

**RICHLAND COUNTY  
REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL DESIGN SERVICES**

**Project Owner:** Board of Commissioners for Richland County, Ohio

**Project Name:** 4<sup>TH</sup> Courtroom/Clerk of Courts Relocation

**Project Location:** County Administration Building

**Delivery Method:** General Contracting

**Questions Deadline:** 2:00 p.m., Monday, March 7, 2022

**RFQ Response Deadline:** 2:00 p.m., Monday, March 14, 2022

**Introduction**

The Board of Commissioners for Richland County, Ohio (the “Owner” or the “County”) wishes to contract for professional design services for its proposed 4<sup>TH</sup> Courtroom/Clerk of Courts Relocation (the Project). As required by Ohio Revised Code Sections 153.65 et seq., the Owner requests statements of qualifications (SOQs) from experienced Design Professionals (“DP”) to provide Professional Design services for the Project. This Request for Qualifications (RFQ) includes criteria that will be used to evaluate the submitted qualifications to conduct the selection and ranking process.

Interested firms (Respondents) must submit **1 electronic copy in PDF format and 1 paper copy** of the requested (SOQs), by personal delivery, mail, or overnight delivery to the following, no later than **2:00 p.m.** local time on **March 14, 2022:** [scrall@richlandcountyoh.gov](mailto:scrall@richlandcountyoh.gov)

**Richland County Commissioners  
ATTN: Stacey Crall, Clerk  
50 Park Ave. East  
Mansfield, Ohio 44902**

Submittals received after this time may be considered solely in Owner’s discretion. Submit the SOQs in sealed boxes or envelopes. Include the following information in large bold print on the outside of the envelopes or boxes containing the SOQs: (1) name of Respondent and (2) **“Statement of Qualifications for Richland County - 4<sup>TH</sup> Courtroom/Clerk of Courts Relocation Project.”**

**Communication Protocol**

Direct all questions in writing, by email to the Owner, at [a.keller@richlandcountyoh.gov](mailto:a.keller@richlandcountyoh.gov). Questions must be received by the Questions Deadline provided above. Verbal responses to questions, at any time, are not official and cannot be relied upon. Respondents should not seek to discuss any information directly relating to this procurement with any of the Owner’s personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

**Project Overview and Owner Budget**

A. The Project is anticipated to consist of:

- a. Approximately 3,400 SF of interior alterations of the existing Jail Cell Block C and Women's Jail portion of the building, that will become the Clerk of Court business administration areas for domestic, civil and criminal administration areas. There will be some cubical areas, and a few individual offices.
- b. Approximately 2,240 SF of interior alterations of the existing Jail Cell Block B to become a general meeting room with common, public restrooms.
- c. Approximately 2,528 SF of interior alterations of the existing Jail Cell Block A to become general storage area or left for future development.
- d. Approximately 3,000 SF of interior alterations of the existing Clerk of Court business administration areas that will become courtroom and conference room space.
- e. Assistance in federal cost analysis and any changes to the Project as requested by the Owner.
- f. Letters a. – e. above shall be collectively referred to as "the Work."

### **Scope of Services**

Professional Design services for the Project are anticipated to include any and/or all phases of design services, potentially including but not limited to schematic design, design development, construction documents, bidding, procurement, and construction. There may be one or more separate construction contracts to complete this project, depending upon time constraints and practical considerations. Professional Design Services will be required for some or all of the items listed in the Project Overview.

### **Rights of the Owner**

The issuance of this RFQ constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted.
2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.
5. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
6. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
7. Issue one or more amendments to this RFQ extending the due date for the SOQs.
8. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.
9. Cancel this RFQ in whole or in part with or without substitution of another RFQ if determined to be in the best interest of the Owner.
10. Take any action affecting the RFQ process or the Project that would be in the best interest of the Owner.
11. Make public any and all documents associated with the Project, including documents submitted to the Owner by Respondents.

### **SOQ Required Format and Information**

## **A. SOQ Format**

The format of the SOQ must be as outlined below. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged with a maximum page limit of 50 single-sided pages (or 25 double-sided pages), not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ.

Only those persons or firms who have obtained an official copy of this RFQ from the Owner will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.

