



City of Powell, Ohio - Request for Qualifications (RFQ)

Facilities Master Plan and Growth Strategy including Facility Condition Assessments and Facility Needs Assessments

1. Public Announcement of Contract and Request for Qualifications

Dated May 31, 2024

The City of Powell, Ohio (the "City") is issuing this Request for Qualifications ("RFQ") from firms qualified to provide comprehensive planning services, including a Facility Condition Assessment, Facility Needs Assessment, and the resulting Facility Master Plan and Strategy for their City Hall, Police Department, and Public Service/Parks complex of buildings.

2. Project Overview

The City of Powell, Ohio aims to assess the current conditions and future needs of its key municipal facilities to develop a comprehensive strategy for maintenance, upgrades, and expansions and/or new construction. This project encompasses:

- A Facility Condition Assessment of City Hall, the Police Department, and Public Service/Parks complex and related facilities.
- A Facility Needs Assessment to determine current and future requirements.
- Development of a Facility Master Plan and Strategy to guide future improvements and investments of Powell.

3. General Information

Interested firms should respond to this RFQ by submitting a single PDF and five hard copies presenting their qualifications as outlined below, no more than 10 MB, via email to Grant Crawford, Director of Public Service, at gcrawford@cityofpowell.us and by US Mail to 47 Hall Street, Powell, OH 43065. The email subject line and envelope should read, "POWELL FACILITY MASTERPLAN AND CONDITION AND NEEDS ASSESSMENT PROJECT." RFQ responses will be received by the City until 5:00 pm, local time, July 2, 2024. Late submissions will not be considered.

4. Background Information

The City of Powell, Ohio, is a vibrant suburban community located in Delaware County, just north of Columbus. Known for its high quality of life, Powell boasts a charming downtown area, excellent schools, and numerous parks and recreational facilities. The city operates under a Council-Manager form of government, where the elected City Council appoints a professional City Manager to oversee daily operations and implement policies. The City Council consists of six members and a Mayor, all elected at-large, who work collaboratively to ensure the city's strategic growth and development.



Powell is committed to comprehensive planning and economic development initiatives to enhance its community and attract businesses. The city's Comprehensive Plan outlines a vision for sustainable growth, focusing on preserving the character of established neighborhoods while promoting new development in designated areas. Key initiatives include the enhancement of transportation infrastructure, expansion of parks and green spaces, and support for local businesses through economic development programs. Powell's proactive approach to planning and development ensures a balanced and thriving community, making it an attractive destination for residents and businesses alike making these improvements a priority for the City.

In recent years, the City of Powell has recognized the pressing need for the renovation and expansion of its municipal facilities, including City Hall, the Police Department, and the Public Services building. These critical structures, which have served the community for decades, are now facing issues of age-related deterioration and are increasingly inadequate to support the growing scope of services required by a burgeoning population. The existing facilities struggle to meet current operational demands and lack the necessary space and modern amenities to function efficiently. This has highlighted the urgency for comprehensive assessments and strategic planning to ensure that these buildings can support Powell's future needs. By addressing these infrastructure challenges, the city aims to enhance service delivery, ensure public safety, and foster a more effective and responsive government.

5. Scope of Services

The selected firm shall provide the following services:

Primary Services:

1. Facility Condition Assessment:
 - a. Conduct detailed inspections of the City Hall, Police Department, and Public Service/Parks complex.
 - b. Evaluate the structural, mechanical, electrical, plumbing systems, building controls, utility demands, fire protection, roof systems, lighting (interior and exterior), parking conditions, security, ADA needs, 2024 Ohio Building Code compliance analysis, Powell Fire Code compliance analysis, and stormwater controls at each facility.
 - c. Conduct Structural Engineering Analysis of each facility.
 - d. Identify IT infrastructure condition and deficiencies at each facility.
 - e. Identify deficiencies, maintenance needs, safety and security issues, and useful life expectancy of building components at each facility.
 - f. Identify opportunities for efficiencies at each facility.
 - i. Assess current energy use and recommend improvements for energy efficiency.
 - ii. Include potential for renewable energy integration (solar, geothermal, etc.).
 - g. On-Site Facility Assessment
 - i. Conduct on-site inspections of each property. Inspections shall, at a minimum:



