



**REQUEST FOR PROPOSALS
RFP #18-1817**

**CITY OF LEBANON, OHIO
FIRE FACILITY STUDY**

February, 2018

CITY OF LEBANON
WARREN COUNTY, OHIO
REQUEST FOR PROPOSALS
CITY OF LEBANON FIRE FACILITY STUDY

I. Overview

The City of Lebanon (the "City") is currently seeking proposals from consulting firms to evaluate the City's immediate and long-term fire facility needs. The City is considering decommissioning the existing Station 41, located at 20 W. Silver Street, and constructing a new facility to serve the Community. The study will focus on the objectives outlined below.

Direct questions regarding this request for proposals can be sent to Steve Johnson, Fire Chief, via email at sjohnson@lebanonohio.gov or 513-228-3850. **Consultants interested in this project are strongly encouraged to schedule a meeting with Chief Johnson to discuss the project prior to submittal.**

II. Project and Services

The City of Lebanon has a population of just over 20,000 residents and an area of just over 12 square miles. Lebanon is the County seat of Warren County, one of the fastest growing counties in Ohio. Currently, Lebanon is served by 2 fire stations as show on the attached map. Station 41 is located in Downtown, and is the largest call volume station. Previously, it had been a laundromat but was acquired and renovated into a fire station in 1985. Station 41 handles 2,700 to 2,800 calls per year, with Station 42 handling 700 to 900 calls per year. The focus of this study is the replacement of Station 41 with a new fire station ideally situated to serve the community. Station 41 currently houses 7 Firefighters per shift, as well as an administrative office. At a minimum, the new Station 41 will support the following personnel and facility requirements:

Bay space to adequately house a frontline ladder truck, engine, two medic units, and a battalion SUV. A conference area community/training room able to accommodate a minimum of 40 individuals based on seating/chairs only. An NFPA compliant gear storage area able to accommodate 40 gear sets, an SCBA compressor & maintenance room, an EMS storage room, a general maintenance work area/tool shop, and a gear clean room/extractor.

Overnight accommodations for 8 line personnel, prefer common sleep space with compliant dividers as well as separate sleeping accommodations for 2 on-duty officers. (2 individual bedrooms.) Bath/shower facilities, kitchen and dining as well as locker/changing area for this same minimum on-duty staffing of 8 personnel. An after-hours/TV area and physical fitness area. The administration offices will move to this station so office space for the fire chief as well as the admin assistant, the shift commander and an on duty lieutenant. An adequate common conference area as well as a watch office for the on duty crews.

It is critical that the new facility be located in a manner that adequately serves both the existing population base, as well as the future growth areas identified by the City. As part of this study, the consultant will be asked to provide detailed information in the following areas:

1. Based on the City's current and projected operational needs, estimate the necessary square footage of the new fire facility, including a very general building layout footprint.
2. Based on a review of the City's call history, current population distribution, future growth areas, and response times, identify the preferred location for a new fire facility. Review up to 2 other locations provided by the City using this same criteria.
3. Provide a preliminary cost estimate for the fire facility building construction costs based on the recommendations outlined above (not including site development costs, etc.). The City will provide general guidance in terms of architectural design guidelines as it relates to building materials.

III. Requested Information

To properly assess each Respondent's qualifications for this Project, the City requests that each Respondent respond with the following information in the order that it is presented below. Responses must be limited to the experience of the branch office and/or individuals that will have direct responsibility for the execution of the Project.

A. Technical Qualifications

Respondents to the RFP shall demonstrate their ability to perform the Work by providing the technical qualifications of the Respondent, and individual team members. The Evaluation Committee will give most consideration to experience related to studies of a similar nature to this project.

The Evaluation Committee reserves the right to conduct an independent investigation of the Respondent's technical qualifications by contacting Project references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluation of technical qualifications. At a minimum, the Respondent and its subcontractors shall provide the following information to demonstrate their technical qualifications:

1. **Fire Facility Site Selection / Study Experience** — The Respondent shall provide its individual member and collective experience in fire facility site selection, operations, and response time study experience. Describe in greater detail projects most similar to this Project.
2. **Design / Estimating Experience** — The Respondent shall provide its engineering and design experience to ensure that they can adequately estimate the building construction costs for the facility.

3. **Key Project Staff** — The Respondent shall provide the qualifications of all key staff assigned to the Project. This submission shall include the key staff of the contracting firm, its parent (if applicable), and partner firms. Information shall include length of time practicing in the profession, familiarity with design and construction of fire stations, and proposed project leadership. Full resumes of key personnel shall be provided.

Along with the above information, Respondent must provide all relevant professional licenses and certificates of registration required to fully perform the Project.

B. Relevant Project Experience

In addition to providing technical qualifications and experience, the Respondent shall provide a list of up to five directly relevant projects completed within the past ten years that the Respondent has been involved with. A brief description of these selected projects shall be provided, including the history of operation, current status, and a description of the Respondent's specific involvement in these projects.

C. Scope of Work Review

Based on the description of the project and concept plans that have been developed to date, briefly evaluate what you consider to be any key challenges for the project and areas that are critical for the project's success.

E. Qualifications Evaluation Criteria

The criteria that the City will use to evaluate the RFPs include the following:

1. Competence to perform the required services as indicated by the technical training, education, and experience of the Firm's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the Firm who would be assigned to perform the services associated with the Project;
2. Ability of the Firm in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required professional services competently and expeditiously, and experience working on similar types of projects;
3. Past performance of the Firm as reflected by the evaluation of previous clients with respect to such factors as, quality of work, dispute resolution, administration of subcontractors, and meeting deadlines and the past performance of the Firm;
4. Other qualifications that are consistent with the scope and needs of the Project including, but not limited to, knowledge of the local

area, working relationships with local professionals, and the general response to the scope of work review.

5. Scope of work and cost proposal for said Project.

The Evaluation Committee, at its sole discretion, shall have the right to seek clarifications from each of the Respondents in order to fully understand the nature of the submissions and evaluate and rank the Respondents.

A Respondent shall be considered responsive if the RFP responds to all material aspects and contains no irregularities or deviations from the RFP. Each Respondent that is rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding in writing.

After completing its review of the SFPs, the Evaluation Committee will recommend to the City the preferred consultant. The short-list approved by the City will be distributed to each Respondent.

F. Response Instructions

Questions regarding this RFQ may be directed to the Fire Chief for the City of Lebanon:

Steve Johnson
Fire Chief
City of Lebanon
50 S. Broadway Ave.
Lebanon, Ohio 45036
513.228.3850 office
Email: Sjohnson@lebanonohio.gov

Each Respondent must submit five (5) copies of its response to this **RFP** to the **City Manager** by **2:00 p.m.** on Wednesday, February 28th. Submittals should be sent to:

City Manager
50 S. Broadway Avenue
Lebanon, OH 45036

Write on the outside of the sealed envelope or box: "Statement of Qualifications for the Lebanon Fire Facility Study Project"

The RFP must be separated into the following sections:

1. General Design-Builder Information
2. Technical Qualifications
3. Relevant Project Experience
4. Scope of Work Review
5. Cost Proposal

Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged.

The City reserves all rights to waive any informalities, irregularities or technical defects in the responses to this RFP.