

**REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL/DESIGN SERVICES
MORROW COUNTY, OHIO PROFESSIONAL OFFICE SPACE
Dated June 14, 2023**

Project Owner: The Board of Morrow County Commissioners

Project Name: Administrative Offices at 480 Douglas

Project Location: 480 Douglas Street, Mount Gilead, OH 43338

Deadline to Submit Qualifications: 2:00 p.m. local time, Friday, July 14, 2023

Introduction:

The Board of Morrow County Commissioners (the Owner) intends to contract for Architectural and Design Services in connection with its Administrative Offices at 480 Douglas (the Project). The Owner requests statements of qualifications from experienced firms to provide architectural and design services to the Owner in connection with the work for the Project. This Request for Qualifications (RFQ) includes criteria against which qualifications submitted will be reviewed and evaluated to develop the short-list of firms from which proposals will be requested in the second phase of the selection process. The short-listed firms will be asked to provide both pricing and technical proposals, which will be reviewed and evaluated to determine the firm that will provide the best value to the Owner for the Project.

Submittals:

Interested firms (Respondents) must submit **5 hard copies and 1 electronic copy in PDF format** on a flash drive of the requested Statement of Qualifications (SOQ), enclosed in a sealed envelope. The envelope shall be plainly marked on the outside **“MORROW COUNTY COMMISSIONERS – 480 DOUGLAS STREET ARCHITECTURAL/DESIGN QUALIFICATIONS.”**

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

**Morrow County Commissioners Office
ATTN: Jamie Brucker, Director of Operations
80 N Walnut Street, Suite A
Mt Gilead, OH 43338**

Hand deliveries must be made during the Owner’s operating hours. Respondents are responsible for confirming current operating hours.

The Owner 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.

SOQs will be received until the deadline set forth above.

Communication Protocol:

All questions concerning this RFQ shall be directed in writing via email to Jamie Brucker at jamie.brucker@co.morrow.oh.us by 5:00 p.m. 10 calendar days prior to the submittal deadline. Questions will be reviewed and the Owner 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. Respondents should not seek to discuss any information directly relating to this procurement with any Owner personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

Background:

The Morrow County Commissioners acquired the property located at 480 Douglas Street, Mount Gilead, OH, 43338, in September of 2022. This is a 12,000 square foot steel frame and skinned structure currently permitted for use as (F-1) Factory and Industrial. The space is divided in two with each section consisting of 6,000 square feet.

It is the intention to convert the South half into business office space with seeking a new use and occupancy classification of (B) Business. The intended space will be the new home of the Morrow County Health District currently located at the Community Service Building, 619 W. Marion Rd, Mount Gilead, OH 43338.

The selected firm shall work in conjunction with the Health Commissioner and/or their designee, the County Director of Operations, and Chairman of the County Board of Commissioners to design the new office space and any improvements to the site such as additional parking.

Scope of Services:

The Board of the Morrow County Commissioners is issuing this Request for Qualifications and Proposals from firms regarding architectural/design services to provide the following using best practice standards and following all applicable code sections of the law: create working construction drawings, bid documents, any required project coordination, assistance with all required permitting (state and local), and oversight/ inspection of the building process.

Finance:

The Board of County Commissioners have reserved funds within the CAPITAL IMPROVEMENTS FUND. No bonds or levies will be secured for this project.

Procurement Process:

As defined in the Ohio Revised Code and Ohio Administrative Code, the selection process will be conducted in two phases.

1. RFQ. The first phase entails review and evaluation of qualifications submitted by firms interested in providing the required Architectural/Design services by the Owner's Evaluation Committee, in accordance with Ohio law. The Evaluation Committee will review and evaluate the qualifications received. A minimum of three shortlisted firms that are determined to be qualified to provide the requested Architectural/Design services will be identified, unless it is determined that there are less than three qualified firms.

2. RFP. Technical and pricing proposals will be requested from the short-listed firms, using a request for proposals. The technical and pricing proposals received will be reviewed and evaluated and, considering both qualifications and technical/pricing information, the firm determined to provide the best value for the Project will be selected.

Pre-Submittal Site Visit:

During the RFQ phase, Respondents may visit the site, after submitting a written request that is approved in advance. Such written request must be made by email to Jamie Brucker at jamie.brucker@co.morrow.oh.us.

Visits will only be allowed from the general public’s perspective.

The Owner reserves the right to have a representative present.

Anticipated Procurement Schedule:

RFQ PHASE	DATE
Short-List of Qualified Firms Announced	July 17, 2023
RFP PHASE	DATE
Request for Pricing and Technical Proposals issued to Short-Listed Firms	July 17, 2023
Deadline for Submitting Pricing and Technical Proposals	July 31, 2023
Interviews if needed	August 2-4
Selection of “Best Value” Proposal	August 8, 2023

All dates subject to change in Owner’s sole discretion.

Rights of the Owner:

This RFQ constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted including, but not limited to, conducting interviews with Respondents if Owner, in Owner’s sole discretion, deems such interviews to be helpful.
2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.
5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.

6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
8. Issue one or more amendments to this RFQ extending the due date for the SOQs.
9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.
10. Cancel this RFQ or the RFP in whole or in part with or without substitution of another RFQ or RFP if determined to be in the best interest of the Owner.
11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Owner.
12. Make public any and all documents associated with the Project, including documents submitted to the Owner by Respondents.

SOQ Format and Qualifications Criteria, & Evaluation Process:

The Owner's Evaluation Committee will review the qualifications received and notify firms if they are included on the short-list of qualified firms. Each Respondent's SOQ will be evaluated according to the following qualifications criteria. It is the responsibility of each Respondent to provide sufficient information demonstrating how the Respondent fulfills each particular criterion.

The format of the SOQ must be as outlined below. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. The SOQ must be separated into tabbed sections corresponding to the subparts in Section B below.

A clear and concise presentation of information is encouraged with a maximum page limit of 30 single-sided pages (or 15 double-sided pages), not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ.

Only those persons or firms who have obtained an official copy of this RFQ from the Owner will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.

A. Conformance Review

Respondent shall be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ. Each Respondent whose SOQ is rejected as nonresponsive will be notified of the finding that it was nonresponsive.

B. Qualifications Criteria

Provide the following information for consideration by the Owner as part of the evaluation of Respondent's qualifications. The SOQ must be separated into tabbed sections as

follows:

1. Experience/Qualifications
2. Project Management Lead
3. Design Team
4. Similar Project Experience
5. Project Understanding
6. Experience preparing Bid Documents for Public Entities
7. Budget & Schedule Management
8. Proximity of Firm to the Project Site
9. References/Contacts

Additional Instructions:

All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the Owner and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for Architectural/Design services is a public record, which will be made available for inspection as required by ORC 149.43 upon request at the conclusion of the selection process. Respondents recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties.

Each Architectural/Design firm submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process.

The Owner may reject any or all qualification statements received or cancel this process at any time for any reason and the Owner will have no liability for taking such action. The Owner reserves the right to waive minor variations in the selection process.

The Owner appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project.