

PUBLIC NOTICE

REQUEST FOR STATEMENT OF QUALIFICATIONS PREQUALIFICATION FOR PROFESSIONAL DESIGN SERVICES WITH AN ESTIMATED FEE UNDER \$50,000.00

DELAWARE COUNTY FACILITIES MANAGEMENT

DELAWARE COUNTY, OHIO

The Delaware County Facilities Management Office, in accordance with Sections 153.65 to 153.71 of the Ohio Revised Code and Delaware County Board of Commissioners Resolution No. 16-100, wishes to receive Statements of Qualifications (SOQ) from experienced professional design firms to establish a prequalified list of Professional Design Firms for projects with an estimated design fee under \$50,000.00.

The complete Request for Qualifications may be obtained off the internet at the County's web page, <http://www.co.delaware.oh.us> under the heading "Public Notices and Bids".

Statements of Qualifications will be received on an ongoing basis with no deadline at the Delaware County Facilities Management Office, 1405 US Highway 23 North, Delaware, Ohio 43015.

End of Advertisement

**DELAWARE COUNTY FACILITIES MANAGEMENT
PREQUALIFICATION AND QUALIFICATIONS-BASED SELECTION PROCEDURE
FOR PROFESSIONAL DESIGN SERVICES WITH AN ESTIMATED DESIGN FEE
UNDER \$50,000.00**

Rev. Date February 1, 2016

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ARTICLE 1: INTRODUCTION

This procedure outlines the process Delaware County Facilities Management (DCFM) will use to receive Statements of Qualifications (SOQ'S) in order to prequalify professional design firms for projects with an estimated design fee under \$50,000.00, as well as announce professional design contracts for projects.

ARTICLE 2: CLASSIFICATIONS OF PROFESSIONAL DESIGN CONTRACTS

Professional design contracts will be classified under two categories:

1. Projects which have an estimated professional design fee of less than fifty-thousand dollars (\$50,000.00). See Article 8 for detailed information.
2. Projects which have an estimated professional design fee greater than or equal to fifty-thousand dollars (\$50,000.00). See Article 9 for detailed information.

ARTICLE 3: REQUESTED PROFESSIONAL DESIGN SERVICES

As defined under O.R.C. 153.65 (C) "professional design services" means services within the scope of practice of an architect or landscape architect registered under Chapter 4703. of the Revised Code or a professional engineer or surveyor registered under Chapter 4733. of the Revised Code.

The following professional design services, but not limited to, are requested for prequalification:

- Architectural Design
- Landscape Architecture
- Electrical Engineering
- Mechanical Engineering
- Structural Engineering
- General Site Civil Engineering Design
- Surveying
- Construction Management/Inspection
- Geotechnical Engineering
- Floodplain Analysis

ARTICLE 4: SUB-CONSULTANTS

A firm may employ sub-consultants for various disciplines (i.e. Electrical Design, Geotechnical Design, etc.). All sub-consultants shall be independently prequalified ES in accordance with the procedures described in Article 5 of this notice. Sub consultants shall not be listed as partnering firms for prequalification submittals. For specific projects publicly announced by DCFM, partnering or teaming of firms is permissible provided that all firms are independently prequalified with DCFM.

ARTICLE 5: INSTRUCTIONS FOR PREQUALIFICATION SUBMITTALS

SOQ'S shall include, but are not limited to, the following:

1. Firm name, address, telephone number.
2. Contact name for all correspondences, and contact's email.
3. Year established, size of firm, and former firm names or ownership, if applicable.
4. List of all professional design services to be considered for prequalification.
5. Names of principals of the firm with a brief explanation of relative experience and professional registrations.
6. Names, qualifications, and experience of key personnel, including other engineers and field personnel, to be assigned to projects.
7. List of completed projects which the firm has participated in. Include key personnel and client contact information for references.
8. An outline of the firm's Quality Assurance or Quality Management Program.

9. Brief description of the firm's equipment and facilities.
10. Copies of letters of recommendations from at least three (3) other public or private agencies reflecting the firm's recent past performance.
11. List of claims or lawsuits with any public authority over the last five years.

In order to have your firm reviewed for prequalification, send one (1) hard copy and one (1) PDF electronic copy of your current SOQ to the following address:

Delaware County Facilities Management
Attn: Director of Facilities
1405 US Highway 23 North
Delaware, Ohio 43015

SOQ'S will be evaluated for prequalification as they are received by the Director of Facilities.

ARTICLE 6: NOTIFICATION OF PREQUALIFICATION STATUS

DCFM will provide written notice to a firm if it is awarded prequalification status.

DCFM will not "short list" a minimum number of prequalified firms. DCFM reserves the right to deny a firm prequalification based on past performance, lack of sufficient demonstrated experience in the requisite areas of prequalification or failure to provide all the requested information.

ARTICLE 7: EXPIRATION OF PREQUALIFICATION STATUS

In accordance with ORC, 153.71, a firm's prequalification status will expire one year after the notification date. To become eligible for projects after a firm's prequalification status has expired, the firm must submit a new SOQ and be awarded prequalification status as before.

It shall be the firm's responsibility to monitor when its prequalification status is due to expire.

DCFM will publicly solicit requests for updated SOQ's annually on their website.

Any significant changes in Items 1 through 10 of Article 5 may affect a firm's prequalification status. It is each firm's responsibility to provide DCFM with current information.

ARTICLE 8: PROJECTS WITH AN ESTIMATED PROFESSIONAL DESIGN FEE UNDER \$50,000.00

For specific projects with an estimated professional design fee under \$50,000.00, DCFM may enter into a contract with a firm based on the provisions of ORC 153.69(B) and 153.71. The process is as follows:

- A. The Director of Facilities, the County Administrator or his designee, and the designee of the Board of Commissioners shall select a single design professional or firm among those with prequalification status as the most qualified for the project. Design professionals and firms prequalified with the Delaware County Division of Environmental Services (DCDES) may be considered. Interviews may be required.

- B. DCFM and the selected design professional or firm shall comply with Division (B) of section 153.69 of the Revised Code with respect to the negotiation of a contract. Contract negotiations shall be directed toward:
 - 1. Ensuring that the professional design firm and the agency have a mutual understanding of the essential requirements involved in providing the required services;
 - 2. Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time;
 - 3. Agreeing upon compensation which is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the services.

- C. Upon failure to negotiate a contract with the selected firm, DCFM shall inform the firm in writing of the termination of negotiations and may enter into negotiations with another firm from among those with prequalification status. If negotiations again fail, the same procedure may be followed until a contract is negotiated.

DCFM, at its discretion, may utilize the process described under Article 9 of this selection procedure for any project with an estimated design fee under \$50,000.00.

ARTICLE 9: PROJECTS WITH A PROFESSIONAL DESIGN FEE EQUAL TO OR EXCEEDING \$50,000.00

For specific projects having an estimated professional design fee equal to or exceeding \$50,000.00, DCFM uses a Qualifications Based Selection Process conforming to the requirements of Ohio Revised Code Sections 153.65 to 153.71. DCFM is not prequalifying design firms for these projects. DCFM shall issue a Request for Proposals (RFP) for the specific project. Prequalified Firms must submit a proposal for the specific projects and shall include the firm's Statement of Qualifications to assure compliance with ORC-153.67. Detailed requirements and procedures for these proposals will be described in the RFP issued for the project and approved by the Board of County Commissioners.