

# City of Cheviot

## Request for Qualifications

### **Request for Qualification Information**

RFQ name: Darwin Avenue Project

Date Issued: June 15, 2010

Contact Person: Steve Braun

Phone: 513-652-2365

Email: [sbraun@cheviot.org](mailto:sbraun@cheviot.org)

Submittals Accepted Until: July 6, 2010 at 4:00 p.m.

### **Submittals Delivered to:**

Mailing Address: City of Cheviot

Attn: Building and Annexation Committee

3814 Harrison Avenue

Cheviot, OH 45211

**Notice:** Notice is hereby given that letters of interest and statement of qualification will be received by the City of Cheviot, Ohio for the Darwin Avenue Project by filing with the City at the above location.

### **Purpose/Background:**

The City of Cheviot (the “City”) is soliciting requests for qualifications for the purpose of developing a lot currently owned by the City. 3771 Darwin Avenue, Cheviot, OH (Parcel ID #551-0009-0277-00) was purchased by the City through the U.S. Department of Housing and Urban Development’s \$1 Home Program. Due to the condition of the home, the city had it demolished. It is now the City’s intent to contract with a developer who will design, fund and build a LEED for Homes certified, single family residence on this lot.

The City is willing to offer an incentive for the level of LEED certification achieved. The purchase price of the lot will be \$5,000; however, the City will reimburse the developer the purchase price based on these LEED certification levels:

Platinum Level: \$4,999

Gold Level: \$4,500

Silver Level: \$3,500

LEED certified: \$0

### **Qualifications:**

- Developer to have demonstrated knowledge and experience in LEED certified residential construction.
- Familiarity with the City of Cheviot dynamics and housing market.
- Experience working with municipal and regulatory entities.

- Extensive experience working with public outreach including effective communication with private property owners and other stakeholders.

**Submittal Requirements:**

- A cover letter/statement of interest indicating the firm's interest in the project and highlighting its qualifications to perform this project.
- A description of the firm's experiences working with municipal government.
- Statement of qualifications, including related experience with similar types of projects.
- Minimum of three (3) examples/references of similar, completed projects with full contact information (does not count against page limit).
- Responses must be limited to ten (10) sheets, excluding project examples, references, and covers.
- Provide 5 copies of your Submittal.

**Proprietary Proposal Material-** Any proprietary information revealed in the proposal should be clearly identified as such.

**Questions:** Questions regarding this project may be directed to Steve Braun via email at [sbraun@cheviot.org](mailto:sbraun@cheviot.org). Unauthorized contact regarding this RFQ with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

**Rejections of Submittals:** The City reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by respondents in the preparation and submission of the qualifications. Furthermore, the RFQ does not obligate the city to accept or contract for any expressed or implied services.

**Contract Award:** The City reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with the City. After selection, the successful firm shall prepare a proposal and scope of work for review by the City. Once the City and developer have reached an agreement on the proposal, a final contract will be prepared by the City. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final contract. If selected firm fails to sign the contract within ten (10) business days of delivery of the final contract, the City may elect to negotiate a contract with the next-highest ranked firm. The City shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

**Contract Negotiation:** The City reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and /or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the City.

**Equal Opportunity Employment:** The City of Cheviot is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

**Non-Endorsement:** As a result of the selection of a firm to supply products and/or services to the City, firm agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

**Non-Collusion:** Submittal and signature of a statement of qualifications swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.

**Compliance with Laws and Regulations:** In addition to nondiscrimination compliance requirements previously listed, the firm ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; the protection of natural resources; permits; fees; taxes and similar subjects.