

LEGAL NOTICE
REQUEST FOR QUALIFICATIONS
DESIGN-BUILD SERVICES

The Board of County Commissioners of Hancock County, Ohio ("Owner"), is soliciting statements of qualifications for design-build services in connection with the construction of a new (approximately 25,000± total square feet) two-story facility to house the Juvenile and Probate Divisions of the Court of Common Pleas (the "Project"). Construction on this Project is intended to begin as soon as possible in the 2022 construction season. The approved budget for the Project is \$9,000,000.

Firms interested in providing the services for the Project may obtain the Owner's *Request for Qualifications for Design-Build Services*, which provides additional details regarding the Project as well as details regarding the procedures, timeline and conditions for submitting and evaluating a statement of qualifications, by contacting:

Hancock County, Ohio
Timothy K. Bechtol, R.A., Commissioner
Email: tkbechtol@co.hancock.oh.us

The subject line of the e-mail should clearly read "Statement of Qualifications for Design-Build Services".

The *Request for Qualifications for Design-Build Services* may also be obtained through the Owner's internet website at <https://www.co.hancock.oh.us/government-services/commissioners>.

The deadline for submission of a statement of qualifications is 4:00 PM on March 16, 2022.

Publish February 25, 2022 and March 4, 2022

**COUNTY OF HANCOCK, OHIO
REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR
DESIGN-BUILD SERVICES (“RFQ”)**

February 22, 2022

A. INTRODUCTION

The Board of County Commissioners of Hancock County, Ohio (the “Owner”), in accordance with Ohio Revised Code Sections 153.65 through 153.71 and Ohio Administrative Code 153:1, is seeking statements of qualifications from firms to provide design-build construction services in connection with the construction of a new (approximately 25,000± total square feet) two-story facility to house the Juvenile and Probate Divisions of the Court of Common Pleas (“Project”). Construction on this Project is intended to begin as soon as possible in the 2022 construction season. The approved budget for the Project is \$9,000,000.

The services of a criteria architect/engineer (the “Criteria Architect”) will be provided in-house by the Owner through Timothy K. Bechtol, R.A., Commissioner.

B. PROJECT DELIVERY/SCOPE OF SERVICES

The Project will be constructed using the “design-build” project delivery method consistent with the criteria established by the Criteria Architect and in accordance with the Owner’s schedule requirements.

C. INTERVIEWS AND SELECTION

The Design-Builder shall be selected using (i) a qualification-based selection process during this initial RFQ phase to develop a short list of design-build firms, and then (ii) a subsequent competitive “best value” selection process during the RFP stage for the final Design-Builder selection among the short-listed firms.

1. RFQ Phase/Short-Listing of Firms. Each firm responding to this RFQ by submitting a statement of qualifications will be evaluated by the Owner based on the firm’s qualifications and the qualifications and experience of the particular individuals identified as the firm’s proposed team for the Project. Qualifications include (a) competence to perform the required design-build services as indicated by the technical training, education, and experience of the design-build firm’s personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the design-build firm who would be assigned to perform the services, including the proposed architect and engineer of record; (b) ability to manage the required workload and provide qualified personnel, equipment, and facilities; (c) past performance as reflected by the evaluation of previous clients with respect to such factors as control of costs, quality of work, dispute resolution, administration of subcontractors, meeting deadlines and the past performance of the design-build firm’s proposed architect and engineer of record; (d) compliance with sections 4703.182, 4703.332, and 4733.16 of the Revised Code, including the use of a licensed design professional for all final design services; (e) financial responsibility as

evidenced by the capability to provide a performance bond and payment bond equal to one hundred percent of the contract sum; (f) previous work performed in connection with Ohio political subdivisions, particularly municipal corporations; (g) ability of the design-builder to help the Owner achieve its Project goals; and (f) other similar factors.

The Owner may hold discussions with individual firms to explore further their qualifications, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the Project, or alternatively, the Owner, at its sole option, may evaluate the qualifications of the firms based solely on the statements of qualifications that are submitted. After evaluating the responses to this RFQ, the Owner will select a short-list of no fewer than three firms that the Owner considers to be the most qualified to perform the design-build services for the Project, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms. The actual ranking of the short-listed firms will take place during the Request for Pricing and Technical Proposals Phase.

