

BST&G Fire District Board of Trustees, Delaware County, Ohio

Request for Qualifications (RFQ) for Architect To Design a New, Additional Fire Station

Project Name: BST&G Additional Fire Station (“Project”)

Owner/Contracting Authority: Fire District Board of Trustees
Sunbury, Delaware County, Ohio (“Owner”)

Project Site/Location: New Fire Station
Land Acquisition is in process.

Format: Statements of Qualifications shall be submitted in the following format:

Number of copies (stapled, not bound): 6

Number of electronic copies (.pdf on flash drive):1

Paper size: 8 ½" x 11”

Number of pages per copy: Not to exceed 20, one sided only.

Submission Response Deadline:

November 3, 2023 at 3:00pm local time (Eastern Standard Time).

It is the responsibility of the person submitting to be sure statements are received by this deadline.
Statements received after this deadline shall not be considered.

Public Bid Opening:

November 6, 2023 at 6:00pm local time (Eastern Standard Time).

Located at:
350 W. Cherry St.
Sunbury, Ohio 43074

Submit to: BST&G Fire District
Attn: Chief Christopher Kovach
350 W. Cherry St.
Sunbury, Ohio 43074

Pre-bid Informational Package: Available at www.bstgfire.org

Packaging: Sealed opaque envelope (separate from mailing envelope) clearly labeled on the front:

“Statement of Qualifications – BST&G Additional Fire Station”

General Description of the Project:

Fire Station: The BST&G Fire District is looking to build a new single or two-story, wood frame or light gauge metal framed, brick/ split-faced block, standing seam metal roof (administration & living areas) and pre-engineered structure with standard pre-engineered siding and standing seam metal roof with mezzanines (apparatus bays and support areas). The structure will be approximately 15-25,000sf square feet in size.

The project construction budget has not been established, and the owners will rely on accurate, reliable cost estimating from the selected architect. The selected architect shall also provide services for a lot split, once the final location has been determined. The architect shall also provide a space and needs assessment of the current fire station to determine if that facility will continue to meet the needs of the department.

Communications Restrictions: Please note the following policy concerning communication between consultants and the BST&G Fire District during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited: Any discussions or marketing activities related to this specific project.

Allowable communications include: Technical or scope of services questions specific to the project or RFQ requirements.

Requirements for Statements of Qualifications:

Statements of Qualifications are for a Project Architect and shall include the following:

- History of the design professional firm;
 - Location of the firm and distance to Project Site/location;
 - Description of the firm’s facilities and equipment;
 - Names and experience of the firm’s owners, principals and key personnel in the firm.
 - Names, education, technical training, experience, and any specific technical expertise of the project architect assigned to this project, other architects and design professionals, and other key technical personnel to be assigned to this project;
 - Fire Station Design experience;
 - Evidence of producing successful fire stations at a reasonable cost (provide dates of completion and square foot construction costs);
 - Provide examples of successful cost estimating;
 - Previous work performed for the Owner;
 - Previous work performed for other cities, villages, townships, and fire districts;
 - Professional References.
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Ranking and Negotiations: As required by Ohio Revised Code 153.65-73, responding firms’ statements of qualifications will be evaluated and ranked in order of their qualifications. Following this evaluation, the Owner will enter contract negotiations with the most highly qualified firm.

Source of Funding: Funding for the new fire station has yet to be determined.

Project Schedule: Design to immediately follow design professional selection.

Design and drawings completed by March 29, 2024