



## BOARD OF COMMISSIONERS

### Commissioners:

Steven A. Davis

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### **Request for Qualifications for General Architectural and Engineering Design Services**

The Fairfield County Board of Commissioner's is requesting general qualifications for professional architectural and engineering design services. The County general design services, including construction administration, for potential County-wide facilities improvements and possible renovations and additions.

Fairfield County wishes to contract with an experienced architectural and engineering design firm for technical assistance in the design and implementation of a solution. A selection of a firm will be based upon specialized experience or technical expertise of the firm and its personnel in connection with general projects and the firms past record of performance with other similar clients.

Fairfield County desires a firm with a strong understanding and background in conference rooms, meeting areas, audio visual projects and office spaces. A firm must have experience in creating these spaces in renovated buildings.

Qualifications received will be evaluated and ranked based on the following information, as required by Ohio Revised Code Section 153.65, et seq., to determine the firm most qualified to provide the required services in the manner determined in the best interest of Fairfield County.

It is the Counties intention to provide open competition for the aforementioned professional services, where firm's qualification are evaluated, and once a firm is selected, fair and reasonable compensation is negotiated. Interested individuals and firms are invited to submit evidence of their professional qualifications, and related information as follows:

1. General Background of the Firm and Staff -- Number of years in business, firm location(s), number of employees by office location, disciplines represented (i.e. architects, engineers). Provide names and project roles of staff. Include detailed resumes of the assigned staff.
2. Technical Experience -- List experience with diverse types of facilities. Provide a detailed description of at least 5 projects with services provided, cost of construction and contact information of owner.
3. Local Experience -- Provide project experience with local area projects.



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4. References -- Please provide five references that the County can contact.

Professional design firms interested in being considered should reply with three individually bound statements of qualification no later than 10am local time on October 14th, 2024. Statements of qualifications received after this date and time will not be accepted.

**Statements of qualification should be sent to the attention of:**

Jon Kochis

Facilities Director

Fairfield County, Ohio

210 East Main Street

Lancaster, Ohio 43130

**Statements should be received no later than:**

October 14th, 2024 at 10am

Responding firms will be evaluated and ranked in order based on their qualification's submittal. As part of this evaluation, the County may hold interviews with individual firms. The County expects to enter into contract negotiations with the firm ranked most qualified to perform the professional design services needed.



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## Professional Services Rating Form

Statement of Qualification received from: \_\_\_\_\_

Date: \_\_\_\_\_

### 1.) Qualification of the Firm and Staff

Years of Operation

(0-10 years = 0 pts. 10-20 years = 5 pts. 20+years = 10 pts.) \_\_\_\_\_ of 10

Firm Location

(100+ miles = 0 pts. 50-99 miles = 5 pts. 0-49 miles = 10 pts.) \_\_\_\_\_ of 10

Experience of firms current personnel (similar projects)

(0-10 employees = 0 pts. 10-30 employees = 5 pts. 30+employees = 10 pts.) \_\_\_\_\_ of 10

Disciplines

(No Engineers on staff = 0 pts. Engineers on staff = 10 pts.) \_\_\_\_\_ of 10

### 2.) Technical Experience

Conference Center Experience

(0 projects = 0 pts. 0-5 projects = 5 pts. 5+projects = 10 pts.) \_\_\_\_\_ of 10

AV and Data project Experience

(0 projects = 0 pts. 0-5 projects = 5 pts. 5+projects = 10 pts.) \_\_\_\_\_ of 10

### 3.) Local Experience

Area Projects

(0 projects = 0 pts. 0-5 projects = 5 pts. 5+projects = 10 pts.) \_\_\_\_\_ of 10

### 4.) References and Overall impression of firm's capacity, ability and experience to perform and administer the services required based on past projects.

(Poor = 5 pts. Fair = 10 pts. Good = 15 pts. Excellent = 20 pts.) \_\_\_\_\_ of 30

Total Score (Out of 100) \_\_\_\_\_

Comments:

Rated by: \_\_\_\_\_

Signature: \_\_\_\_\_

Fairfield County Commissioners Office • 210 East Main Street • Room 301 • Lancaster, Ohio 43130

P: 740-652-7090 • F: 740-687-6048 • [www.fairfieldcountyohio.gov](http://www.fairfieldcountyohio.gov)