2. Request For Pricing and Technical Proposals Phase. Following the conclusion of this RFQ Phase, the Owner will issue a Request for Proposals (“RFP”) to the short listed firms that will invite the short-listed firms to submit technical and pricing proposals containing the firm’s proposed technical approach to the Project, the proposed preconstruction stage compensation (fee, personnel costs and reimbursable expenses), and components of the proposed construction stage compensation (personnel costs, general conditions costs, contingency percentage and fee). The short-listed firms will also receive (i) the design criteria prepared by the Criteria Architect; (ii) a description of the timing and methodology of how the Guaranteed Maximum Price (“GMP”), under an open book pricing method, shall be determined (although the Owner reserves the right to solicit an up-front GMP for all or a portion of the Project at the time the technical and pricing proposals are submitted); (iii) the form of the design-build services contract (which shall be a form permitted by Ohio Administrative Code 153:1-2-01, but shall include Owner and Project-specific terms and conditions); (iv) a proposed Project schedule; and (v) such additional information as deemed pertinent by the Owner. The following is a description of the general process that is expected following the issuance of the RFP:

i. Pre-Proposal Meeting. Prior to submitting a proposal in response to the RFP, the short-listed firms may, at the Owner’s option, be invited to meet individually and/or jointly with the Owner as determined by the Owner. The purpose of the pre-proposal meeting is to permit the short-listed firms to ask the Owner questions to help the firms prepare their responses to the RFP and to tour the Project site. It is important to the Owner that this new court building fit in a complementary fashion within the urban context it is being placed.

ii. Interview with Design-Build Firms/Post-Proposal Meeting. After submitting a proposal in response to the RFP, the short-listed firms will be interviewed by the Owner. The purpose of the interview will be to discuss the design-build firm’s proposal, meet the design-build firm’s proposed Project team, become familiar with key personnel, understand the Project approach and ability to meet the Owner’s stated objectives for the Project, and discuss with specificity the firm’s capacity to perform the work in compliance

with the Owner's timetable and budget. The Owner, in its discretion, may conduct additional post-proposal interviews as the Owner deems necessary.

iii. Selection of Design-Builder and Negotiation of the Design-Build Agreement. After the interviews are conducted, the Owner shall negotiate the design-build agreement with the firm whose proposal the Owner determines to be the best value. Contract negotiations shall be directed toward: (i) ensuring that the Design-Builder and Owner mutually understand the essential requirements involved in providing the required services, including the provisions for the use of contingency funds and the possible distribution of savings in the final costs of the Project; and (ii) ensuring that the Design-Builder will be able to provide the necessary personnel, equipment, and facilities to perform the services within the required timeline; and (iii) agreeing upon a procedure and schedule for determining the GMP (unless a GMP is solicited simultaneously with the proposals).

3. Selection Schedule. Owner's schedule for selection of the Design-Builder is as follows (however, the selection schedule may be changed at the Owner's sole discretion and at any time prior to and subsequent to the deadline for submitting a statement of qualifications):

RFQ Stage:

February 22, 2022	RFQ Issued for Design-Build Firms to review
March 8, 2022	Deadline for Submitting Questions regarding this RFQ
March 11, 2022	Deadline for Owner Response to Questions regarding this RFQ
March 16, 2022	Deadline for Submitting Statements of Qualifications
March 17, 2022	Short-Listing of Firms selected by Owner

RFP Stage:

March 17, 2022	RFP Issued to Short-listed Firms
March 21-23, 2022	Pre-Proposal Meetings with Short-listed Firms
March 25, 2022	Deadline for Submitting Questions regarding the RFP
March 30, 2022	Deadline for Owner Response to Questions regarding the RFP
April 5, 2022	Deadline for Submitting Proposals in Response to the RFP
April 7-8, 2022	Interviews with design-build firms/Post-Proposal Meeting
April 12, 2022	Owner Selection of Firm

D. REQUESTED SUBMISSIONS

Firms are requested to submit the following information when submitting a statement of qualifications in response to this RFQ:

- i. Cover Letter. Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, and (b) name, title and phone number of the principal contact person.
- ii. Firm Profile. The firm profile must include: (a) years of existence; (b) legal form of firm, (c) location of home office; and (d) general firm history. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project.
- iii. Bonding/Insurance. Provide evidence of capacity to provide bonding and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
- iv. Similar Experience. Relevant projects of similar nature. Include: (a) description of the project and the services your firm provided for the project; (b) start and completion dates for each project; and (c) name, title and telephone number of the client contact most familiar with your services on the project.
- v. Personnel/Staffing. Provide an organizational chart containing the names and titles of the proposed staff for the Project, including the architect or engineer of record. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.
- vi. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project. Describe the scheduling and cost control systems the firm would propose to use for the Project.
- vii. Self-Performed Work. Indicate whether the firm intends to self-perform any work on the Project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.
- viii. Estimating & Value Engineering. Demonstrated capability of in-house estimating on projects and value engineering comparable to the Project.
- ix. Scheduling. Demonstrated track record of performance of managing projects to the original schedule.
- x. Safety Programs. Describe the firm's in-house safety program.

