



BOARD OF COUNTY COMMISSIONERS

WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

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Telephone (513) 695-1250

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TOM GROSSMANN

SHANNON JONES

DAVID G. YOUNG

SELECTION OF ARCHITECTURAL FIRM FOR THE WARREN COUNTY JUVENILE JUSTICE CENTER ROOFING PROJECT

WHEREAS, this Board of County Commissioners (the "Board") of the County of Warren, Ohio (the "County") recognizing the need for a professional architectural firm for the purpose of providing architectural and engineering design services for the Warren County Juvenile Justice Center Roofing Project; and

WHEREAS, Section 153.65-71 of the Ohio Revised Code identifies the requirements and procedures for procuring the services of a consulting architectural and engineering firm for the development of detailed plans, specifications, and bid documents for the aforesaid project; and

WHEREAS, pursuant to Resolution #17-1489 this Board established an Evaluation Committee to review the qualifications, select and make recommendation for contract award; and

WHEREAS, seven qualification submittals were received, reviewed and evaluated by the Committee; and

NOW THEREFORE BE IT RESOLVED, to authorize the Warren County Administrator to initiate negotiations with SFA Architects Inc. for the respective architectural services.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 2nd day of November 2017.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

Tz/

cc: Probate/Juvenile Ct (file)
Facilities Mgt (file)
Project file
OMB Bid file

Request for Qualifications (RFQ)
for
Professional Architectural Services
for the Juvenile Justice Center Roof Project

The **Warren County Board of Commissioners** is requesting Statements of Qualification (SOQ) from professional architectural firms for the purpose of providing professional services for the **Warren County Juvenile Justice Center** roof project.

Project Description:

The Juvenile Justice Center facility is in need of replacement and repair of approximately 45,000 square feet of roofing. The existing roof consists of sloped metal roof, barrel vault-style metal roof, and flat roof with ballast. The project will also include repair of parapet walls, removal of a tower roof, installation of overflow drainage, and lightning protection. Professional services will be needed throughout all phases of the project, including assessment, analysis, design, development, construction documents, bidding & award, contract administration, and closeout.

Submittals:

Interested individuals or firms should submit 5 copies of their SOQs, enclosed in a sealed envelope. The envelope shall be plainly marked on the outside "**Warren County Juvenile Justice Center Roof RFQ**"

SOQs must be delivered to the following address, before the submittal deadline:

Trevor Hearn
Warren County Department of Facilities Management
430 Justice Drive
Lebanon, Ohio 45036

The County reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Submittal Deadline:

SOQs will be received until **1:00 pm**, local time, **October 13, 2017**.

Anticipated Schedule:

It is anticipated that the entire project will be complete by July 1, 2018.

Questions, Clarifications and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Trevor Hearn at Trevor.Hearn@co.warren.oh.us. Questions will be reviewed and the County will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers.

Qualifications:

Submittals should include the following:

1. Information about the firm's history
2. Education, technical training, and experience of owners and key personnel
3. The firm's experience in providing substantially similar services in Ohio
4. Ability of the firm to provide services on the proposed timeline
5. The firm's equipment and facilities
6. List of consultants used to provide any services not performed by the design firm
7. Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of five (5) relevant projects involving similar services performed by the firm during the past eight years.
Include the following information for each project:
 - a. Project owner, name of project and location
 - b. Brief description of the project
 - c. Year services were completed or anticipated completion date
 - d. Construction cost
 - e. Other relevant information about the project and the firm's services
 - f. Reference contact person and phone number
8. The firm's location and proximity to the site for purposes of attending meetings
9. The ability of the individuals identified by the firm who will be responsible for providing services, to communicate with the Owner
10. The firm's procedures for phase services
11. Professional Liability Insurance Coverage & Claims History – The firm's insurance coverage, including errors and omissions. Include:
 - a. The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
 - b. Specific information about any claims asserted against the firm or its professional liability carrier within the last 5 years, including the resolution of the claim(s)

Additional Information Requested for the Project:

In addition to the qualifications and information listed above, the firm's submittal should include the following:

1. Identify the principal in charge of the Project and the Project Manager, as well as any other individuals assigned to the Project, together with the education, technical training,

and experience of these individuals, to the extent it has not been provided in the firm's qualifications.

2. Describe the steps the firm will take to coordinate design and work on the Project with the County with respect to scheduling the Project, maintaining the construction schedule, and close-out of each stage of the Project.
3. The firm's practices with respect to site visits and construction administration of the Project.
4. Proposed internal timeline for completion of the Project and the various services to be provided by the firm
5. Provide specific information on project budget development and the firm's experience over the past 5 years with preparing project estimates and construction costs, monitoring project costs, and completing a project within the initial budget.
6. Explain the firm's approach to incorporating energy efficiency into construction projects that will enhance the design and contribute to energy savings and long-term maintenance and operations of systems for the Project.
7. List a maximum of three (3) specific and unique qualities that set your firm apart from others in relation to this Project.
8. Any statistics kept internally on change order history and project completion, recognizing that each change order is unique as to its causes. The County is interested in information that will show consideration of budget requirements.
9. Explain the firm's approach to the project with respect to occupant/pedestrian safety and minimizing disturbance to daily operations within the facility.

Selection Process

The Warren County Board of Commissioners will name an evaluation committee to evaluate and select those firms who are most qualified. Pursuant to Section 153.69 of the Ohio Revised Code, the evaluation committee will review the SOQs for conformance with this RFQ. The evaluation committee may request interviews of the responding firms to explore further the firms' SOQs, the scope and nature of the services the firms would provide, and the various technical approaches the firms may take toward the project. The evaluation committee will select and rank no fewer than three firms considered to be most qualified pursuant to the qualifications listed above. The evaluation committee will recommend the firm ranked most qualified to the Warren County Board of Commissioners who may authorize the negotiation of a contract with the firm ranked most qualified, pursuant to Section 153.69 of the Ohio Revised Code. Upon failure to negotiate a contract with the firm ranked most qualified the Warren County Board of Commissioners may enter into negotiations with the firm ranked next most qualified

The Warren County Board of Commissioners has the right to accept or reject any or all proposals in whole or in part.



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REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL SERVICES

The Warren County Board of Commissioners is requesting sealed Statement of Qualifications from professional architectural firms for the purpose of providing professional services for the roof replacement and repairs project at the Juvenile Justice Center, 900 Memorial Drive, Lebanon OH.

The project involves replacement and repair of approximately 45,000 square feet of roofing. The facility is occupied by the Warren County Juvenile/Probate Court Division, Juvenile Detention Center, and Mary Haven Youth Center.

Statement of Qualifications documents may be obtained by contacting Trevor Hearn at Trevor.Hearn@co.warren.oh.us or by visiting the Warren County Government website at <http://www.co.warren.oh.us/commissioners/Resources/Bids/Default.aspx>. Submissions will be accepted until 1:00pm local time on October 13, 2017.