



**GEAUGA COUNTY
BOARD OF COMMISSIONERS**

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

**Maintenance Department • Director, Glen W. Vernick
12611 Ravenwood Drive • Suite #350 • Chardon, Ohio 44024**

July 11, 2024

REQUEST FOR STATEMENTS OF INTEREST AND QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES RELATED TO THE DESIGN AND CONSTRUCTION ADMINISTRATION OF SAFETY CENTER PARKING LOT LOCATED AT 12450 MERRITT ROAD, CLARIDON TOWNSHIP, OHIO

Submit one (1) original, executed Statement of Interest and Qualifications mailed by regular U.S. mail or other delivery service along with three (3) identical printed copies of the Statement of Interest and Qualifications to:

*Geauga County Board of Commissioners
Attn: Clerk – Statement of Interest and Qualifications – Safety Center Parking Lot Project
12611 Ravenwood Drive, Suite 350
Chardon Ohio, 44024*

Questions concerning this Request for Statements of Interest and Qualifications must be submitted in writing through electronic mail to *Geauga County Maintenance Department Project Manager, Charles Tkach*, at ctkach@co.geauga.oh.us.

The deadline for any questions is July 26th, 2024, at 4:00 p.m. The Geauga County Board of Commissioners will post written answers to all questions deemed material online at <https://bocc.geauga.oh.gov/public-notifications/statements-of-qualifications/> no later than 72 hours prior to the deadline for submission so all interested parties receive the exact same information. The Commissioners reserve the right to respond or not to respond to any questions asked.

**STATEMENTS OF INTEREST AND QUALIFICATIONS WILL BE ACCEPTED UNTIL
4:00 p.m. on Thursday, August 1, 2024**

LATE SUBMISSIONS WILL NOT BE CONSIDERED.

INTRODUCTION

The Board of Geauga County Commissioners (the “Commissioners”) are soliciting Statements of Qualifications (“SOQ”) from qualified design professional firms to provide the Commissioners with professional design and construction administration related to the replacement of an existing parking lot at the Geauga County Safety Center, located at 12450 Merritt Road, Claridon Township, Ohio.

THE PROJECT

The selected professional design firm will provide the Commissioners with professional design services related to the design and construction administration of a parking lot of approximately 106,000 ft² in size with a capacity of 110 parking spaces. This project will include design, development of alternative design strategies and solutions, construction document preparation, bidding assistance and services during construction (the “Project”). At this time, these design services are expected to be a part of a traditional design, bid, build Project delivery method.

SCOPE OF SERVICES

The Project’s scope of services shall include the professional design services that are within the scope of practice of an architect or landscape architect currently registered and in good standing under Chapter 4703 of the Revised Code or a professional engineer or surveyor currently registered and in good standing under Chapter 4733 of the Revised Code §153.65(C).

The scope of services will include but may not be limited to the following:

I. Discovery

Perform video inspection of existing storm drainage system and grade elevation verifications, evaluate current condition of the parking lot surface/sub-surface/grading/drainage, and determine if any grading/drainage/material corrections are needed to the original design. Meet with Geauga County Maintenance and Sheriff Department’s designated leadership and employees to discuss design concept plans and offer alternative design strategies and solutions to assure all aspects of the needs for the parking lot are being met on behalf of the Commissioners and Maintenance and Sheriff’s Department.

II. Development of a Program of Requirements

Development of preliminary design concept plans for the Project based on the information obtained from the discovery performed by the design professional and the meetings conducted with the County and Maintenance and Sheriff’s Department leadership and employees.

III. Construction Plan and Documents Preparation

Prepare Schematic Design Documents, Design Development Documents and Construction Documents, Jurisdictional Submission/Approval Documents based on the updated preliminary design concept plans approved by the County and Maintenance and Sheriff's Department in writing and assist in the development of cost estimates and Project schedules.

IV. Bidding Phase

Assist the Commissioners to obtain competitive bids by conducting a pre-bid meeting, answering questions related to the Construction Documents and issuing addenda and reviewing contractor bids and providing recommendations related to the lowest and best bidders for the Project.

V. Construction Phase

Review construction progress, assuring construction is being performed pursuant to the Construction Documents approved by the Commissioners and Maintenance and Sheriff's Department, review and respond to Contractor submittals and requests for information, prepare adjustments to the Construction Documents as needed during construction, and otherwise acting in the best interests of the Commissioners and Maintenance and Sheriff's Departments in terms of quality, schedule, and budget.

VI. Completion

Review of final construction to ensure all construction has been completed per the Construction Documents, review and observe completion of punch list items, review and determine substantial completion and final completion of the Project and assemble and deliver to the Commissioners and Maintenance and Sheriff's Departments warranties, as-built drawings, and operation and maintenance manuals as required.

STATEMENT OF QUALIFICATIONS (SOQ)

The selected firm shall be licensed and qualified to perform professional design services related to paving, zoning and civil planning as an architect and/or engineer for a public authority in the State of Ohio, and shall demonstrate the design firm's personnel, especially the employees within the firm who will be assigned to perform the services, have the requisite technical training, education, experience, and licenses necessary to perform the work described in the Scope of Services. Qualified applicants shall submit sufficient documentation to enable the Commissioners to determine an applicant's qualifications for performing the professional design services subject to this SOQ. The Commissioners shall have the sole authority to determine which applicants are most qualified to perform the Project.

Incomplete documentation may be caused to determine that the SOQ is non-responsive. The Commissioners shall have complete and unfettered discretion in determining whether a SOQ is non-responsive, or the professional design firm is qualified.

