

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES

The Executive Board of the Ottawa County Improvement Corporation (the “Owner”) in accordance with Ohio Revised Code Sections 153.65 through 153.71 intends to contract with a professional design firm for professional design services (“Professional Design Services”) in connection with the Project as described below.

I. Project Description

See attached Exhibit A

II. Scope of Professional Design Services

A. Assessment of Current Facilities/Programming. The Professional Design Services will consist initially of providing an assessment of the Owner’s current facilities and developing a program for the requirements of the Project, including a budget and schedule requirements, and recommendations for implementation of the program.

B. Implementation of the Program. The Professional Design Services may also include but are not limited to standard schematic design, design development and construction document phase services; construction phase, closeout phase and post-closeout phase services; civil, structural, mechanical, electrical, plumbing, HVAC, fire protection, technology, communications, security, sound, lighting, landscape; and such additional services as may be necessary or appropriate.

III. Evaluation Criteria for Selection

Statements of qualifications should separately describe the firm’s capabilities to provide the Professional Design Services, and the statements of qualifications should include:

- (a) a cover letter that provides the name, address and phone number of the office where the personnel assigned to the Project will be based and principal contact person;
- (b) company overview including the number of years of existence, legal form of firm, location of home office, number of licensed professionals and general firm history;

- (c) the technical training, education and experience of the firm's owners and key personnel who will be assigned to perform services on the Project;
- (d) the technical training, education and experience of the firm's current staff;
- (e) relevant past work and performance of the firm's prospective consultants and the firm's previous experience when working with its proposed consultants;
- (f) the firm's experience in performing engineering studies and construction administration;
- (g) availability of staff;
- (h) the firm's equipment and facilities and the location, availability and accessibility of facilities and equipment to support staff activities on the Project;
- (i) experience in new construction, renovations and additions;
- (j) specification writing credentials and experience;
- (k) experience with the general contracting and/or multiple prime contractor delivery methods and with working with a separately retained owner's representative;
- (l) services that the firm typically performs in-house versus services that the firm typically performs through a consultant;
- (m) the firm's record keeping, reporting, monitoring and other information management systems, including scheduling and cost control systems;
- (n) any previous work performed in connection with the Owner or any other political subdivisions;
- (o) the firm's experience with the governmental and quasi-governmental entities with jurisdiction over the Project and their requirements;
- (p) proximity of the firm to the Project site;

- (q) the firm's track record and ability to deliver a project on scope, on time and within budget; and
- (r) other similar information.

IV. Questions and Inquiries

Questions regarding interpretation of the content of this Request for Qualifications must be directed by e-mail to:

Attention: Katherine Adams
Email: kadams@ocic.biz

The subject line of the e-mail should clearly read "Request for Qualifications for Professional Design Services".

Answers to any questions shall be in writing and shall be posted on the Owner's webpage at www.ocic.biz.

The Owner will also endeavor to notify firms who are on record with the Owner as having received a copy of this Request for Qualifications when an update has been posted to the Owner's webpage. It is therefore imperative that firms provide full and accurate contact information to the Owner, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record.

Notwithstanding the foregoing, all firms will be presumed to have actual knowledge of all information posted on the Owner's webpage relating to this Request for Qualifications, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this Request for Qualifications and any addenda thereto resulting from the firm's failure to register with and provide accurate contact information to the Owner and/or a firm's failure to check the Owner's webpage. Interpretations, corrections and changes of the Request for Qualifications which are made in any manner other than a written addendum will not be binding.

Firms considering responding to this Request for Qualifications are strictly prohibited from communicating with any member of Owner's staff or representatives of the Owner except as set forth in this Part IV.

V. Submittal Instructions

Firms interested in being considered should submit one electronic copy of the firm's statement of qualifications by e-mail to

Attention: Katherine Adams
Email: kadams@ocic.biz

The subject line of the e-mail should clearly read "Statement of Qualifications for Professional Design Services".

Statements of qualifications must be submitted not later than 4:00 P.M., Eastern Time, on Friday September 13, 2024. Statements of qualifications submitted after this date and time will not be accepted.

VI. Selection Process.

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the Owner may hold interviews with individual firms. If interviews are held, they will be on Tuesday September 24th (exact time to be determined later) The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The Owner also reserves the right, in any manner the Owner deems appropriate, to enter into more than one contract for components of the Project rather than a single contract for the entire Project and to rank and select more than one firm to provide services for components of the Project rather than a single firm for the entire Project.

Statements of qualifications received in response to this Request for Qualifications will be placed on file by the Owner, and firms submitting a statement of qualifications shall be deemed a pre-qualified firm for consideration for future projects of the Owner in accordance with Ohio Revised Code 153.71(A). A pre-qualified firm is not guaranteed any work during the eligibility period.

Exhibit A

Project Description:

Ottawa County Workforce Hub

The scope of the project for the Ottawa County Workforce Hub shall include the remodel of the approximately 15,000 square foot existing Riverview School Training Center, currently known as the Ottawa County Connections Center. The space will be utilized as a workforce training center for students and adults encompassing the three in-demand industries in the county: Skilled Trades, Healthcare and Tourism & Hospitality. The remodel includes such general work as painting, flooring, creation of space for mock-up labs, updating office and conference rooms and installation of new cabinetry. Restroom upgrades may be necessary to ensure ADA compliance with the most recent requirements. One section of the building will require changes in plumbing, electrical and mechanical work to repurpose the space into the skilled trades workshop and classroom; some masonry work will be required as well. The project goal is to create a welcoming, varied use space that ensures successful outcomes for students, both adult and youth, in a training center that provides the community with a much needed skilled workforce.