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**REQUEST FOR QUALIFICATIONS(RFQ)  
TO PROVIDE  
ARCHITECTURAL/ENGINEERING SERVICES  
For  
FAIRFIELD COUNTY**

The Fairfield County Facilities Manager is requesting Statements of Qualifications for the provision of professional architectural/engineering (A/E) services necessary to serve as a design consultant to the Owner . Qualified architects shall have until 4:00 PM, February 15, 2017 to submit their Statement of Qualifications to the County Commissioners, Attn: Dennis Keller, Facilities Manager, 210 East Main Street, Room 300, Lancaster, Ohio 43130. Submittal of statements received after this deadline will not be considered.

Submittals shall comply with the standards set forth in the Request for Qualifications for Architectural Services, available for download from the Fairfield County website. The professional architectural services required are to assist the Owner with the design and construction administration of a Government Services Center facility to possibly include a maintenance garage, records retention storage area, offices areas, and meeting rooms of other areas.

A selection committee made up of County Officials will consider all submitted Statements of Qualifications to determine the most qualified firm to suit the needs of Fairfield County on this project. The determination of the selection committee shall be final and not subject to appeal. The committee will negotiate an agreement with the firm determined to be most qualified. If an agreement cannot be reached, the committee will negotiate with the next most qualified firm.

Should there be any questions please contact Dennis Keller, Facilities Manager, at (740) 652 - 7097.

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**OBJECTIVE**

Fairfield County requests Statements of Qualifications to provide professional architectural services as required to assist the Owner with the design and construction of a Government Services facility, to possibly include a maintenance garage, records retention storage area, offices areas, and meeting rooms. The selected firm shall provide complete architectural/engineering design services as necessary for construction or renovation of the proposed facilities. Statements of qualifications should include information regarding the firm's history; education and experience of owners and key technical personnel; the technical expertise of the firm's current staff; the firm's experience in performing architectural/engineering studies, design documents, specifications, construction administration and observation; availability of staff; the firm's equipment and facilities; references, and any previous work performed for Fairfield County.

**BACKGROUND**

The Fairfield County Commissioners are responsible for all the facilities in which all of the county operations are performed. This includes the facilities required to operate the Facilities Maintenance Department, records and asset storage, administrative offices, and meeting/training rooms as being considered for inclusion in this facility.

**PROJECT INFORMATION**

1. PROJECT NAME: Government Services Center
2. PROJECT LOCATION: Lancaster, Ohio area; Baldwin Drive site or another location
3. PROJECT BUDGET: Approximately \$1,500,000
4. PROJECT FUNDING: General revenue funds

**PROJECT SCHEDULE**

The following is a proposed schedule for the project (subject to change):

**Item**

Planning and Design Phase  
Bidding Phase  
Construction Phase

**Implementation Date**

February thru June, 2017  
June thru July, 2017  
July through December, 2017

## **EVALUATION CONSIDERATIONS**

The following are the primary evaluation considerations that the County plans to utilize to select the best qualified firm. Selection is subjective in many areas and the decision of the County selection committee will be final and not subject to re-evaluation by the firms submitting a Statement of Qualifications. The selection committee will consist of the County Administrator, and Facilities Manager.

- 1) Firm & Individual Qualifications - Such considerations as; 1) length of time firm has been in business, length of time principals have been with firm, financial responsibility, professional liability coverage, etc. will be included in this area. 2) similar architectural/engineering projects completed; other similar government projects completed by the key personnel of the firm, support staff abilities, range of in-house capabilities etc. will be included in this area. 3) Qualifications and credentials of the project architect and staff assigned to the projects, architect and staff experience with construction project administration, design/construction dispute resolution, will be included in this area.
- 2) Proximity to Site Such consideration as; location of firm's office that will be responsible for project coordination and proximity to the project site, previous work in the general geographic area, key project personnel office location, etc. will be included in this area. (This criterion is being considered because lower project costs should result if limited travel expenses, etc. are required.
- 3) Capacity to Perform Work - Such considerations as; ability of firm to complete the required work in-house with the scheduled timeframe, firm's current work load, ability of firm to utilize full time staff to complete work, range of firm's staff in the technical areas needed for the design associated with the project, subcontractors needed to complete the project, etc. will be included in this area.
- 4) References & Quality - Such considerations as; 1) examples or descriptions of similar work, references from satisfied clients, results of previous projects, etc. will be included in this area. 2) Technical innovation and communication/cooperation; 3) Meeting budgets, schedules, and deadlines
- 5) Past Performance for Owner - Such considerations as; 1) previous performance in providing professional services for Fairfield County

The County will accept a Statement of Qualifications (SoQ's) until 4:00 pm, February 15, 2017 at the County Commissioners Office, Attn: Dennis Keller, Facilities Manager, 210 E. Main Street, Room 300, Lancaster, OH 43130. The Statement of Qualifications should be limited to twenty five pages excluding resumes. Each firm shall submit a total of two(2) copies of the SoQ in a sealed envelope clearly marked on the outside "Statement of Qualifications for Architectural Services."

The County retains the option of rejecting or accepting any Statements of Qualifications. Should a firm be selected and the County cannot negotiate a contract with the selected firm, the County shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm it deems next best qualified. If negotiations again fail, the same procedure shall be followed with each next best qualified firm selected until a contract is negotiated. However, the County retains the right to reject all SoQ's and initiate the process of obtaining Statement of Qualifications from qualified firms at a later date.

### **STATEMENTS OF QUALIFICATIONS**

The specific format of the Statement of Qualifications (SoQ) shall be per the responding firm's judgment. In general, SoQ's shall be organized in a manner that will facilitate the evaluation of the responding firm under the considerations stated herein. It is desirable that the responding firm's SoQ's specifically addresses each evaluation consideration. Additional information over what is listed for each criterion in the preceding section that is deemed relevant may be submitted. The County requests that in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope for a detailed project description. The selected project shall be a project that has been completed for at least three years but no more than ten years.

The responding firms are also requested to provide the proposed project team that most likely will work on this project. Members listed should include personnel from the principal down to the evaluation staff. Sub-professional level employees not providing a significant role on the project do not need to be included. A resume of each key member of the team is needed and should detail relevant experience, length of service with the firm and job duties during his/her tenure, educational background and professional background.

### **INTERVIEWS**

The County reserves the right to conduct face-to-face interviews with any, all, or none of the responding firms. In the event the County selection committee deems interviews necessary to select the best firm, the County will establish a meeting at a mutually acceptable time. The County selection committee will meet with key members of the firm's proposed project team. It shall be the selection committee's sole decision on which firms interviews are held.

### **NOTICE OF POLICY**

It is the policy of the County that all original design documents, construction tracings, legal documents, reports, studies, and other data produced as a direct result of the services performed under the contract

shall become the property of Fairfield County. Any copyrighting of material produced as a result of the services performed shall be in Fairfield County's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the County as a licensed user and shall provide the County with one complete copy of the licensed material.

End of RFQ