## **B. SOQ Required Information**

Provide the following information for consideration by the Owner as part of the evaluation of Respondent's qualifications. The SOQ should be separated into tabbed sections as follows:

1. **Competence.** When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience. Include:
  - a. Technical training, education, and general experience of the DP's personnel, especially the technical training, education, and experience of the DP firm's employees and consultants who will be assigned to the Project, including the proposed architect or engineer of record
2. **Capacity.** In terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously. Include:
  - a. List of current projects and the status of each and relevant information (i.e., budget, type of work, stage of completion, committed staff and consultants).
3. **Past Performance.**
  - a. DP Firm's relevant project experience within recent history (including but not limited to experience involving renovations.)
  - b. DP Firm's experience with public projects.
  - c. The evaluation of previous clients with respect to factors such as control of costs, quality of work, dispute resolution, meeting deadlines, and past performance of the DP firm's proposed architect or engineer of record;
4. **Meeting legal requirements for compliance with architectural and professional engineering services.** Demonstrate that the DP Firm and its consultants have the required professional licenses and certifications to perform the services and Work required for the Project.
  - a. Compliance with ORC Sections 4703.182 (unauthorized practice of architecture and landscape architecture), 4703.332 (DP construction), and 4733.16

(business authority to practice professional engineering and professional surveying services), including the use of a licensed design professional for all design services;

**5. Other qualifications consistent with the scope and needs for the Project.**

- a. **History and philosophy of the firm.** What is it that makes the firm unique? Describe the aspects of the firm's approach that have made it successful.
- b. **Number of years in business.** How long has the DP Firm been in business?
- c. **Proximity to the Site.** Proximity of the DP Firm's primary office where the majority of the Project work will be managed/performed to the Project site – List distance in miles, straight-line method.
- d. **Value Added Experience.** Demonstrate the DP Firm's unique qualities that set the firm apart from others as it relates to the required services for the Project. To what extent is the DP Firm or any of the DP Team familiar with the Owner's existing facilities?
- e. **Insurance and Claims History.**
  - (1) Professional Liability coverage of the DP Firm and the proposed A/E firm for the Project, plus history of claims against in excess of \$75,000 for the last 10 years;
  - (2) Commercial General Liability coverage of the DP Firm and the proposed A/E firm for the Project, plus history of claims against in excess of \$100,000 for the last 10 years.
- f. **Prior Performance with the Owner.** Has the DP Firm or any of DP Team ever worked on Projects for the Owner in the past? Was the relationship successful?
- g. **Familiarity with Local Area.** Knowledge of the local area and working relationships with local contractors, subcontractors, and suppliers.
- h. **Ability to comply with all requirements applicable to a federal project**

**SOQ Evaluation Process**

The Owner's Evaluation Team will review the qualifications received and will

- A. Select and rank no fewer than three firms which it considers to be the most qualified to provide the required professional design services, except when the public authority determines in writing that fewer than three qualified firms are available in which case the public authority shall select and rank those firms;
- B. Negotiate a contract with the firm ranked most qualified to perform the required services at a compensation determined in writing to be fair and reasonable to the public authority. Contract negotiations shall be directed toward:
  - a. Ensuring that the professional design firm and the agency have a mutual understanding of the essential requirements involved in providing the required services;

- b. Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time;
  - c. 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 firm ranked most qualified, inform the firm in writing of the termination of negotiations and may enter into negotiations with the firm ranked next most qualified. If negotiations again fail, the same procedure may be followed with each next most qualified firm selected and ranked, in order of ranking, until a contract is negotiated.
- D. Should the public authority fail to negotiate a contract with any of the firms selected, the public authority may select and rank additional firms, based on their qualifications, and negotiations may continue as with the firms selected and ranked initially until a contract is negotiated.

### **Additional Instructions**

During the RFQ phase, Respondents may visit the site, after submitting a written request that is approved in advance by the Owner. Such written request must be made by email to the Owner, via e-mail at [jhicks@richlandcountyoh.gov](mailto:jhicks@richlandcountyoh.gov). The Owner reserves the right to have a representative present or to schedule a single time to make the site available for all potential Respondents.

All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the Owner and will not be returned. Note that all information submitted in response to this RFQ is a public record, which will be made available for inspection as required by ORC 149.43. Respondents recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of submitted information or materials to third parties.

Each DP firm submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process. As a mandatory condition of being awarded and executing a contract for the Project, the DP firm will be required to utilize county procedures and contract documents.

The Owner may reject any or all qualification statements received or cancel this process at any time for any reason and the Owner will have no liability for taking such action. The Owner reserves the right to waive minor variations in the selection process.

*Richland County appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project.*