

Request for Qualifications (Architect / Engineer)

Administration of Project: **Knox County Board of Developmental Disabilities**
11700 Upper Gilchrist Road

Project Name Office Renovation and Addition **Response Deadline** July 1, 2022 @ 3:00 pm local time
Project Location 11700 Upper Gilchrist Road, Suite A, Mt. Vernon, Ohio 43050
City / County Mt. Vernon / Knox
Owner Knox County Board of Developmental Disabilities
Contracting Authority Knox County Board of Developmental Disabilities
Delivery Method Design, Bid Build **Prevailing Wages** State of Ohio

No. of paper copies requested (stapled, not bound) 0 No. of electronic copies requested digitally (PDF) 1

Submit the requested number of Statements of Qualifications directly to Attn: **Steve Oster**, Superintendent, Knox Co. