

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL, ENGINEERING
AND RELATED SERVICES
FOR A NEWLY CONSTRUCTED FACILITY
TO HOUSE THE LORAIN COUNTY
GENERAL HEALTH DISTRICT
9880 MURRAY RIDGE ROAD, ELYRIA, OHIO**

Issue Date: May 30, 2017

Submission Due: July 14, 2017

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**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL & ENGINEERING SERVICES
FOR NEW FACILITY LORAIN COUNTY
GENERAL HEALTH DISTRICT**

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**LORAIN COUNTY COMMISSIONERS
REQUEST FOR ARCHITECTURAL SERVICES
FOR NEW FACILITY FOR
GENERAL HEALTH DISTRICT**

I. PURPOSE OF RFQ

The Lorain County Board of Commissioners invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services required for a new facility to house the Lorain County General Health District as herein outlined.

II. LOCATION

9880 Murray Ridge Road, Elyria, Ohio. Lorain County owns property adjacent to existing General Health District building. New facility will be constructed at this location.

III. PROJECT HISTORY

Recently, the Lorain County General Health District has incorporated the residents of the Cities of Elyria and Lorain into its general service area. With the increase in population served, their existing location is no longer large enough to house the many amenities that are needed to provide the level of services our residents require.

In January, 2017, the Lorain County Board of Commissioners retained an architectural firm to perform preliminary programming and site selection activities in preparation of making a final decision regarding site location and size of a new facility.

IV. GENERAL DESCRIPTION

The County 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 new building project. Firm(s) who participate in this RFQ process are sometimes referred to as "Firm" and "Architects". The County will give prime consideration to Architects with significant and current experience in the development, design and construction of government office space and clinic space.

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 this new facility, 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 as requested, meeting with other approving agencies as required and other tasks as may be deemed necessary.

B. The County reserves the right to include additional project elements in the initial or subsequent professional services agreements, as the County may (in its sole discretion) deem appropriate. The County 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 County reserves the right to approve proposed sub-consultants that will be associated with the Project.

V. PROJECT DESCRIPTION

The new facility will be a 2-story, 40,000 square foot building constructed near the existing site of the General Health District. The facility will have the following interior features:

<u>Department</u>	<u>Total Net Square Feet</u>	<u>Total Gross Square Feet</u>
Public area / Main Area	11,098	14,428
Administration	2,602	3,383
Environmental Health	3,326	4,324
Community Health	6,650	8,645
Women, Infants, & Children (WIC)	3,524	4,581
Health Promotion	2,496	3,245

Exterior Amenities:

Emergency Preparedness Storage	225	248
Mosquito Control Garage	900	990
Parking area	TBD	
Landscaping		
Demolition of existing structure		

Estimated project cost: 10 Million INCLUDES DESIGN FEES WITH PROJECT MANAGEMENT

VI. PROJECT QUALIFICATIONS - CRITERIA

Statement of qualifications must include information regarding:

- A. Previous experience designing efficient government 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 and project 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, security, data/telecommunications, acoustical, fire protection, etc.).
- F. Experience with similar projects and government projects.
- G. List of references of previous clients.

VIII. 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: County Administrator, County Facilities Director, Health Commissioner and Sanitarian in Training 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 County 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 County 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 County 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 County has a right to accept or reject any or all professional design firms' statements of qualifications or technical proposals in whole or in part.

IX. PRELIMINARY SCHEDULE

Request for Qualifications	30 days
RFQ review process	45 days
Schematic design	Fall/Winter 2017

X. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. All Information True – By submitting a response, Architects represent and warrant to the County 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 County for consideration in the selection process may be excluded.

- B. Cost of Responses - The County 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 County 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 Lorain County.

XI. SUBMITTAL INSTRUCTIONS

Four (4) copies of the Architects response are to be delivered to Karen L. Davis, Facilities Director, Lorain County Commissioners, 226 Middle Avenue, Elyria, Ohio 44035 on or before 4:00 pm on July 14, 2017. All submittals must be labeled:

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL & ENGINEERING SERVICES FOR NEW GENERAL HEALTH DISTRICT FACILITY

To enable the County 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.

XII. 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 County.

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 / project 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 County 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 projects in Lorain County and the City of Elyria.

Section 8: Experience with similar projects

Section 9: List of references of previous clients. Provide at least five.