The SOQ shall include the following:

- a) Company Profile – at a minimum, include:
 - a. Number of years in business,
 - b. Number of employees,
 - c. Number of public entity clients (specifically identifying those in Ohio) and their populations,
 - d. And audited balance sheet for the firm.
- b) Personnel Qualifications – Education and experience for the firm’s personnel, particularly those individuals who would be assigned tasks for the Scope of Services herein described.
- c) Organizational Experience and Expertise – provide information, which documents successful and reliable experience in past performances providing similar services to Ohio public authorities including Counties.
- d) Facilities and Resources – provide a summary of the firm’s equipment and facilities. Responses relative to this qualification should note the specific location, by address, of the firm’s proposed point of contact with decision-making authority and that individual’s pertinent contact information.
- e) It is anticipated that the proposer may need to use the services of other professionals or consultants with respect to certain services listed in the Scope of Services herein. In that event, the proposer should provide:
 - a. The identity of each professional or consultant,
 - b. A description of the services that each professional or consultant will provide,
 - c. Information regarding the personnel qualifications, organizations experience and expertise, and the facilities and resources that each professional or consultant will provide.
- f) References – Provide a list of at least 5 references from at least 3 public entity clients and 2 private sector clients. Reference information should include:
 - a. Contract duration, including dates,
 - b. Services performed,

- c. Name, address and telephone number of the contracting entity and a contact within such entity with firsthand knowledge of the firm's performance of such services (such contacts may be contacted for verification of all data submitted).
- g) Any other information relevant to the Statement of Qualifications in light of the Project and Scope of Services.

EVALUATION

The Commissioners will follow a qualification-based selection process as described herein. The Commissioners' evaluation of Statements of Qualifications will include consideration of the factors listed in R.C. 153.65 et. seq. as well as the following factors, weighted in accordance with the Commissioners' discretionary assessment:

- a) Demonstrated ability to meet the Commissioners' programmed project vision, scope, budget, and schedule on previous projects.
- b) Previous experience compatible with the proposed Project, including replacement of an existing parking lot.
- c) Relevant past work of prospective firm's proposed consultants.
- d) Past performance of prospective firm and its proposed consultants.
- e) Qualifications and experience of individuals directly involved with the Project.
- f) Proposer's previous experience (number of projects, sizes of projects) when working with its proposed consultants.
- g) Proximity of prospective firms to Geauga County.
- h) Proposer's apparent resources and capacity to meet the needs of the Project.
- i) Proposer's additional commitments to design Projects during the similar time frame as the Project subject to this SOQ and the values of those separate design professional agreements.
- j) Claims including arbitration and litigation related to the Proposer's performance of professional design services within the last ten (10) years and the outcome of any such disputes.

No form of fee estimate, fee proposal, or other estimate or measure of compensation shall be required or provided prior to the Commissioners selecting and ranking professional design service firms.

Following the close of the time for submittal of Statements of Qualifications, which ends on August 1, 2024, the Commissioners will evaluate the Statements of Qualifications timely submitted specifically regarding the project, and will select and rank no fewer than three (3) firms considered to be the most qualified to provide the required professional design services, except if the Commissioners determine in writing that fewer than three (3) qualified firms are available. The top three (3) firms will be notified of such designation and ranking in writing, and their names and ranking posted on the Commissioners website. The Commissioners will then enter into contract negotiations with the most qualified firm as determined by the Commissioners and their sole discretion.

Contract negotiations will be directed toward:

- a) Ensuring that the firm has a mutual understanding of the essential requirements involved in providing the required services in terms of quality, quantity, schedule and budget;
- b) Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time and budget;
- c) Agreeing upon compensation, which is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the services;
- d) Proof of acceptable levels of professional liability and commercial general liability insurance coverage to be maintained throughout the performance of the contract and for a period of three (3) years following final completion of the Project.

If the Commissioners and the selected firm ranked most qualified are unable to negotiate a contract, the Commissioners will notify the firm in writing of the termination of negotiations and may enter into negotiations with the firm ranked next most qualified, and so on until a contract is successfully negotiated. The Board of Commissioners has the right to select and rank additional firms if it is unable to negotiate a contract with any of the firms initially selected and ranked. The Board may also accept or reject any or all proposals in whole or in part.

Services will be provided pursuant to an Owner/Architect Agreement, approved by resolution of the Commissioners, pursuant to the Commissioner’s contract approval process which shall be provided in the contract negotiation phase of engaging a design professional in compliance with Ohio law.

REQUEST FOR QUALIFICATIONS (RFQ) TIMELINE

Issuance Date	July 11, 2024
Deadline for Questions	July 26, 2024 until 4:00 p.m.
Statements of Qualifications Due	August 1, 2024 until 4:00 p.m.

Finalist(s) selected	August 14, 2024
Contract Negotiation Start	August 19, 2024

This process shall not impose any obligation or liability on the Commissioners until such time as the Commissioners formally execute an agreement with the selected firm. Commissioners expressly reserve the right to accept or reject any or all of the responses in whole or in part, and/or to take any other action that is determined by the Commissioners to be in the best interest of the County. By responding to this RFQ, the proposer agrees to abide by the decision of the Commissioners, which shall be final.

Questions concerning this RFQ must be submitted in writing through electronic mail to Geauga County Maintenance Department Project Manager, Charles Tkach, ctkach@co.geauga.oh.us.

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Chardon Ohio, 44024**

LATE SUBMISSIONS WILL NOT BE CONSIDERED

The Request for Qualifications is authorized by action of the Board of County Commissioners on July 2, 2024.