

Request for Proposals
for the
Design of a New Municipal Building
and for a separate
Justice Center
for the
City of Oxford, Ohio

The City of Oxford, Ohio seeks proposals from qualified Architects interested in providing all professional Architectural services necessary to design both a Municipal Building and a separate Justice Center for the City of Oxford.

I. Introduction

The City of Oxford encompasses 5.7 square miles in the northwestern corner of Butler County and has a population of approximately 22,000. Over 44% of the population is between the ages of 20 and 24 due to the strong influence of Miami University.

The present Municipal Building at 101 East High Street was built in 1939 and is the home to the City's Administrative offices, Finance Department, Community Development, Service Department, and Police Department.

Butler County Area I Court is located at 118 West High Street. This Court serves Oxford and Oxford Township. The Oxford City Council Chambers are one in the same as the Area I Court Room.

A Facility Programming and Needs Assessment report describing program space requirements, existing buildings, work flow, internal operation relationships and projected overall building areas has been completed by Michael Schuster Associates and is available to the Architect. The report provides the City with options for selecting design approaches for the facilities.

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Project "A" will be for the design of a new Justice Center to house all functions of the City's Police Division as well as a Court Facility. The City has determined this facility will be built on the City owned surface parking lot at the southeast corner of Main Street and Church Street.

Project "B" will be for the design of a new Municipal Building on the site of the current Municipal Building at 101 East High Street. While the current building is expected to be razed, the City desires existing design elements such as arched windows and front pillars to be incorporated into the new design.

II. Purpose

The City is preparing to construct a new Justice Center and a new Municipal Building by hiring an architecture firm (Architect) to design the facility and provide documents for bidding and construction of the building and site improvements. The City does not possess environmental or geological data for the sites in question. The Architect shall include in their proposals, the prudent evaluation of possible health or environmental hazards and the suitability of the proposed sites for construction of public buildings. As alternates, the City is also requesting proposals for interior design and construction inspection services. The design must reflect the results of the Facility Programming and Needs Assessment Report and the option(s) chosen by the City for the site. The documents must be sufficiently complete and detailed to provide for competitive bidding and construction of the facility.

The proposed site of the Oxford Justice Center is adjacent to the proposed “Bella Place” development. The Architect is expected to work with the “Bella Place” design team/owner to coordinate underground parking, building foundations, and infrastructure where possible.

III. Description and Distribution of Services

1. The City will provide to the Architect a complete Facility Programming and Needs Analysis Report prepared by Michael Schuster Associates that covers programming, space schematics and flow diagrams, a survey of existing facilities, and projections for future space needs.
2. The City does not possess environmental or geologic data for the sites in question. The Architect shall include in their proposals the prudent calculations of possible health or environmental hazards and the suitability of the proposed sites for construction of public buildings.
3. The City will provide standard front-end bidding documents. Please note: **This will be a prevailing wage project.**
4. The Architect will provide to the City (at a minimum or will explain variations to this listing):
 - A. The Architect shall plan to meet at least monthly with City representatives and for a review by the City Building Committee at each stage of design. The Architect shall also plan on at least four visits to similar facilities in the region.
 - B. A schedule of at least four presentations and stages in design development, public presentations, and making a final presentation to City Council. A three-dimensional model must be included for the final presentation and future display.
 - C. A design for the new facility based on the furnished space need report.

- D. A design for secure underground parking at both facilities.
 - E. Coordination of owner's data (such as survey, geotechnical engineering, and utility analysis).
 - F. Construction drawings and specifications, including shop drawings.
 - G. Construction costs and operations cost estimates (for energy and maintenance).
 - H. Civil and landscape design for the portion of the site that would include the building layout parking, underground parking, and exterior building circulation within the overall site design.
 - I. The design must be presented to and approved by the Oxford City Council.
 - J. Submit plans to and obtain permit approvals from the Oxford Building Department.
 - K. Administrative assistance for the bidding process, contractor review, pre-construction coordination, and change orders.
 - L. Project coordination with the Construction and Design team for the "Bella Place" project adjacent to the proposed site of the Oxford Justice Center.
 - M. Record drawings and post-contract evaluation.
5. ALTERNATE ONE, the Proposal must include a separate fee proposal for Interior Design services. Interior design services will include comprehensive design of finishes, wall and floor coverings, lighting, and furnishings. A survey of existing furnishings will be necessary for preparing cost estimates and design proposals.
6. ALTERNATE TWO, the Proposal must include a separate fee proposal for on-site project representation and inspection services. In addition to the standard contract evaluations of the work, this alternate proposal must cover supervision of materials testing, review of trade coordination for location of mechanical work, verification of specified materials, certification of payments to the contractors, and conformance with the construction documents on a regular interval of at least once a week. Additional visits may be needed depending on the state and complexity of the work in progress.

IV. Schedule of Work

The City requires that the design and construction documents be completed by **October 15, 2007**.

V. Final Product

The design and construction documents shall include, at a minimum:

1. All drawings and specifications necessary to thoroughly explain the project for construction. The documents must be noted so that each of the major trades can be under a separate contract.
2. All structural, electrical, mechanical, utility, plumbing, and site drawings.
3. The Architect shall submit to the City fifteen (15) printed copies and one (1) mylar copy of the final construction documents to the City. The architect is responsible for advertising the project and providing the bidders and successful contractors with copies of the documents.
4. An operations cost estimate (for energy and maintenance).
5. A detailed construction cost estimate.

