



**BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO**

*406 Justice Drive, Lebanon, Ohio 45036*

*www.co.warren.oh.us*

*commissioners@co.warren.oh.us*

*Telephone (513) 695-1250*

*Facsimile (513) 695-2054*

***TOM GROSSMANN***

***SHANNON JONES***

***DAVID G. YOUNG***

APPROVE AND ENTER INTO AGREEMENT WITH MCGILL SMITH PUNSHON, INC. RELATIVE TO ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR A NEW EVENT CENTER AT THE WARREN COUNTY FAIRGROUNDS

WHEREAS, pursuant to Resolution #17-0363, this Board approved a notice of intent to enter into an agreement with McGill, Smith Punshon, Inc. following the issuance of a Request for Qualifications pursuant to Ohio Revised Code Section 153.65-71; and

NOW THEREFORE BE IT RESOLVED, to approve and enter into an architectural and engineering design services agreement with McGill Smith Punshon, Inc. relative to a new event center at the Warren County Fairgrounds; copy of said agreement attached hereto and made a part hereof.

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

Mr. Young – absent  
Mr. Grossmann – yea  
Mrs. Jones – yea

Resolution adopted this 18<sup>th</sup> day of April 2017.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

tao/

cc: C/A—McGill Smith Punshon, Inc.  
Warren County Agricultural Society (file)



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**TOM GROSSMANN**

**SHANNON JONES**

**DAVID G. YOUNG**

APPROVE NOTICE OF INTENT TO ENTER INTO AGREEMENT WITH MCGILL, SMITH PUNSCHON, INC. FOR ARCHITECTURAL SERVICES RELATED TO THE NEW EVENT CENTER AT THE WARREN COUNTY FAIRGROUNDS

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 new Event Center at the Warren County Fairgrounds and issued a Request for Qualifications relative thereto; 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 said project; and

WHEREAS, nine qualification submittals from engineering consulting companies were received, reviewed and evaluated by the Warren County Agricultural Society; and

WHEREAS, on March 3, 2017, this Board met with the top ranked firm; and

NOW THEREFORE BE IT RESOLVED, to approve the notice of intent to enter into an agreement with McGill, Smith Punscheon, Inc. for architectural services related to the New Event Center at the Warren County Fairgrounds.

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

Mr. Grossmann - yea

Mrs. Jones - yea

Mr. Young - yea

Resolution adopted this 7<sup>th</sup> day of March 2017.

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Tina Osborne, Clerk

tao/

cc: Project file  
Agricultural Society (file)



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**TOM GROSSMANN**

**SHANNON JONES**

**DAVID G. YOUNG**

### PUBLIC ANNOUNCEMENT OF AVAILABLE ARCHITECTURAL CONTRACT

The Warren County Board of Commissioners and the Warren County Agricultural Society (WCAS) are requesting Statement of Qualifications from professional architectural firms for the purpose of providing architectural and engineering design services for the new Event Center at the Warren County Fairgrounds, 665 North Broadway, Lebanon, OH.

The existing grandstand facility is scheduled for demolition this spring, and a new Event Center is proposed in its place to host the multiple events, festivals and trade shows which the Fairgrounds hosts throughout the year as well as serving as the central entertainment venue during the Warren County Fair. Architectural services are needed to plan, design and oversee construction of a 15,000 -20,000 sf. Event Center to include event space, administrative space, catering kitchen, and restrooms as well as outside event areas. Design team will work in cooperation with the Warren County Agricultural Society (WCAS) throughout the design and construction process. The desire is to have the design process completed by April 2017 and project construction completed by June 2018.

Statement of qualifications should include information regarding the firm's history, education and experience of owners and key technical personnel; the firm's experience in designing similar projects; availability of staff; references; the firm's past performance in terms of quality of design, meeting schedules and deadlines, controlling costs/meeting budgets, and communication/ cooperation; and any previous work performed for Warren County. Complete RFQ package is available from the Warren County Commissioners' Office.

