



REQUEST FOR QUALIFICATIONS (RFQ) ARCHITECTURAL & ENGINEERING SERVICES

FOR

THE CONCEPTUAL DESIGN AND PLANNING OF THE Wood County Board of Developmental Disabilities Campus Security Improvements

1. INVITATION:

The Wood County Board of Developmental Disabilities is soliciting Statements of Qualifications from qualified firms interested in providing Architectural and Engineering (A/E) Services relating to the conceptual design and future construction of the proposed Campus Security Improvements Project. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents. The Board reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview process. The firm ultimately selected by the Board will provide full architectural and engineering services for the design and construction administration of the security improvements, as directed by the Board.

A complete package of this RFQ including attachments can be obtained from the Wood County Board of Developmental Disabilities website www.woodlane.us or by contacting Rachel Smith at this Wood County Board of Developmental Disabilities phone number – 419-352-5115. Copies will also be available for pick up at the Mobile Work Crew Building, Entrance F, located at 1921 East Gypsy Lane Road, Bowling Green, Ohio.

2. RESPONSES:

A. The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this Request. **The response must be submitted no later than June 24, 2019 before 4:30 p.m. No Statements of Qualifications or questions will be accepted beyond the times listed.**

B. No oral interpretations shall be made to any Respondent. Requests for an interpretation shall be made in writing and addressed to the Board in care of Scott McKeown (email: smckeown@woodlane.us) and must be received at least seven (7) days prior to the date set for opening of submissions.

3. PROJECT DEFINITION:

A. Project Description

The Wood County Board of Developmental Disabilities has determined the need for security improvements at the Board's three building campus in Bowling Green, Ohio. The project consists of improving security, accessibility, and communication at all main building entrances. Additionally, the

Board is requesting an assessment of the entire campus, seeking other security recommendations to include in the project. As a part of this project, the Board also requests recommendations for the school bus loading/unloading area to include an overhead structure to provide protection from the weather.

The campus is comprised of three buildings, each with specific and unique requirements.

- ♦ Building One – Wood Lane School: An educational and service building for approximately thirty (30) students with developmental disabilities. In addition to teaching and support staff, the building houses the administrative offices for the Board.
- ♦ Building Two – Service and Support Building: This building is sixty percent office and meeting space for the County Board. The remaining space is leased to a private provider delivering services to adults with developmental disabilities.
- ♦ Building Three – Maintenance and Transportation Building: The building houses the transportation and maintenance personnel. This building is made up of six (6) offices and includes large bays for vehicle service and vehicle washing.

B. Project Schedule

The schedule is as follows:

Issuance of RFQ – **June 3, 2019**

Receipt of A/E Consultant Responses – **June 24, 2019**

Selection of firms for presentations and interviews, if required – **July 1, 2019**

Selection of A/E Consultants – **July 22, 2019**

Project budget estimate form A/E - **November 1, 2019**

Public Bid – **January 2020**

Project Commencement – **Spring 2020**

4. ARCHITECT/ENGINEER SCOPE OF SERVICES:

Upon completion of the selection process, the A/E Scope of Services will be more fully described and negotiated when an A/E team is selected. The refined Scope of Services, together with the A/E fee, will be included in the final executed agreement.

The Architect/Engineer shall provide traditional basic architectural and engineering services including civil, structural, mechanical, plumbing, fire protection and electrical engineering services, and other authorized special services (e.g. interior design and landscape design) appropriate to the Project.

The firm selected will work with Board staff to establish and refine planning and design concepts. Preliminary space planning, design, and specifications shall be developed and approved before design development documents are completed. Construction cost estimates are required at the schematic design, design development, bidding, and construction document stages.

Services, deliverables, and stipulations typically required, but not limited to:

- Providing scope documents for construction of the proposed site and facilities which will help the owner determine the best, most efficient and effective project delivery system for this project.
- Assist the owner and act as the owner's agent throughout this project for all services as requested.

5. PROJECT PARTICIPANTS:

Wood County Board of Developmental Disabilities staff, including representatives from affected departments, will be responsible for developing a short list of firms. Selected firms will be invited to make

a presentation to the selection committee. The committee will make a recommendation after they have conducted interviews with the short-listed firms.

6. SELECTION PROCESS:

From a review of the statements of qualification received, the Wood County Board of Developmental Disabilities intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for the project. The Board will notify selected firms of the date and times of any interview. The Board reserves the right to select a firm based solely on statements of qualifications received.

The selection respondent whose selection was based on qualifications will then negotiate with the Board on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be negotiated.

7. SUBMITTAL REQUIREMENTS:

A. Submittal Documents – Format

In total, five (5) bound hard copies of the Submittals, including attachments, are required. In addition, provide an electric copy in PDF format.

