

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

August 1, 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, acting on behalf of the Hancock County Veteran Service Office is seeking statements of qualifications from firms to provide design professional services in connection with two possible phases of a project related to the acquisition of a new location and facilities for Hancock County Veteran Service Office. Phase I of the project is the retention of a design professional to identify and evaluate the possible sites for a new location for new offices and other facilities. Phase II, if an appropriate site is identified, would be the retention of a design professional to design the new facilities for the use of Hancock County Veterans Services.

The Hancock County Veteran Service Office provides valuable services to the community that include coordination of medical care for veterans, transportation for veterans, and advocacy for federal, state and local benefits for those who have served this country in military service. The proposed sites will be owned by the Hancock County Commissioners and operated by the Hancock County Veteran Service Office. The new facility is expected to be approximately 3,500 square feet plus a garage for fleet of vehicles, and this RFQ is designed to locate a design professional to evaluate whether three particular possible sites would be possible and appropriate as locations for a new Veterans Services facility.

B. PROJECT DELIVERY/SCOPE OF SERVICES

1. The Veteran Service Office is searching for a county-owned office location. The proposed sites will be owned by the Hancock County commissioners and operated by the Hancock County Veteran Service Office. The needs for the new office location include:

- i. Adequate Private Office Space
- ii. Meeting spaces
- iii. Breakrooms
- iv. Minor Storage of Supplies
- v. Parking or Storage of Vehicles used daily for Transportation for Veterans

2. The selected Architectural and Engineering firm for Phase I will be required to provide a report discussing the feasibility of the two identified potential locations below;

- i. Purchase of City-of-Findlay-owned site at 428 Main Cross St. in Findlay requiring new buildings.
- ii. Remodeling of the old Elder Beerman store within the Findlay Mall Area.

Each site above provides pros and cons with respect to cost of ownership and meeting the needs of the Veteran Service Office. The selected Architectural team will be required to provide a concise report of each option and to rank the options according to how well each meets the needs of Veterans Service Office, including an analysis of the costs associated with each potential site. The feasibility study must also include the potential risks (such as potential zoning issues) involved with pursuing each option, and any long-term obstacles in operation.

3. The selected Architectural and Engineering firm for Phase II of the project will be required to design a new structure, remodel existing structures, or both, to meet the current and future needs of Hancock County Veterans Services on whatever site may be selected for Phase II of the project, including but not limited to those general needs set forth at item B(1), above.

C. INTERVIEWS AND SELECTION

The Design Professional for each of Phase I and Phase II of 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 Phase I. Each firm responding to this RFQ by submitting a statement of qualifications will be evaluated for Phase I by the Owner and Veterans Service Office 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 Phase I 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 and Veterans Service Office achieve its Project goals; and (f) other similar factors.

The Owner and Veterans Service Office may hold discussions with individual firms to explore further their qualifications in relation to Phase I, 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 and Veterans Service Office, 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 and Veterans Service Office will select a short-list of no fewer than three firms that the Owner and Veterans Service Office considers to be the most qualified to perform the Phase I design professional services for the Project, except if the Owner and Veterans Service Office determines that fewer than three firms are qualified, it will only select the qualified firms.

2. Selection Schedule. Owner and Veterans Service Office's schedule for selection of the Design Professional for Phase I is as follows (however, the selection schedule may be changed at the Owner and Veterans Service Office'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:

- A. RFQ Issued: August 1, 2022
- B. Qualification Packages Due: September 6, 2022
(Firms may be shortlisted following submission of proposals for interviews.)
- C. Interviews, if necessary, will be held the week of September 19, 2022.
- D. The County anticipates beginning negotiations between September 20-October 5.

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

3. RFQ process/Short-Listing of Firms for Phase II. Each firm responding to this RFQ by submitting a statement of qualifications will be evaluated for Phase II (after selection of a site for Phase II) by the Owner and Veterans Service Office based on the firm's qualifications and the qualifications and experience of the particular individuals identified as the firm's proposed team for Phase II of 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 Phase II 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 and Veterans Service Office achieve its Project goals; and (f) other similar factors.

The Owner and Veterans Service Office may hold discussions with individual firms to explore further their qualifications in relation to Phase II, 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 and Veterans Service Office, 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 and Veterans Service Office will select a short-list of no fewer than three firms that the Owner and Veterans Service Office considers to be the most qualified to perform the Phase II design professional services for the Project, except if the Owner and Veterans Service Office determines that fewer than three firms are qualified, it will only select the qualified firms.

4. Selection Schedule. Owner and Veterans Service Office's schedule for selection of the Design Professional for Phase II will be determined after the completion of Phase I of the project. The selection schedule may be changed at the Owner and Veterans Service Office's sole discretion and at any time prior to and subsequent to the deadline for submitting a statement of qualifications.

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 municipal projects that include coordination with city and county entities.
- C. Describe distance to the three sites from offices performing duties.
- D. Describe similar projects that include:
 - Renovations to existing sites
 - Feasibility of moving offices to existing newly acquired building

and how existing spaces might meet the need (or need to be renovated) of the Veterans Service operations.

- Ground up new building on proposed site including potential flood conditions and costs of ownership associated.
- E. Describe familiarity with the Veterans Service of Ohio and similar entities that offer like services.
- F. Maintain Professional Liability insurance with minimum coverage as stated in the Standard Form of Agreement Between Owner and Veterans Service Office
- G. Provide experience providing complete budget estimates of each types of work, including design fee's, permitting fee's, and cost of completion.
- H. Provide, in the qualifications package, at least one project resume of each type of project for the proposed options.
- I. 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 (1) original and three (6) copies of the Statement of Qualifications shall be delivered to the Hancock County Veteran Service Office by any delivery means, and two electronic copies 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 and Nichole Coleman at nrcoleman@co.hancock.oh.us. The subject line of the cover letter or e-mail should clearly read "Statement of Qualifications for Design Professional Services related to Veterans Services Offices". 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. Each copy, and all documentation submitted, should be bound in a single volume. Design professionals may note that they are only interested in either Phase I or Phase II of the project, if that is the case. Design professional may also note in their submissions any particular qualifications for Phase I or Phase II of the project. 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 to Nichole Coleman, Director of the Hancock County Veteran Services Office at 1100 East Main Cross St., Suite 123, Findlay, Ohio 45840, and must be received 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 and Veterans Service Office will also endeavor to notify firms who are on record with Owner and Veterans Service Office as having received a copy of this Request for Qualifications when an update has been posted to the Owner and Veterans Service Office's webpage. It is therefore imperative that firms provide full and accurate contact information to the Owner and Veterans Service Office, 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 and Veterans Service Office'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 Veterans Service Office and/or a firm's failure to check the Owner and Veterans Service Office'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 and Veterans Service Office's staff or the staff of Hancock County Veteran Services, 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 and Veterans Service Office 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 and Veterans Service Office 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 and Veterans Service Office shall have no liability to any firm arising out of such cancellation or rejection. Owner and Veterans Service Office reserves the right to waive minor variations in the selection process.

6. Preparation Costs. Owner and Veterans Service Office 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 and Veterans Service Office 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 and Veterans Service Office.