

ANDERSON TOWNSHIP REQUEST FOR QUALIFICATIONS
ANDERSON TOWNSHIP OPERATIONS CENTER UPGRADES / RENOVATIONS

1. The goal of this project is to position the site, given its acreage limitations, to ensure the provision of key services from this site to a growing/evolving community. This includes maintaining most public services found on the site, including fire and rescue, law enforcement, and public works. See map on reverse side.
2. It is anticipated that professional services rendered by the selected consultant, which will advance this project may include, but will not be limited to: identification/measurement/mapping of current interior and exterior space utilization, interior space planning, and design of building renovations/additions/possible new building construction.
3. Based on the availability of Township funding for implementation, Township's expectation is that the scope of services will, at a minimum, include the following "Phase 1" tasks. *Please note that the following tasks may result in future phases of work, subject to terms agreeable to both the Township and consultant.*
 - *Measurements and calculation of existing interior and exterior space utilization*
 - *Preparation of "as built" plans for the site, including utility services*
 - *Discussion with township staff/departments to understand current limitations, needs, and opportunities*
 - *Conceptual space planning to develop opportunities/approaches to address department needs*
 - *Depiction of best practices from other communities that may serve as inspiration, or be relevant, to the Township's future plans for the site/buildings*
 - *Assessment of probable costs, as well as design issues with associated recommendation (s)*
 - *Identification of phasing strategies/opportunities, to advance the project*
 - *Presentation of options and final recommendations to the Board of Township Trustees*
4. Qualification submittals shall include the following items:
 - *The qualifications of all professional personnel who would assist with this project*
 - *List of similar studies or projects that the firm has completed or in which it is currently engaged*
 - *Availability of key personnel to complete the project*
 - *Contact information for appropriate references*
5. Anderson Township reserves the right to reject all RFQs. Anderson Township is not liable for any costs incurred prior to executing a contract. Based on past services for similar projects, and the preliminary nature of this analysis, the Township is assuming costs for such services will be approximately \$75,000.
6. It is anticipated that the project timeline would begin around May 1, 2023, and that bulleted items requested in #3, above, will be available by February 1, 2024.
7. Five (5) copies of the qualifications, and electronic file of the submittal, must be submitted to Steve Sievers, Assistant Township Administrator for Operations, 7850 Five Mile Road, Anderson Township, OH 45230 by 4:00 p.m. E.D.T., on Wednesday, March 15, 2023. In an effort to facilitate the timely review of RFQs by the review committee, submittals should be limited to 50 pages.

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ANDERSON TOWNSHIP OPERATIONS CENTER MAP