xi. Employee Screening/Security Programs. Describe any employee workplace screening programs.

xii. Prior Defaults. Complete listing of any public or private construction projects for which the firm has been declared in default.

xiii. Legal Compliance. The firm's history of compliance with federal, state and local laws, rules and regulations, and any EPA, OSHA or other regulating entity issues or citations in the last ten (10) years

xiv. Liquidated Damages. Describe the firm's willingness to accept liquidated damages and experience with such provisions on other similar projects.

xv. Prior design-build experience. Describe any prior experience with the design-build project delivery method.

xvi. Sustainability. Describe the firm's experience related to sustainability initiatives. The Owner is particularly interested in the installation of rooftop solar panels for possible net metering purposes. Include pertinent details of past projects where your firm successfully implemented sustainable practices in energy savings.

xvii. Local Experience. Describe the firms experience with and the requirements of the governmental and quasi-governmental entities that will have jurisdiction over the Project.

xviii. Coordinating Bidding with Guaranteed Maximum Price Packages. Describe the firm's experiences with coordinating the subcontractor selection process with the process for establishing a GMP.

E. INSTRUCTIONS FOR SUBMISSIONS

1. Submission/Response Deadline. By not later than 4:00 p.m. on the Deadline for Submitting Statements of Qualifications as set forth in the Selection Schedule of 3.C herein, one electronic copy of the firm's statement of qualifications must be submitted by email to Timothy K. Bechtol, R.A., Commissioner, Hancock County, Ohio, e-mail address at tkbechtol@co.hancock.oh.us. The subject line of the e-mail should clearly read "Statement of Qualifications for Design-Build Services". Responses that are received after this date and time will not be considered.

2. Questions; Inquiries. Questions regarding this RFQ must be directed by email to Timothy K. Bechtol, R.A., Commissioner, Hancock County, Ohio, e-mail address at tkbechtol@co.hancock.oh.us, by not later than 4:00 p.m. on the Deadline for Submitting Questions regarding this RFQ as set forth in the Selection Schedule of C.1.3 herein. Updates to this RFQ, including answers to any questions, shall be in writing and shall be posted on the Owner's webpage at <https://www.co.hancock.oh.us/government-services/commissioners>. The Owner will also endeavor to notify firms who are on record with Owner as having received a copy of this Request for Qualifications when an update has

been posted to the Owner's webpage. It is therefore imperative that firms provide full and accurate contact information to the Owner, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record. Notwithstanding the foregoing, all firms will be presumed to have actual knowledge of all information posted on Owner's webpage relating to this Request for Qualifications, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this Request for Qualifications and any addenda thereto resulting from the firm's failure to register with and provide accurate contact information to Owner and/or a firm's failure to check the Owner's webpage. Interpretations, corrections and changes of the Request for Qualifications which are made in any manner other than a written addendum will not be binding. The name of the party submitting questions will not be identified in the answers.

3. Communications. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of Owner's staff other than as directed in Section E.2 herein, as all questions must be directed to the person and in the manner identified in Section E.2.

4. Public Records. All documents submitted to Owner in response to this RFQ are public and will be available for inspection as set forth under ORC 149.43 and Ohio Administrative Code 153:1-6-01. The following information shall, to the extent included with the statement of qualifications, remain confidential except under proper order of a court: (1) surety letters showing bonding capacity and (2) insurance certificates and policies.

5. Cancellation; Rejection. Owner reserves the right at any and all times to reject all statements of qualifications, to cancel this RFQ or any portion of this RFQ, to cancel any phase of the Project, or to pursue a different construction delivery method. Owner shall have no liability to any firm arising out of such cancellation or rejection. Owner reserves the right to waive minor variations in the selection process.

6. Preparation Costs. Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the statements of qualifications.

7. Amendments to RFQ. At its discretion, the Owner may amend this RFQ at any time prior to the deadline for receipt of statements of qualifications and to distribute the amendments in any medium as determined by the Owner.