1. Capture, and document basic asset information within an asset inventory for major building systems and equipment:
 - a. Equipment/asset type
 - b. Location (Site, building, etc.)
 - c. Description/Function
 - d. Manufacturer
 - e. Model number
 - f. Age and estimated remaining life
2. Identify the current physical condition of each building system or asset in accordance with a condition rating scale to be determined in collaboration with the City as part of item 1 above. Document any existing deficiencies with recommendations for corrective action.
3. Analysis and Reporting
The results of the on-site inspections and resulting analysis shall be detailed in a professionally prepared Facilities Condition Assessment Report. The Facilities Condition Assessment Report shall be on a building-by building basis.
- ii. The Report should, at a minimum:
 1. Include the asset information and condition ratings collected during the on-site inspections.
 2. Identify, categorize, and prioritize the observed deficiencies and recommended corrective actions with cost estimates.
 3. Quantify the extent of deferred maintenance and calculate the existing Facility Condition Index (FCI) for each building.
 4. Develop 10-year expenditures forecast of the necessary capital repairs, replacements and/or renewals necessary to preserve the functionality of major building systems or components with estimated costs. Equipment or system replacement costs identified within the 10-year time schedule can be developed on a separate Spreadsheet on a per building basis.
- h. The outcome of this phase shall produce a detailed report for each facility including:
 - i. Facility Condition Assessment Report
 - ii. Useful lifespan assessment for all facilities and components related thereto
 - iii. Required major capital improvement needs
 - iv. Identified deficiencies
 - v. Identified efficiency opportunities
 - vi. Detailed cost estimates and potential timelines for all improvements
2. Facility Needs Assessment:
 - a. Assess current space utilization and future space requirements.
 - b. Understand programmatic needs now and in the future.
 - c. Conduct stakeholder interviews and workshops to gather input on operational needs.



- d. Evaluate existing IT infrastructure and proposed upgrades for smart building technologies.
 - e. Include considerations for future technology trends and their impact on facility needs.
 - f. Identify staff limitations to be addressed in the final masterplan.
 - g. Identify operational limitations to be addressed in the final masterplan.
 - h. Develop a detailed program of requirements for each facility.
 - i. Completely understand the future land uses and redevelopment efforts concerning all facilities.
 - j. The outcome of this phase shall produce a detailed report for each facility including:
 - i. Comprehensive Facility Needs Assessment Report
 - ii. Current space needs
 - iii. Current space limitations and associated factors
 - iv. Projected space needs for 25 year outlook
 - v. Projected additional staffing, storage, and facility footprint
 - vi. Identification and consideration in regards to city redevelopment plans
3. Facility Master Plan and Strategy:
- a. Understanding the Develop a comprehensive master plan outlining recommended upgrades, renovations, expansions, and/or new construction.
 - b. Provide Cost Estimating / Value Analysis within the master planning product.
 - c. Provide a detailed cost benefit analysis of the proposed improvements and their long term financial impact including new construction options.
 - d. Identify potential funding sources and strategies for financing the improvements.
 - e. Consider multiple site options for location/relocation of facilities taking into consideration the multiple master planning efforts being conducted by the city.
 - f. Provide conceptual and schematic design options including facility site layout options and cost estimates for recommended improvements.
 - g. Include Landscape Architecture for all planning strategies.
 - h. Establish a phased implementation plan prioritizing critical needs and long-term goals.
 - i. Final presentations to staff, city council, and the community (as desired by Powell)
4. Throughout each phase of the projects, the consultant shall provide:
- a. Public Engagement Services (as desired by the City of Powell)
 - b. Consideration for sustainability in design process.
 - c. Executive Leadership and City Council Engagement



6. Related Project Information

H&K Architects performed a facilities needs assessment in 2005. The previous study can be found here: [2005 Assessment.pdf](#)

H&K Architects performed a Conceptual Studies Update for City Hall, the Lechler Building, and Service Center in 2021. That study can be found here: [2021 Assessment.pdf](#)

The City of Powell adopted a comprehensive plan update in 2015. It can be found here: <https://cityofpowell.us/comprehensive-plan/>

The City of Powell is currently underway with a Parks and Recreation Masterplan being conducted by MKSK. As a part of this plan, MKSK will be making some facility recommendations regarding parks and recreation and public service facilities. Coordination with MKSK will be required between the selected firm and MKSK.

The City of Powell is currently working with a planning firm to perform an analysis of the Village Green redevelopment. This includes the park, city hall, and the police department. The selected firm will be required to coordinate their efforts around the pending recommendations of the Village Green planning project.

The City of Powell is also in the midst of a remodel to the Lechler Building (one of the Public Service buildings). This is being conducted by Shyft. Planning efforts shall take these improvements into consideration.

Some existing blueprints of facilities are available and will be provided to the selected firm. Note: Some of the building improvements are not detailed on blueprints. The existing blueprints can be found here: [Blueprints](#)

Current photos of the facilities were taken to show examples of the existing condition of the facilities. These photos are not a comprehensive documentation of each room in every building, rather examples of spaces and space utilization throughout the city. Photos of the facilities can be found here: [Facility Photos](#)

7. Submission Requirements

Please submit your proposal in the following order:

COVER LETTER:

-Highlight four specific and unique qualities that set your firm apart in providing the requested services.

