

PUBLIC NOTICE
REQUEST FOR STATEMENTS OF QUALIFICATIONS
ARCHITECTURAL / ENGINEERING DESIGN SERVICES
WILLIS BUILDING REMODEL
DELAWARE COUNTY, OHIO

The Delaware County Board of Commissioners, in accordance with Section 153.67 of the Ohio Revised Code, wishes to receive Statements of Qualifications (SOQ) from experienced architectural/engineering firms to assist the County in the design and engineering for renovations to the Willis Building for Delaware County Offices.

The work may involve, but is not limited to, detail design development, construction documents, construction administration, and other associated services.

The complete Request for Qualifications may be obtained at the County's web page, <http://www.co.delaware.oh.us> under the heading "Public Notices and Bids" or by contacting the Delaware County Facilities Management Office at (740) 833-2280, email jmelvin@co.delaware.oh.us, or in person at 1405 US 23 North, Delaware, Ohio during normal business hours.

Statements of Qualifications will be received at the Delaware County Commissioners' Office, Attention: Mr. Jon Melvin, Director of Facilities, 91 North Sandusky Street, Delaware, Ohio 43015 until **4:30 PM on Tuesday February 28, 2023**. Five (5) copies and one (1) electronic copy of all submittals are to be included. Submittals pursuant to this invitation will not be received after the hour and date stated above.

End of Advertisement

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
ARCHITECTURAL / ENGINEERING DESIGN SERVICES
DELAWARE COUNTY, OHIO**

Project Name: Willis Building Renovations
Project Location: 2081 US Highway 23 North, Delaware, Ohio 43015
Public Authority/Owner: Delaware County Board of Commissioners
Address: 91 North Sandusky St., Delaware, Ohio 43015
Project Manager: Jon Melvin, Director of Facilities
Delivery Method: General Contractor

A. Project Description

The project is to remodel 30,000 square feet former retail space and portions of existing offices and warehouse space for the Board of Elections and Records Center. Programming and Schematic design has been completed by M+A Architects.

B. Budget

Funding for the project is to be determined.

C. Scope of Architectural / Engineering Services

- Detail Design
- Construction Documents
- Construction Estimate
- Bidding and Award Support
- Construction Administration
- Post-Construction/Closeout

D. Content of Consultant's Statement of Qualifications

Statement of Qualifications should include, but is not limited to the following:

- Name of firm, address, contact name, email, and telephone number.
- Names, qualification and experience of principals and key personnel who are to be assigned to the project. Provide detailed information on these individuals so as to indicate their availability to the project. This information should include, but not limited to the following for each individual:
 - Number and type of projects in which individual are involved.
 - A graphical or tabular representation of hours available for key personnel.
 - Key personnel being defined as project engineers, design engineers, designers and other professionals needed by the project.
- Number and composition of staff available for the project, including a table of organization. Composition should be broken into professional, sub-professional, technicians, administrative and clerical.

- Name of the responsible firm member and project manager.
- Listing of all sub-consultants whose qualifications are being used to obtain qualifications in any of the areas identified.
- Listing of previous projects with Delaware County and/or similar projects. Include the scope of the project, square footage, budget, and completion date.
- A brief statement of the firm's intended approach to the project and the services the firm would recommend, including, but not limited to the services requested.
- A statement of the firm's overall operating philosophy and organizational characteristics.
- An outline of the firm's Quality Assurance or Quality Management Program.

E. Submittal Instructions

Statements of Qualifications will be received until **4:30 PM** on **Tuesday February 28, 2023** at:

Delaware County Commissioners' Office
Attn: Jon Melvin, Director of Facilities
91 N Sandusky Street
Delaware, Ohio 43015

Five (5) copies and one (1) electronic copy of all submittals are to be included. Submittals pursuant to this invitation will not be received after the hour and date stated above.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFP and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer.

Any proposals submitted to Delaware County, Ohio are to be prepared at the submitter's expense. Delaware County reserves the right to reject any and all proposals in whole or in part. Acceptance of a proposal shall not constitute an agreement between the submitter and Delaware County. Delaware County shall have no liability whatsoever to any submitter whose proposal is not accepted.

Submit all questions regarding this RFQ in writing to Jon Melvin at jmelvin@co.delaware.oh.us with the project name included in the subject line (no phone calls please). Questions will be answered and posted to the County's website at <http://www.co.delaware.oh.us> under the heading "Public Notices and Bids" on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

F. Evaluation of SOQ

Statements of Qualifications will be evaluated on the following criteria:

- Competence of the professional design firm and all consultants to perform the required professional design services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services.

- Apparent resources and capacity of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously.
- Past performance of the firm as reflected by the evaluations of previous clients and with the Delaware County Board of Commissioners with respect to such factors as control of costs, quality of work, and meeting of deadlines.
- Knowledge or past experience in the construction and design of like projects.
- Location of the firm in relation to the project site.
- Any other relevant factors as determined by the public authority.

As required by the Ohio Revised Code Sections 153.65 to 153.71, responding firms will be evaluated and ranked in order of their qualifications by a selection committee based on proposals and any conducted interviews. Dependant on the total number of proposals submitted, the selection committee may short list the top firms and conduct interviews with the short listed firms only. Upon ranking of at least the top three firms, Delaware County may enter into contract negotiations with the firm ranked most qualified. If no agreement can be reached with the first firm, Delaware County may enter into negotiations with the firm ranked to be the next most qualified firm.