



**STATEMENT OF QUALIFICATIONS (SOQ)
DESIGN SERVICES
FOR A 40,000 SQ. FT. MIXED USE DEVELOPMENT**

The City of Loveland is requesting Statements of Qualifications (SOQs) from interested and qualified firms for Design Services for a 40,000 sq. ft. Mixed Use Development.

SCOPE OF WORK

The work includes Architectural, Engineering and Design work for a 40,000 sq. ft. mixed use development to be constructed at the current site of Loveland City Hall (see project boundary map). The mixed use development is to include commercial, residential and the future site of Loveland City Hall.

Qualified firms will provide architectural, structural, mechanical, electrical, civil and landscape design services and the bid documents for construction and construction oversight. All design and engineering work shall comply with applicable State and local codes and ordinances.

FORMAT OF STATEMENT OF QUALIFICATIONS

To facilitate review, SOQ submittals should provide the following information in the order outlined:

1. **Firm/Team Qualifications:** Provide a description of your firm's experience and qualifications in architectural, engineering and design. Include experience with state, and local procedures and requirements. Identify proposed team members and responsibilities. Provide individual resumes, outlining credentials and experience.

2. **Experience:** Provide information that explains your level of experience in architectural design and planning for the type of facility outlined in the Scope of Work.

3. Project Understanding: Provide your general understanding of the facility requirements and design specifications and issues regarding the identified project as set forth above under the section titled Scope of Work. Identify and address potential challenges and concerns, if any.

4. References: Provide the name and telephone number for at least four (4) references, in relation to projects similar to the project in the above Scope of Work.

5. Support Data: Include any other relevant information in support of the SOQ. The SOQ shall not exceed ten (10) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction.

CRITERIA FOR STATEMENT OF QUALIFICATIONS

The following criteria will be used in ranking and selection of the successful consultant.

1. Firm/Team Qualifications (50%): Preference shall be given to a firm or team with qualifications that meet the City of Loveland expectations for architectural, engineering, and design.

2. Experience (50%): Preference shall be given to experience in architectural design and planning for the type of facility outlined in the Scope of Work.

SELECTION OF THE CONSULTANT

It is the intent of the City of Loveland review and rank the SOQs. The City of Loveland may choose to interview a shortlist of consultants before making the selection.

The City of Loveland reserves the right to reject any and all submissions to this SOQ, request clarification, and waive informalities/technicalities, if deemed in the best interest of the City of Loveland. The City of Loveland assumes no responsibility for costs incurred in responding to this SOQ.

No overhead rate, fees, or cost information should be included as part of an SOQ.

CONTRACT

The selected consultant will be invited to negotiate a contract with the City of Loveland. A detailed scope of services and associated fees will be developed, agreed to by the selected Consultant and the City of Loveland, and incorporated as part of the contract. The consultant shall not discriminate based on race, color, national origin, or sex in the performance of this contract.

SUBMITTAL OF STATEMENT OF QUALIFICATIONS AND CONTACT PERSON

Seven (7) copies of the SOQ must be submitted no later than 4:30 p.m. on February 15, 2017 to:

David Kennedy
City Manager
City of Loveland
120 West Loveland Avenue
Loveland, Ohio 45140
Telephone: 513-707-1454
Email: dkennedy@lovelandoh.gov

