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**PUBLIC NOTICE**

**REQUEST FOR STATEMENT OF QUALIFICATIONS(RFQ)**

**PREQUALIFICATION FOR PROFESSIONAL DESIGN SERVICES  
WITH AN ESTIMATED FEE UNDER \$50,000.00**

**FAIRFIELD COUNTY FACILITIES MANAGEMENT DEPARTMENT  
FAIRFIELD COUNTY, OHIO**

The Fairfield County Facilities Management Department, in accordance with Sections 153.65 to 153.71 of the Ohio Revised Code and Fairfield County Board of Commissioners Resolution No. 2022-04.12.m, wishes to receive Statements of Qualifications (SOQ) from experienced professional design firms to establish a prequalified list of Professional Design Firms for projects with an estimated design fee under \$50,000.00. The complete Request for Qualifications may be obtained by download at the County's web page, [http://www. https://www.co.fairfield.oh.us/COMMISH/FC-Facilities-Management-Department.html](http://www.https://www.co.fairfield.oh.us/COMMISH/FC-Facilities-Management-Department.html). Statements of Qualifications will be received on an ongoing basis with no deadline at the Fairfield County Facilities Management Office, 210 East Main Street, Lancaster, Ohio 43130.

End of Advertisement

Fairfield County Facilities Operations Department

**PREQUALIFICATION AND QUALIFICATIONS-BASED SELECTION PROCEDURE  
FOR PROFESSIONAL DESIGN SERVICES WITH AN ESTIMATED  
DESIGN FEE UNDER \$50,000.00**

DATE: April 12, 2022

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**ARTICLE 1: INTRODUCTION**

This procedure outlines the process Fairfield County Facilities Operations Department (FCFOD) will use to receive Statements of Qualifications (SOQ'S) in order to prequalify professional design firms for projects with an estimated design fee under \$50,000.00, as well as announce professional design contracts for projects.

**ARTICLE 2: CLASSIFICATIONS OF PROFESSIONAL DESIGN CONTRACTS**

Professional design contracts will be classified under two categories:

1. Projects which have an estimated professional design fee of less than fifty-thousand dollars (\$50,000.00). See Article 8 for detailed information.
2. Projects which have an estimated professional design fee greater than or equal to fifty-thousand dollars (\$50,000.00). See Article 9 for detailed information.

**ARTICLE 3: REQUESTED PROFESSIONAL DESIGN SERVICES**

As defined under O.R.C. 153.65 (C) "professional design services" means services within the scope of practice of an architect or landscape architect registered under Chapter 4703. of the Revised Code or a professional engineer or surveyor registered under Chapter 4733. of the Revised Code.

The following professional design services, but not limited to, are requested for prequalification:

- Architectural Design
- Landscape Architecture
- Electrical Engineering
- Mechanical Engineering
- Structural Engineering
- General Site Civil Engineering Design
- Surveying
- Construction Management/Inspection
- Geotechnical Engineering
- Floodplain Analysis

#### **ARTICLE 4: SUB-CONSULTANTS**

A firm may employ sub-consultants for various disciplines (i.e. Electrical Design, Geotechnical Design, etc.). All sub-consultants shall be independently prequalified in accordance with the procedures described in Article 5 of this notice. Sub consultants shall not be listed as partnering firms for prequalification submittals. For specific projects publicly announced by FCFOD, partnering or teaming of firms is permissible provided that all firms are independently prequalified with FCFOD.

#### **ARTICLE 5: INSTRUCTIONS FOR PREQUALIFICATION SUBMITTALS**

SOQ'S shall include, but are not limited to, the following:

1. Firm name, address, telephone number.
2. Contact name for all correspondences, and contact's email.
3. Year established, size of firm, and former firm names or ownership, if applicable.
4. List of all professional design services to be considered for prequalification.
5. Names of principals of the firm with a brief explanation of relative experience and professional registrations.
6. Names, qualifications, and experience of key personnel, including other engineers and field personnel, to be assigned to projects.
7. List of completed projects which the firm has participated in. Include key personnel and client contact information for references.
8. An outline of the firm's Quality Assurance or Quality Management Program.