CONTACT INFORMATION:

- Provide the firm's Principal in Charge and primary Point of Contact for this project, including telephone numbers and email addresses.



ORGANIZATIONAL CHART:

- Include an organizational chart of the proposed team, specifying roles and firm affiliation for each member.

GENERAL INFORMATION:

- Provide an overview of the lead firm, including history, office locations, primary focus markets, and specialty services.
- Include similar information for any sub-consulting firms.

RESUMES OF KEY PERSONNEL:

- Include resumes of the Principal in Charge, Project Manager, primary Planning Professionals, and other key personnel, highlighting relevant experience.

FIRM'S AND CONSULTANT TEAM'S EXPERTISE:

- Demonstrate expertise in planning and designing similar projects in Ohio.
- Provide preliminary observations regarding the project and initial thoughts on the study.

RELEVANT PROJECTS:

- List all relevant projects completed in the past five years, including project owner, description, completion date, services provided, and reference contacts.

PORTFOLIO DETAIL:

- Provide detailed information on three projects that best represent your firm's similar or exemplary work, including photographs, planning documents, and client references.

LETTERS OF REFERENCE:

- Include two letters of reference, preferably related to the highlighted projects.

PROPOSED PROCEDURES AND SCOPE OF ACTIVITY:

- Outline your proposed methods for gathering input from the city, and provide examples of past experience in similar engagements.
- Provide details about your project approach and outline your scope of activity associated with each phase of the planning process.
 - a. Facility Condition Assessment
 - b. Facility Needs Assessment
 - c. Facility Master Plan
- Provide a detailed project management plan, including a timeline, key deliverables, and milestones for each phase.



- Provide a risk management plan that identifies potential project risks and mitigation strategies.

- Provide a written plan to ensure the coordination with ongoing projects such as the Parks and Recreation master plan, Village Green redevelopment, and other relevant city planning efforts.

ABILITY TO PROVIDE SERVICES:

- Demonstrate the firm's ability to commence services in January of 2025, including a list of substantial current and pending projects.

PAST EXPERIENCE WITH THE CITY:

- Detail any previous experience working with the City of Powell.

PROCESS AND TIMELINE:

- The City of Powell expects to include the planning fee for this project in the 2025 annual budget. Therefore, the City of Powell expects to negotiate with the selected firm in the summer of 2024 and have a contract ready to be executed as soon as the budget is effective in 2025.

- Understanding this process, please provide a proposed process and timeline for completing all three phases.

INSURANCE COVERAGE:

- Include information on the firm's insurance coverage, particularly commercial general liability and professional liability limits. Powell has detailed insurance requirements that can be found in their standard Professional Services Agreement, included as Exhibit A. Click here for Exhibit A: [Professional Services Agreement - Exhibit A.docx](#)

CLAIMS INFORMATION:

- Disclose any claims asserted against the firm or by the firm within the past ten years, including current status and resolution.

PROPOSED MODIFICATIONS TO AGREEMENT TERMS:

- Submit any proposed modifications to the terms of the standard Professional Services Agreement, included as Exhibit A: [Professional Services Agreement - Exhibit A.docx](#)



8. Anticipated Procurement and Services Schedule

Activity	Date
Pre-Submission Site Tour	June 17, 2024 @ 9am (47 Hall Street)
Deadline for Submitting Questions	June 20, 2024 @ 5pm
Answers and Clarifications Issued, if any	June 25, 2024 @ 5pm
RFQ Response Submission Deadline	July 2, 2024 @ 5pm
Notification of Interviews	July 19, 2024 by 5pm
Interviews	July 25, 2024, times TBD
Negotiation with Selected Firm	July 29, 2024 – August 2, 2024
Contract Issued	January 2025
Final Presentation and Completion	December 2025

9. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Demonstrated experience and expertise in similar projects. – 20%.
- Qualifications and experience of key personnel. – 20%.
- Understanding of project requirements and proposed approach. -40%.
- Ability to commence services as requested in the RFQ. – 5%.
- Quality of references and past performance. -10%.
- Compliance with submission requirements. -5%.

10. Contracting Details

The City of Powell will use its standard Professional Services Agreement for the contracting of these services. Any proposed modifications must be submitted as part of the RFQ response.

11. Public Records Disclosure

All information submitted in response to this RFQ is subject to disclosure under Ohio's Public Records Act, ORC 149.43.

12. City Not Liable for Costs

The City is not liable for any costs incurred by firms in preparing and submitting responses to this RFQ.

13. Contact Information

For questions and clarifications regarding this RFQ, please contact:

Pete Bales, President, Local Gov Consultants

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