

REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL & ENGINEERING SERVICES
FOR RENOVATIONS/ADDITIONS TO
LORAIN/MEDINA COMMUNITY BASED CORRECTIONAL FACILITY
9892 MURRAY RIDGE ROAD, ELYRIA, OHIO

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**LORAIN COUNTY COMMISSIONERS
REQUEST FOR ARCHITECTURAL SERVICES
FOR RENOVATIONS TO
Lorain/Medina Community Based Correctional Facility
9892 Murray Ridge Road, ELYRIA, OHIO**

I. PURPOSE OF RFQ

The Facility Governing Board (FGB) of the Lorain/Medina Community Based Correctional Facility (LMCBCF) invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services for renovations to 9892 Murray Ridge Road, Elyria, the Lorain/Medina Community Based Correctional Facility as herein outlined.

II. LOCATION

9892 Murray Ridge Road is located in Elyria, Ohio. The building is a one-story, Dryvit exterior, multiple elevation, slab-on-grade with mixed (metal and wood) framing. The interior of the facility is a combination of drywall and concrete block determined by the primary function of the area.

III. GENERAL DESCRIPTION

The FGB proposes to retain a highly qualified, capable firm(s) to act as Architect to assist in planning, schematic design, design, competitive bidding and construction of this renovation project. Firm(s) who participate in this RFQ process are sometimes referred to as "Firm" and "Architects". The FGB will give prime consideration to Architects with significant and current experience in the development, design and construction of correctional facilities. It is anticipated that the additional space will house an additional 50 male and female offenders including living areas, restroom and shower areas, group rooms, dining areas, offices, parking and other appropriate spaces. Potentially, the project will include three separate design elements: male addition, female addition and office addition, located in different areas of the existing building. Renovations will include minor modifications to existing structures.

IV. STATEMENT OF SPECIFIC DESIGN SERVICES REQUIRED

- A. The selected Architect(s) will be required to perform basic architectural and engineering services to be specified more fully in a

contract agreement to be negotiated after selection. Services desired include all A/E tasks necessary to fully complete the development and construction of facility addition/renovation, including, but not limited to,

1. Project development and programming,
 2. Schematic design
 3. Production of computer generated renderings
 4. Cost estimates
 5. Final design development,
 6. Construction drawings,
 7. Preparation of specifications/bidding documents,
 8. Review of bids received,
 9. Construction contract documents,
 10. Project administration, including preparing reports to the Board/Administrators as requested, meeting with other approving agencies as required and other tasks as may be deemed necessary.
 11. Project management
- B. The FGB reserves the right to include additional project elements in the initial or subsequent professional services agreements as the FGB may (in its sole discretion) deem appropriate. The FGB will not use the standard AIA contract documents to secure the professional services herein described. The Architect will be required to retain and be responsible for all basic engineering disciplines as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the FGB reserves the right to approve proposed sub-consultants that will be associated with the Project.

V. PROJECT FEATURES

1. Male dorms
2. Female dorms
3. Private offices
4. Open work areas for multiple employees
5. Mechanical & Electrical (HVAC)
6. Use of modular walls & work stations
7. Multi-level, open concept dorm configuration

8. Security
9. Fire alarm
10. Remote door/lock control
11. CCTV cameras and monitoring
12. Intercom control
13. Renovations to existing dorms
14. Adherence to American Correctional Association standards
15. Adherence to Ohio Department of Rehabilitation and Corrections (ODCR) standards

VI. PROJECT QUALIFICATIONS - CRITERIA

Statement of qualifications must include information regarding:

- A. Previous experience designing efficient correctional facility, office and work areas, include a list of similar projects completed. Provide the project cost and schedule for each project and indicate if the project was completed on time and within budget. Provide a list of non owner requested change orders.
- B. Firm's history of construction administration and management. Provide information of architects experience with value engineering, coordination of multiple prime contractors, and communicating with a public entity. Include an example of creative problem solving.
- C. Firm's lead and key technical personnel's qualifications and expertise.
- D. Proposed project teams qualifications and expertise. Availability of staff members assigned to this project.
- E. List of proposed sub-consultants, along with qualifications. (MEP, structural, data/telecommunications, acoustical, fire protection, etc.).
- F. Experience with similar projects and government projects.
- G. List of references of previous clients.

VII. SELECTION PROCESS

The statements of qualifications shall be timely reviewed and evaluated by an evaluation committee using the RFQ criteria. Proposing firms shall not contact members of the evaluation committee prior to announcement of the short list.

An evaluation/interview committee consisting of the following: FGB Member, Executive Director, Operations Director, Program Director and Facilities Director (Lorain County), will initially evaluate and rank the submittals.

