

3-23-26 Posting Date
Facilities Master Planning Study
City of Sylvania
Lucas County, Ohio
Response Due Date: 4-10-26

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Sylvania during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or LOI requirements.

Project Description

The City of Sylvania is requesting Letters of Interest (LOI) from Consultants or Consultant teams for comprehensive facilities master planning study services. The project will review several sites with the ultimate goal of creating a planning tool for the long-term needs of City government operations and to better serve our City of Sylvania community.

Part I – Existing Facilities Assessments

Part I of the study will provide qualitative/quantitative assessments for six (6) existing facilities currently owned and operated by either the City of Sylvania or Sylvania Township to provide an overall “health” grade. This assessment will review building envelope, HVAC systems, ADA Accessibility, and other building metrics to help determine each facility’s “health”.

The six (6) existing facilities to be reviewed under Part I include:

City of Sylvania

1. 5509 Harroun Road (Maintenance Garage-Sewer, Street, Vehicle Maintenance & Water Departments)
2. 6635 Maplewood Avenue (Council Chambers/Police Building)
3. 6700 Monroe Street (Sylvania Municipal Court)
4. 6730 Monroe Street (City Administration Building)
5. 8425 Sylvania-Metamora Road (Parks & Forestry Building)

Sylvania Township

6. 4927 North Holland-Sylvania Road (Township Hall/Administration & Road Maintenance)

Part II – Future Facilities Recommendations

Part II of the planning process will review several strategic locations identified in the LOI and provide recommendations for space utilization efficiencies, relocation, or consolidation for several City operations.

Part II(a) – Council Chambers/Police Facility Recommendations

The existing facility at 6635 Maplewood Avenue was the original all-encompassing municipal building constructed in 1963 that currently houses the City's police and council operations. The City is interested in pursuing an alternative location for these operations to allow for further downtown and economic development opportunities for the site.

The Consultant will evaluate five (5) sites for Part II(a):

1. Renovation/Expansion of 4927 North Holland-Sylvania Road (Township Hall/Administration & Road Maintenance), Option A
2. New Building Between 6700 Monroe Street (Sylvania Municipal Court) and 6730 Monroe Street (City Administration Building), Option B1
3. New Building West of 6730 Monroe Street (City Administration Building), Option B2
4. Renovation of Existing Building at 6737 Convent Boulevard (Lourdes University Mid-Campus), Option D
5. New Building at 6737 Convent Boulevard (Lourdes University Mid-Campus), Option D

Part II(b) – Maintenance Garage Recommendations

The existing facility at 5509 Harroun Road was constructed in 1982 and has been the home of all municipal field operations except the Parks & Forestry operation which moved to the 8425 Sylvania-Metamora Road site in 1995. The City is interested in pursuing an alternative location for these operations to allow for economic development opportunities for the site.

The Consultant will evaluate three (3) sites for Part II(b):

1. Renovation of 4927 North Holland-Sylvania Road (Township Hall/Administration & Road Maintenance), Option A
2. New Building(s) at 8425 Sylvania-Metamora Road (Parks & Forestry Building), Option C.
3. New Building at 6737 Convent Boulevard (Lourdes University Mid-Campus), Option D

Part II(c) – City Administration Building Third Floor Recommendations

The third floor of the existing City Administration Building located at 6730 Monroe Street is unfinished and vacant. The Consultant will evaluate the available space and provide recommendations on how to best utilize for government operations.

Scope of Services

For Part I the Consultant is expected to:

- Fully examine and review each facility using both provided City records (where available) and site visits to provide their assessment.
- Use construction management, building trades, and any specialized contractors required to help with the evaluation of facilities (roofing, HVAC, etc.).
- Note ADA Accessibility deficiencies.
- Develop an estimated life expectancy remaining of the facility in its current condition.
- Compile the assessments into an easy to consume deliverable report using common

grade school methodology for both individual component grades and overall grades (i.e. HVAC C+, Roof B, Overall B-, etc.) for each building.

- Make presentations to City Council and attend any public meetings to present findings.

For Part II the Consultant is expected to:

- For each Part provide a review and recommendation for the best long-term solution. The Consultant's recommendation should include a thoughtful basis of understanding factoring in cost, location, site constraints, and ownership.
- Review architectural styles and durable building materials that would most appropriately fit within the various site settings.
- Recommend facility square footage needs based on current municipal facility practices.
- Review site logistics including site plan layout, parking needs, access, construction phasing, sequencing, timing, etc. that would make the most sensible and cost-effective use of new or renovated spaces.
- Provide cost estimates for land acquisition (where necessary), design, demolition, construction, furnishings, etc. for all alternatives reviewed.
- Make presentations to City Council and attend any public meetings to present findings.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by April 2026.

Completion Schedule

It is anticipated the Study will take 9 months to 12 months to complete which would allow for an April 2027 completion timeframe.

Selection Procedures

The City will directly select a Consultant or Consultant team based on the Letter of Interest (LOI). The requirements for the LOI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting two (2) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

Joseph E. Shaw, P.E., P.S.
Safety/Service Director
City of Sylvania
6730 Monroe Street, Suite 101
Sylvania, Ohio 43560

Responses received after 4:30 PM on the response due date will not be considered.

Electronic submissions are welcomed.

Requirements for the Letter of Interest

- A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Letter of Interest Content

1. List the types of services for which your firm is currently qualified to perform.
2. List significant subconsultants, their current qualification categories, and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project architects or engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.
4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
5. Provide a description of your Project Approach, not to exceed two (2) pages. Address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant standards, procedures and guidance documents; 5) Innovative ideas.

Items 1 thru 4 must be included within the 5-page body of the Lol. Remaining space within the five (5) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form

Firm Name:

| Category | Total Value | Scoring Criteria | Score |
|--|-------------|-----------------------|-------|
| Management & Team | | | |
| Project Manager | 15 | See Note 1, Exhibit 1 | |
| Strength/Experience of Assigned Staff including Subconsultants | 30 | See Note 2, Exhibit 1 | |
| Firm's Current Workload/ Availability of Personnel | 10 | See Note 4, Exhibit 1 | |
| Consultant's Past Performance | 15 | See Note 3, Exhibit 1 | |
| Project Approach | 30 | | |
| Total | 100 | | |

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City and other agencies.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.
3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall

consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.