Inquiries about the RFQ and/or visiting the site can be made by contacting:

Rebecca Osborne  
Fair Secretary and Facility Manager  
**Warren County Agricultural Society**  
PO Box 58, Lebanon, OH 45036  
513.932.2636  
[ROsborne@warrencountyfairohio.org](mailto:ROsborne@warrencountyfairohio.org)

Architectural firms interested in being considered for a contract to provide the required design services should submit five (5) individual copies of their proposal no later than Tuesday, January 31, 2017, 4:00 PM local time, to the attention of:

**Warren County Board of Commissioners – Office of Management & Budget**  
Attention: Erynn Hartmann, Fiscal Purchasing Officer  
406 Justice Drive  
Lebanon, Ohio 45036

The outside of the sealed envelope should be clearly marked "Statement of Qualifications for Warren County Fairgrounds Event Center Project."

**Request for Qualifications (RFQ)**  
**for**  
**Professional Architectural Design Services**  
**for the WARREN COUNTY FAIRGROUNDS EVENT CENTER**

The **Warren County Agricultural Society (WCAS)** is requesting Statements of Qualification (SOQ) from professional architectural firms for the purpose of providing architectural and engineering design services for the **Warren County Fairgrounds Event Center** project.

Project Description:

The Warren County Board of Commissioners intends to construct a new Warren County Fairgrounds Event Center on the Warren County Fairgrounds in Lebanon, Ohio. This new facility will be approximately 15,000 – 20,000 square feet and consist of a single story facility to include event space, administrative space, catering kitchen and restrooms as well as an additional 10,000 square foot shell to be used for outdoor event space and for future expansion. The Event Center will be designed to host multiple events, festivals, meetings, trade shows and weddings/banquets throughout the year in addition to serving as the central entertainment venue during the Warren County Fair, held annually the third week of July. The architectural firm will work cooperatively with the Warren County Agricultural Society (WCAS) in the design development and construction administration process.

The design of the above Project will immediately follow the selection of the Design Firm based on the RFQ. The demolition of the existing structure is scheduled to begin in Spring 2017 with construction of the new Event Center scheduled to begin in August following the 2017 Warren County Fair with an approximate 11-12 month delivery. The anticipated construction budget for this Project is \$3,000,000. The Project estimated completion date is July 2018.

Submittals:

Each Respondent must submit five (5) copies of its response to this RFQ by 4:00 pm. on January 31, 2017 to:

Warren County Office of Management and Budget  
Attention: Erynn Hartmann, Fiscal Purchasing Officer  
406 Justice Drive Lebanon, Ohio 45036

Write on the outside of the sealed envelope or box: "Statement of Qualifications for the Warren County Fairgrounds Event Center Design Project"

Anticipated Schedule:

**The desire is to have the design process completed by April 2017 and project construction completed by July 2018.**

The Board reserves the right to modify any or all of the above dates.

Questions, Clarifications, and Addenda:

Information and questions about the project, as well as requests to visit the site can be made by contacting:

Rebecca Osborne  
Fair Secretary and Facility Manager  
Warren County Agricultural Society  
PO Box 58  
Lebanon, Ohio 45036  
(513) 932-2636  
[ROsborne@warrencountyfairhio.org](mailto:ROsborne@warrencountyfairhio.org)

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 five 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 preparing budget estimates, performing design reviews, constructability reviews, and value engineering; and
11. Any experience with "alternative delivery methods."

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 and WCAS 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. What amount of time is spent on average on site during construction? What is the background of the individuals who would be visiting the Project during construction?

4. Proposed internal timeline for completion of the Project and the various services to be provided by the firm for pre-construction (programming, schematic design, design development and completion of construction documents), construction administration, and close-out phases of the Project.
5. Explain the firm's experience, approach, and specific expertise in planning for the use of space, technology, and systems that support similar building type functions.
6. 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.
7. 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.
8. List a maximum of three (3) specific and unique qualities that set your firm apart from others in relation to this Project.
9. The firm's insurance coverage, including errors and omissions. Include the coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits.
10. Provide 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).
11. 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.
12. Recommendations to enhance the functionality of the new event center, including practical value engineering.

As required by Ohio Revised Code, Section 153.65 et. seq., responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the individual project teams from the firms determined to be most qualified may be asked to meet with County/WCAS representatives to present the firm's qualifications and proposed approach for the Project before final selection is made. Following this evaluation, Warren County will enter into contract negotiation with the firm deemed to be the most qualified.

Attachments:

Exhibit A – Event Center Draft Concept