project.

The total budget for the entire Project including demolition, design, construction, and construction management costs is not to exceed Three Million Dollars (\$3,000,000.00). Upon completion of the design, the construction of the Project will be publicly bid in accordance with Indiana public bid laws.

It is the Township's expectation that the design and construction management of the Project will begin shortly after award of the architectural services contract. The Project may be undertaken using any construction methodology, including design/build.

C. PROPOSED SCOPE OF SERVICES

The Township is requesting responses to its request for qualifications ("RFQ") for architectural services that will include the providing of professional design services for the Project. The architectural services shall be performed during the design, demolition, and construction phases of the Project and concurrently with construction management services provided by a separately retained construction manager.

D. REQUIRED INFORMATION FOR RESPONSE TO RFQ

Each response to this RFQ shall, at a minimum, include all of the following:

1. Name and title of the individual who is responsible for the response, including business mailing address, fax, telephone numbers and e-mail address;
2. A brief description of the business, its experience and capabilities, length in business, and how its selection would benefit the Township;

3. A detailed description of the Responder's experience in providing architectural services for any local or state public project located in Indiana in the last ten (10) years, including contact information of the public owners of such projects;
4. A detailed description of Responder's experience in providing architectural services for any fire station or other similar type projects in the last ten (10) years, including contact information of the owners of such projects;
5. Relevant biographical information with respect to the members of the business who would be assuming primary responsibility for the services identified herein;
6. References from at least five (5) private or public owners that you have performed architectural services within the past ten (10) years;
7. A statement confirming Responder is licensed to practice architecture and/or engineering in Indiana;
8. Details of any relevant criminal investigation or conviction, material pending litigation, regulatory or civil enforcement action pending against Responder's business and whether Responder is on a "banned" list or otherwise prohibited from bidding on or obtaining work from any public entity; and
9. A copy of Responder's insurance certificate detailing all insurance policies and limits.

E. RESPONSE TO RFQ DEADLINE

All Responders interested in providing architectural services for the Project shall submit their respective response to this RFQ by no later than 4 p.m. April 25, 2012. All Responders shall timely submit eight (8) copies of their responses to this RFQ to the attention of Ms. Lori McQueary at the Township's office located at 5302 N. Keystone Avenue, Suite E, Indianapolis, IN 46220. The Township expressly reserves in its sole discretion the right to change this due date or time for responses to the RFQ and to open any response received by the Township after the due date and time.

F. IMPORTANT INFORMATION

1. The Township Trustee has appointed a committee ("Review Committee") which will review the responses to the RFQ, invite one or more of the Responders to make a presentation to the Review Committee and make a recommendation to the Trustee. The Trustee may accept or reject the recommendation of the Review Committee and will make the ultimate selection of the architect, but may elect not to select any of the Responders or to cancel the Project.
2. Township creates no obligation, expressed or implied, of any kind or description in issuing this request or receiving a response. Neither this request nor the response shall be construed as a legal offer.

3. Township assumes no responsibility or liability for any expenses incurred by the Responder, or prospective Responder, in connection with the preparation or delivery of a response, requested interview or any action related to the process of completing and submitting a response to this request.
4. Township reserves the right: to reject any and all responses with or without cause; waive irregularities in all procedures related to this request; make inquiries of responding businesses and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary; and request and receive such additional information as Township deems necessary.
5. No Responder shall initiate *ex parte* communications with the Trustee, the Township Advisory Board or the Review Committee concerning the selection. A member of the Review Committee, a member of the Township Advisory Board or the Trustee may initiate a communication with a Responder to establish a presentation date, obtain additional information from the Responder or impart information. As noted below in Section G., no information imparted to a Responder shall be considered valid and official unless such information is in writing signed by the Township Trustee or its legal counsel. Township also reserves the right to conduct discussions, oral or written, with Responders determined by Township to be reasonably viable for selection, to clarify issues and to interview Responders and any references provided.
6. Township shall be deemed owners of all information and documentation submitted by Responders to this RFQ.
7. Responses to this RFQ may be modified or withdrawn in writing received prior to the exact hour and due date specified for receipt of responses. The Responder's authorized representative may also withdraw the proposal in person, providing his or her identity is made known and he or she signs a receipt for the withdrawn response. Responses may not be withdrawn after the due date and time for submission has passed except upon the express written consent of Township.

G. QUESTIONS

Any questions regarding this RFQ shall be submitted in writing to Ms. Lori McQueary at lori.mcqueary@indy.gov by 4 p.m. on April 16, 2012. Following the question submittal due date, the Township Trustee will determine the questions that merit a response and a list of the responses will be collated and distributed shortly thereafter to all known Responders. Township Trustee reserves the right to judge whether any questions should be answered. Only written answers issued by the Township Trustee or its legal counsel will be considered official and valid.

H. COMPLIANCE WITH LAWS AND LICENSES

Responses shall be in compliance with all laws, rules, regulations, codes and standards applicable to this RFQ and the Project. Responder shall be responsible for obtaining and maintaining all necessary licenses in the State of Indiana to provide all the design services requested herein.

I. AWARD

The award of any contract arising out of this RFQ and its final negotiation and execution shall be at the sole discretion of the Township Trustee.

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