

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

June 14, 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 professional services in connection with a potential project to replace, or update HVAC systems in several buildings owned by the Hancock County Commissioners, including the Hancock County Courthouse, the Hancock County Justice Center, 514-516 South Main Street, and the Job & Family Services building. This Request for Qualifications seeks a design professional to analyze the current conditions, lifespan, strengths, vulnerabilities, and shortcomings of the HVAC systems at the sites involved, analyze the possibilities for replacement, updates, and improvement of those systems, analyze the possible costs involved in any actions that might be taken, and a produce a cost-benefit analysis of the options before the Commissioners.

The Hancock County buildings involved provide necessary and required services to the citizens of Hancock County, and efficiently-operating heating and cooling systems are essential to the continued ability of Hancock County officials and employees to serve the public, court and criminal justice systems, county elected officials, and county agencies to complete their required obligations.

B. PROJECT DELIVERY/SCOPE OF SERVICES

1. The Board of Hancock County Commissioners owns and operates the Hancock County Courthouse, the Hancock County Justice Center, the Job & Family Services building on CR 140, and a building located at 514-516 South Main Street in Findlay. Those buildings house numerous offices and facilities necessary for the provision of required governmental functions to the citizens of Hancock County and the general public. Certain HVAC systems at each location serve those respective facilities, and some elements are showing evidence that they are aging, deteriorating, becoming obsolete, or not operating to their optimum efficiency. The Board desires to engage a design professional to evaluate the various HVAC systems now in place in those facilities to determine whether and the extent to which those HVAC facilities would benefit from replacement, updates, or improvements. The analysis, investigation, and report produced should include the current conditions of the existing systems, the anticipated lifespan of those current systems if left in place and if updated, the strengths, vulnerabilities, and shortcomings of the current systems. It should also include an analysis of the possible systems or elements which might replace, update, or improve those HVAC systems, and an analysis of the costs of any actions that the Board may consider, and a cost and benefit analysis of the options which the Board may choose from. The needs for the systems include:

- i. Adequate heating of the Office Space
- ii. Adequate cooling of the Office Space
- iii. Humidity control, particularly in relation to technology elements
- iv. Avoidance of risk to technology elements from the HVAC facilities
- v. Efficiency in terms of maintenance and operation costs

2. The selected Architectural and Engineering firm will be required to provide a report discussing the various areas of interest related to the current systems, and any proposed replacements, updates, and improvements, and the approximate relative costs involved.

C. INTERVIEWS AND SELECTION

The Design Professional for the project shall be selected using a qualification-based selection process during this initial RFQ process to develop a short list of design Professional firms.

1. RFQ process/Short-Listing of Firms for Project. 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 professional services as indicated by the technical training, education, and experience of the design professional firm's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the design professional 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 professional 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 professional 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 in relation to the project, 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 professional services for the Project, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

2. Selection Schedule. Owner's schedule for selection of the Design Professional for the project 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):

A tentative schedule has been developed for the project. The proposed project schedule is as follows:

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| A. RFQ Issued: | July 1 & July 8, 2022 |
| B. Deadline for submitting questions | July 11, 2022 |
| C. Qualification Packages Due: | July 26, 2022 |
- (Firms may be shortlisted following submission of proposals for interviews.)
- D. Interviews, if necessary, will be held the week of August 1-4, 2022.
- E. The County anticipates beginning negotiations between August 10 and August 20, 2022.

The County and the Architectural and Engineering firm selected will develop a more definitive schedule following contract award.

D. ARCHITECTURAL AND ENGINEERING FIRM QUALIFICATIONS

Firms submitting qualifications shall:

- A. Be knowledgeable of all current federal, state, and local applicable statutes and codes related to public building projects in Ohio.
- B. Show familiarity with similar government projects that include coordination with city and county entities.
- C. Describe similar projects that include:
 - Updates to existing HVAC systems
 - Replacement of existing HVAC systems
 - Feasibility of replacing, updating, and improving HVAC systems, including the long-term efficiency of systems, the time frame necessary to obtain the necessary parts and equipment, and the

time frames necessary to complete the replacement, updates, or improvements

- D. Maintain Professional Liability insurance with minimum coverage as stated in the Standard Form of Agreement Between Owner and Architect AIA A101.
- E. Provide experience providing complete budget estimates of each types of work, including design fees, permitting fees, and cost of completion.
- F. Provide, in the qualifications package, at least one project resume of each type of project for the proposed options.
- G. Hancock County reserves the right to select or reject any firm based on criteria set forth herein. Hancock County will evaluate submitted firms' qualification packages and may conduct interviews with any or all firms or individuals which submit qualification. The County will negotiate a contract with the firm deemed by the county to be best qualified. If a contract cannot be negotiated with the best qualified firm, the County will initiate negotiations with the next best qualified firm, and continuing on until a contract is negotiated, or a determination is made that no contract can be successfully negotiated with any entity that has submitted an SOQ on terms acceptable to the County and the Agency.

E. 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 FAX number, phone number, and e-mail address 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, which will ideally include new construction, remodeling of existing buildings, and the repurpose of Commercial space. Include: (a) the name of, location of, and description of the project and the services your firm provided for the project; (b) the Architect's construction estimate, and 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. Prior Defaults. Complete listing of any public or private construction projects for which the firm has been declared in default.

xi. 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

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

F. INSTRUCTIONS FOR SUBMISSIONS

1. Submission/Response Deadline. By not later than 4:00 p.m. on the Deadline date 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 Professional Services related to Hancock County HVAC Systems". Responses that are received after this date and time will not be considered. Firms are expected to comply with all specifications, terms, conditions, and instructions contained in this RFQ. Failure to do so will be cause for rejection. Qualification packages shall be prepared with brevity, providing a concise description of a respective firm's capabilities to satisfy the requirements of this RFQ. Emphasis should be placed on completeness and clarity. The County will not be responsible for any costs incurred by firms in preparing or presenting qualifications.

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.