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REQUEST FOR QUALIFICATIONS (RFQ)
TO PROVIDE
ARCHITECTURAL/ENGINEERING SERVICES
For
DARKE COUNTY

The Darke County Commissioners are requesting Statements of Qualifications for the provision of professional architectural/engineering (A/E) services necessary to serve as a design consultant to the Owner. Qualified architects shall have until 4:00 PM, March 16, 2018 to submit their Statement of Qualifications to the County Commissioners, Attn: John Cook, Facilities Manager, 520 S. Broadway Greenville, Ohio 45331. Submittal of statements received after this deadline will not be considered.

Submittals shall comply with the standards set forth in the Request for Qualifications for Architectural/Engineering Services (RFQ), available for download from the Darke County website at <https://www.mydarkecounty.com>. The professional architectural services required are to assist the Owner with the design and construction administration for the historic renovation of the exterior front entrance of the Darke County Courthouse.

A selection committee made up of County Officials will consider all submitted Statements of Qualifications to determine the most qualified firm to suit the needs of Darke County on this project. The determination of the selection committee shall be final and not subject to appeal. The committee will negotiate an agreement with the firm determined to be most qualified. If an agreement cannot be reached, the committee will negotiate with the next most qualified firm.

Should there be any questions please contact John Cook, Facilities Manager, at (937) 547-7302 or by email jcook@co.darke.oh.us.

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February 9, 2018

**REQUEST FOR QUALIFICATIONS (RFQ)
TO PROVIDE
ARCHITECTURAL/ENGINEERING SERVICES
FOR
DARKE COUNTY**

OBJECTIVE

Darke County is soliciting Statements of Qualifications to provide professional architectural/engineering services as required to assist the Owner with the design and renovation of a County owned historic building. The professional architectural/engineering services required are to assist the Owner with the design and construction administration for the historic renovation of the exterior front entrance of the Darke County Courthouse. Statements of qualifications should include information regarding the firm's history; education and experience of owners and key technical personnel; the technical expertise of the firm's current staff; the firm's experience in performing architectural/engineering work on historic buildings, design documents, specifications, construction administration and observation; availability of staff; the firm's equipment and facilities; references, and any previous work performed for Darke County.

BACKGROUND

The courthouse, built in 1874, is designed in the Second Empire style with traces of Italianate style. The rectangular building is lined with Buena Vista sandstone with a rusticated foundation and smooth stones lining the floors above. A central projection on the front facade is topped by a tower. The tower contains the main entrance with pilasters on either side holding a balcony. It is anticipated that that the new front entrance will be added to provide for accessibility to the first floor by steps and handicap accessibility to basement from street level. The basement entrance shall be designed with the ability to install electronic security devices. The entrance is to be designed in the manner of the original structure.

PROJECT INFORMATION

1. PROJECT NAME: Renovation of Courthouse Front Entrance
2. PROJECT LOCATION: 504 S. Broadway, Greenville, Ohio
3. PROJECT BUDGET: Approximately \$350,000
4. PROJECT FUNDING: General revenue funds

PROJECT SCHEDULE

The following is a proposed schedule for the project (subject to change):

<u>Item</u>	<u>Implementation Date</u>
Planning and Design Phase	April thru June, 2018
Bidding Phase	June thru July, 2018
Construction Phase	July thru November, 2018

EVALUATION CONSIDERATIONS

The following are the primary evaluation considerations that the County plans to utilize to select the best qualified firm. Selection is subjective in many areas and the decision of the County selection committee will be final and not subject to re-evaluation by the firms submitting a Statement of Qualifications. The selection committee will consist of the County Commissioners, Facilities Manager, and two elected officials..

- 1) Firm & Individual Qualifications - Such considerations as; 1) length of time firm has been in business, length of time principals have been with firm, financial responsibility, professional liability coverage, etc. will be included in this area. 2) similar architectural/engineering projects completed for historic buildings; other similar government projects completed by the key personnel of the firm, support staff abilities, range of in-house capabilities etc. will be included in this area. 3) Qualifications and credentials of the project architect and staff assigned to the projects, architect and staff experience with construction project administration, design/construction dispute resolution, will be included in this area.
- 2) Proximity to Site - Such consideration as; location of firm's office that will be responsible for project coordination and proximity to the project site, previous work in the general geographic area, key project personnel office location, etc. will be included in this area. (This criterion is being considered because lower project costs should result if limited travel expenses, etc. are required.
- 3) Capacity to Perform Work - Such considerations as; ability of firm to complete the required work in-house with the scheduled timeframe, firm's current work load, ability of firm to utilize full time staff to complete work, range of firm's staff in the technical areas needed for the design associated with the project, subcontractors needed to complete the project, etc. will be included in this area.
- 4) References & Quality - Such considerations as; 1) examples or descriptions of similar work, references from satisfied clients, results of previous projects, etc. will be included in this area. 2) Technical innovation and communication/cooperation; 3) Meeting budgets, schedules, and deadlines
- 5) Past Performance for Owner - Such considerations as; 1) previous performance in providing professional services for Darke County

The County will accept Statements of Qualifications (SoQ's) until 4:00 pm, March 16, 2018 at the County Commissioners Office, Attn: John Cook, Facilities Manager, 520 S. Broadway, Greenville, OH 43130. The Statement of Qualifications should be limited to twenty five pages excluding resumes. Each firm shall submit a total of three (3) copies of the SoQ in a sealed envelope clearly marked on the outside "Statement of Qualifications for Architectural Services."

The County retains the option of rejecting or accepting any Statements of Qualifications. Should a firm be selected and the County cannot negotiate a contract with the selected firm, the County shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm it deems next best qualified. If negotiations again fail, the same procedure shall be followed with each next best qualified firm selected until a contract is negotiated. However, the County retains the right to reject all SoQ's and initiate the process of obtaining Statement of Qualifications from qualified firms at a later date.

STATEMENTS OF QUALIFICATIONS

The specific format of the Statement of Qualifications (SoQ) shall be per the responding firm's judgment. In general, SoQ's shall be organized in a manner that will facilitate the evaluation of the responding firm under the considerations stated herein. It is desirable that the responding firm's SoQ's specifically addresses each evaluation consideration. Additional information over what is listed for each criterion in the preceding section that is deemed relevant may be submitted. The County requests that in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope for a detailed project description. The selected project shall be a project that has been completed for at least three years but no more than ten years. The responding firms are also requested to provide the proposed project team that most likely will work on this project. Members listed should include personnel from the principal down to the evaluation staff. Sub-professional level employees not providing a significant role on the project do not need to be included. A resume of each key member of the team is needed and should detail relevant experience, length of service with the firm and job duties during his/her tenure, educational background and professional background.

INTERVIEWS

The County reserves the right to conduct face-to-face interviews with any, all, or none of the responding firms. In the event the County selection committee deems interviews necessary to select the best firm, the County will establish a meeting at a mutually acceptable time. The County selection committee will meet with key members of the firm's proposed project team. It shall be the selection committee's sole decision on which firms interviews are held.

NOTICE OF POLICY

It is the policy of the County that all original design documents, construction tracings, legal documents, reports, studies, and other data produced as a direct result of the services performed under the contract shall become the property of Darke County. Any copyrighting of material produced as a result of the services performed shall be in Darke County's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the County as a licensed user and shall provide the County with one complete copy of the licensed material.

End of RFQ