9. Brief description of the firm's equipment and facilities.
10. Copies of letters of recommendations from at least three (3) other public or private agencies reflecting the firm's recent past performance.
11. List of claims or lawsuits with any public authority over the last five years.

In order to have your firm reviewed for prequalification, send one (1) hard copy and one (1) PDF electronic copy of your current SOQ to the following address:

Fairfield County Commissioners Office  
Attn: Dennis Keller, Facilities Manager  
210 East Main Street, 3<sup>rd</sup> Floor  
Lancaster, Ohio 43130

SOQ'S will be evaluated for prequalification as they are received by the Facilities Manager.

#### **ARTICLE 6: NOTIFICATION OF PREQUALIFICATION STATUS**

FCFOD will provide written notice to a firm if it is awarded prequalification status.

FCFOD will not "short list" a minimum number of prequalified firms. FCFOD reserves the right to deny a firm prequalification based on past performance, lack of sufficient demonstrated experience in the requisite areas of prequalification or failure to provide all the requested information.

#### **ARTICLE 7: EXPIRATION OF PREQUALIFICATION STATUS**

In accordance with ORC, 153.71, a firm's prequalification status will expire **one(1) year** after the notification date. To become eligible for projects after a firm's prequalification status has expired, the firm must submit a new SOQ and be awarded prequalification status as before.

It shall be the firm's responsibility to monitor when its prequalification status is due to expire.

The Fairfield County Commissioners will publicly solicit requests for updated SOQ's for pre-qualification annually on it's webpage at: [co.fairfield.oh.us](http://co.fairfield.oh.us)

Any significant changes in Items 1 through 10 of Article 5 may affect a firm's prequalification status. It is each firm's responsibility to provide FCFOD with current information.

#### **ARTICLE 8: PROJECTS WITH AN ESTIMATED PROFESSIONAL DESIGN FEE UNDER \$50,000.00**

For specific projects with an estimated professional design fee under \$50,000.00, FCFM may enter into a contract with a firm based on the provisions of ORC 153.69(B) and 153.71. The process is as follows:

- A. The Facilities Manager, the County Administrator, or their designee, and the designee of the Board of Commissioners shall select a single design professional or firm among those with prequalification status as the most qualified for the project.
  
- B. FCFOD and the selected design professional or firm shall comply with Division (B) of section 153.69 of the Revised Code with respect to the negotiation of a contract. Contract negotiations shall be directed toward:
  - 1. Ensuring that the professional design firm and the agency have a mutual understanding of the essential requirements involved in providing the required services;
  - 2. Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time;
  - 3. Agreeing upon compensation which is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the services.
  
- C. Upon failure to negotiate a contract with the selected firm, FCFOD shall inform the firm in writing of the termination of negotiations and may enter into negotiations with another firm from among those with prequalification status. If negotiations again fail, the same procedure may be followed until a contract is negotiated.

FCFM, at its discretion, may utilize the process described under Article 9 of this selection procedure for any project with an estimated design fee under \$50,000.00.

**ARTICLE 9: PROJECTS WITH A PROFESSIONAL DESIGN FEE EQUAL TO OR EXCEEDING \$50,000.00**

For specific projects having an estimated professional design fee equal to or exceeding \$50,000.00, FCFOD uses a Qualifications Based Selection Process conforming to the requirements of Ohio Revised Code Sections 153.65 to 153.71. FCFOD is not prequalifying design firms for these projects. FCFOD shall issue a Request for Qualifications (RFQ) for that specific project. Prequalified Firms must submit a proposal for the specific projects and shall include the firm's Statement of Qualifications to assure compliance with ORC-153.67. Detailed requirements and procedures for these proposals will be described in the RFQ issued for the project and approved by the Board of County Commissioners.