In the bound copies, use a tabbed divider followed by a cover page, to separate each section. The sealed envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "Wood County Board of Developmental Disabilities Campus Security – Qualification Submittal".

Submittals shall be delivered to the following addressee at or before 4:30 p.m. local time on Monday, June 24, 2019.

ATTN: Scott McKeown
Health & Safety Coordinator
Wood County Board of Developmental Disabilities
1921 East Gypsy Lane Road, Entrance F
Bowling Green, Ohio 43402

Late submittals will not be accepted.

A. Submittal Content: Each Submittal shall be organized in the following order:

Outside Cover and First Page:

Shall contain (i) the title, "Statement of Qualifications for Architectural/Engineering Services Relating to the Wood County Board of Developmental Disabilities Campus Security, (ii) the name of the Respondent, and (iii) the submittal date.

Table of Contents: Include a table of contents.

Transmittal Letter: Include a short cover letter. The cover letter shall:

- Summarize why the Respondent believes itself to be the most qualified;
- Contain the statement that, to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- Contain a statement granting the Board and its representatives' authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and

- At least one copy of the cover letter must have the original signature of an officer of the principal responding firm.
- B. **Modifications and withdrawal:** Respondents may modify their submissions by submitting a new submission at any time prior to the scheduled closing time for receipt of qualifications. The revised submission must state it supersedes and replaces the previous statement of interest. Submissions may be withdrawn by written request if received from the Respondent prior to the scheduled closing time for receipt of qualifications.

SECTION I – DESCRIPTION OF THE RESPONDENT

A. Firm Description: Include a narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms).

Information should include:

- a. The Respondent's area(s) of architectural specialization;
- b. Firm history;
- c. Honors and awards;
- d. Location of home and branch offices;
- e. Names of the principal/officers of the firm;
- f. Identification of the major consultants.

B. Organization Chart: Include a simple organization chart showing how the Respondent, if selected as the Architect/Engineer, would organize its personnel for the project.

C. Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the Respondent's team. Indicate their availability for this project schedule.

D. Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:

- a. Educational background;
- b. Employment history;
- c. Professional registrations, certifications, and affiliations;
- d. A listing of any professional discipline related to licensure or certification.
- e. Proposed role in the Project;
- f. An identification of other relevant projects in which the person has been involved;
- g. Other information you believe to be relevant.

SECTION II – NARRATIVE

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- A. Design philosophy and approach to design in general;
- B. Prior design service experience with projects of similar scale and complexity, including phased construction in occupied spaces;
- C. Prior experiences with public and private sector clients and processes for projects of similar scale and complexity;
- D. Clear understanding of the functional and operational aspects of a public agency setting;
- E. Professional qualifications of individuals assigned to the Project;
- F. History of effective schedule and budget management for projects of similar scale and complexity. Describe methods of communications between the Board and the Architect/Engineer, cost analysis methodology, and schedule control;

- G. Use of processes that creatively engage departmental staff and other stakeholders in all stages of design;
- H. Commitment to developing an energy efficient and healthy building;
- I. Performance history for the last ten years with respect to: (a) termination for default, (b) litigation by or against the Proposer and/or its consultants, and (c) judgments entered for or against Proposer and/or its consultants;
- J. Provide information about the insurance coverages carried by the Respondent, including professional liability insurance;
- K. Provide a brief description of what makes your firm different from other firms pursuing the project;
- L. Include any other information you feel to be relevant to the selection of your firm or its consultants.

SECTION III – RELEVANT EXPERIENCE OF THE RESPONDENT

- A. Provide a Summary of Relevant Projects where the respondent’s firm was the Architect/Engineer. List no more than (5) relevant projects. A relevant project is one which best exemplifies your qualifications for this Project:
 - a. Name of project;
 - b. Type of building(s);
 - c. Project location;
 - d. Total project cost;
 - e. Project description;
 - f. Project delivery method;
 - g. Describe the services your firm provided;
 - h. Indicate which team members were actually involved in the project and specify their role;
 - i. Provide a statement acknowledging if the project was completed on time/on budget;
 - j. Provide illustrative photographs or renderings, if available;
 - k. Provide a name/phone number of a representative that can be contacted for a reference.
- B. Respondent may include relevant current design projects in addition to the above, including similar information, if applicable.

8. RESERVATION OF RIGHTS:

- A. The Board reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.
- B. Nothing in this document shall require the Board to proceed with design and/or construction services.

9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION:

- A. The Board reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Board’s best interest to do so; (4) to make selection based solely on qualifications without an interview process; (5) to negotiate a contract with the firm it believes can best meet the needs of the program.
- B. A RFQ pre-submittal conference will not be held. Proposers interested in scheduling a site visit to the Project location may do so through Rachel Smith (email: rsmith@woodlane.us) for a mutually agreeable time and date.

END DOCUMENT