VI. Submission Requirements

All interested Architects shall include in their proposal the following information:

1. 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 project.
2. 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.
3. The Architect shall identify any expected sub-consultants and list their key personnel and qualifications.
4. Demonstration of expertise and knowledge in municipal facility design, to include Police Department holding facility standards. A list of similar projects under design and completed along with references shall be provided with telephone numbers and contact names.
5. Demonstration of modern technology incorporated into building design and function including telecommunications and networking, HVAC efficiency and control, and the safety and security of persons and property. The City also desires an environmentally friendly design using established "Green" concepts.
6. How the firm would approach the planning, organizing, and management of a project of this nature. Include the projected workload over the next nine (9)

months and the total number of staff in the project office. In the Proposal, the Architect must provide a detailed time schedule to complete the design, including dates for formal presentations, schematics, design development, and construction documents.

7. An outline explaining the scope of the project with the Architect's responsibilities and a description of the design and construction documents that will include any additional information beyond the minimum identified in item IV above.
8. An Opinion of Probable Construction Costs for both Project "A" and Project "B" based on the study performed by Michael Schuster Associates. This estimate should list estimated costs for underground parking for both projects, and should also list an estimate for an additional floor (vacant shell for future expansion) for each project.
9. **FEE PROPOSAL** – Include a fee proposal in **a separate sealed envelope**. A "Not-to-Exceed" amount for the total cost of the projects must be included. The City may award a contract for either Project "A" or Project "B" or Projects "A and B" to multiple architects at the City's sole discretion. Should an alternate be awarded, it will be awarded to the successful Architect for the project defined. The City has included a Fee Proposal form that shall be submitted with the proposals in a separate sealed envelope. Cost of services, including the fee and definition or description of reimbursable expenses, if any, are to be proposed, as well as stages of completion for payments. The consultant shall submit a lump sum not to exceed fee based on the scope of services as stated above. This fee shall be substantiated by detailing the hours anticipated for each task along with the personnel classification(s) to complete the task.
10. **Proposals shall be limited to no greater than thirty-five (35) pages.**
11. **The Architect shall provide six (6) copies of the proposal.**

VII. Selection of Architect

The criteria the team will use in evaluating the proposals will include, but not be limited to the following:

- Qualifications of key personnel assigned to the project.
- Similar project history.
- Review of functional design capability, cost estimate accuracy, aesthetic achievement on previous projects.
- Current workload and ability to meet the time schedule.
- Current working relationship with the City of Oxford.
- Demonstration of the thorough understanding of the project and the Facility Needs Assessment Report.

- Quality of Proposal and Presentation(s).
- Cost of Services

VIII. Interviews with Prospective Architects

A City of Oxford Construction Process Team, comprised of approximately five (5) employees to include the City Manager, Service Director, Police Chief, Community Development Director, and City Engineer, will evaluate submissions by the selected finalists, and reserves the right to interview Architects as necessary. Confirmation of the presentation schedule and additional information will be provided to short listed firms at a later date. The City may also invite members of various City of Oxford Boards and Commissions for their input on a selection.

IX. 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 City in terms of selection and/or will be an integral part of an agreement between the Architect and the City.

1. The City reserves the right to accept or reject any or all proposals and to waive any informalities or irregularities. The City of Oxford reserves the right to accept the proposal deemed most advantageous and in the best interest of the City.
2. By submission of a proposal, the Architect agrees that the proposal shall not be withdrawn nor altered without the written permission of the City for one hundred and twenty (120) days after submission.

Furthermore, the Architect, if selected will enter into an agreement within thirty days after being selected under the terms, conditions, etc., consistent with the submitted proposal or said terms and conditions as mutually agreeable between the City and the Architect.

3. The Architect selected must carry insurance policies which hold the City, its elected and appointed officials, and employees harmless from claims, suits, etc. of the Architect's employees or equipment used for the project. In addition, liability insurance coverage must be provided to protect itself 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 its employee, and from destruction of tangible property including loss of use resulting there from; and from claims rising out of the performance of professional services caused by errors, omission or negligent acts for which he is legally liable.
4. There will be no reimbursement for costs incurred by the Architect prior to a contract with the City.

5. The Architect must provide all necessary labor, equipment, and materials necessary for completing the work unless otherwise agreed to in writing.
6. The Architect must assure the City of Oxford 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 non-occupational related factors.
7. Access to the proposed building sites must be approved by the Service Director prior to any entry upon the property.

X. Deadline for Submission of Proposals

Six (6) copies of proposals shall be marked "Proposal for Architectural Services" and submitted to the office of the Director of Service, Michael Dreisbach, at 101 E. High Street, Oxford, Ohio, by 4:30 p.m. EDT on Wednesday, April 25, 2007. **The fee proposal must be included in a separate sealed envelope.**

XI. Inquiries and Additional Information

Additional information may be obtained by calling the City of Oxford Service Director, Mr. Michael Dreisbach, at 513.524.5206.

Advertise: *Cincinnati Enquirer*

April 11, 2007
April 18, 2007



Request for Proposals
Architectural Services
April 25, 2007

FEE PROPOSAL

Oxford Justice Center (Project "A")

- Professional Architectural Services

\$ _____

Amount in Words _____

- Alternate #1

\$ _____

Amount in Words _____

- Alternate #2

\$ _____

Amount in Words _____



Request for Proposals
Architectural Services
April 25, 2007

FEE PROPOSAL

Oxford Municipal Building (Project "B")

- Professional Architectural Services

\$ _____

Amount in Words _____

- Alternate #1

\$ _____

Amount in Words _____

- Alternate #2

\$ _____

Amount in Words _____