At the conclusion of the evaluation process, scores shall be tallied and a short-list of up to three (3) viable firms will be determined as most qualified to perform the required services. A scope clarification meeting may be conducted with the short-listed firms. The discussions shall be designed to further explore the scope and nature of the services required the various technical approaches the firms may take toward the project, unique project requirements, the project schedule and the project budget. Any questions of the firms shall be answered at this meeting and shared with all participants.

Interviews to select the successful firm and/or team, at a location to be determined, will most likely occur within 2 to 4 weeks of the submission date. The interview committee may interview each of the short-listed firms and each member shall rank the firms from most to least qualified to provide the required services based on their interview and technical proposals, if any. The rankings of the interview committee members shall be combined to determine the overall ranking of the short-listed firms.

The FGB may ask short-listed firms to supplement their statement of qualifications with a technical proposal in accordance with the final scope of services and project requirements as may have been clarified at the scope clarification meeting. Each short-listed firm requested to submit a technical proposal shall be informed of the date, time and location for submitting its technical proposal.

The FGB shall announce the firm determined to be the most qualified to perform the required services, request a fee proposal and enter into contract negotiations with the selected firm in accordance with section 153.69 of the Revised Code.

Records that are maintained by the FGB during the selection process are public, to the extent permitted by sections 149.43 and 149.433 of the Revised Code, and shall be available for inspection.

The FGB has a right to accept or reject any or all professional design firms' statements of qualifications or technical proposals in whole or in part.

VIII. PRELIMINARY SCHEDULE

Request for Qualifications	30 days
RFQ review process	45 days
Schematic design	Fall 2015

IX. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. All Information True – By submitting a response, Architects represent and warrant to the FGB that all information provided in the response submitted shall be true, correct and complete. Architects who provide false, misleading or incomplete information, whether intentional or not, any of the documents presented to the FGB for consideration in the selection process may be excluded.
- B. Cost of Responses - The FGB will not be responsible for the costs incurred by anyone in the submittal of responses.
- C. Contract Negotiations – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the FGB the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- D. Professional Liability Insurance – Any person rendering professional design services to a public authority, including a criteria architect or engineer and person performing architect or engineer of record services, shall have and maintain, or be covered by, during the period the services are rendered, a professional liability insurance policy or policies with a company or companies that are authorized to do business in this state and that afford professional liability coverage for the professional design services rendered. The insurance shall be in an amount considered sufficient by the LMCBCF FGB.

X. SUBMITTAL INSTRUCTIONS

Six (6) copies of the Architects response are to be delivered to Don Nickerson, Operations Director, Lorain/Medina CBCF, 9892 Murray Ridge Road, Elyria, Ohio 44035 on or before 4:00 pm on July 06, 2015. All submittals must be labeled:

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To enable the FGB to efficiently evaluate the responses, it is important that the Architects follow the required format when preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Each copy of the responses shall be bound to ensure pages are not lost. Pages shall be no larger than letter size (8 ½ " x 11") or, if folded to that dimension, twice letter size (11" x 17") each section (defined below) shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required.

XI. CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

Section 1: A letter transmitting the response to the FGB.

Section 2: Firm Information

- Firm name, address and telephone number of all firm offices
- Structure of firm (sole proprietorship, partnership, corporation) and size of firm
- Number of years firm has been in business
- Name of principals
- Primary contact
- Organizational chart

- List of all projects currently under contract and their proposed finish dates.
- Firm's lead and key technical personnel's qualifications and expertise.

Section 3: Previous experience designing government offices

- Project name and location
- Year Completed
- Short description – include size of project
- Name, address and phone number of owner and contact person tasked with daily responsibilities of the project
- Name, address and telephone number of general contractor
- Design cost
- Construction cost
- List of non-owner requested change orders
- Project start date (design) and finish date (construction complete)
- Firm's lead architect assigned to the project

Section 4: Firm's history of construction administration and management

- Provide firm's philosophy regarding value engineering and buildable design. How were these philosophies applied during construction administration and management of a project?
- Provide a list of projects that architect performed coordination of multiple prime contractors
- Describe how architect will approach communication with the FGB and contractors
- Describe a creative solution to a problem implemented by your firm during the administration or management of a public project

Section 5: Proposed project teams qualifications and expertise

- Organization chart that explains team member responsibilities and chain of command
- Name of the project team leader in charge of project
- Resumes of all persons to be assigned to the project
- Current and upcoming job assignments for each team member

Section 6: List of sub-consultants with qualifications

- Project name and location

- Year Completed
- Short description – include size of project
- Name, address and phone number of owner or name, address and phone number of design firm
- Name, address and telephone number of contractor specific to sub-consultants scope of work
- Firm's lead and key technical personnel's qualifications and expertise.

Section 7: Experience with similar projects

Section 8: List of references of previous clients. Provide at least five.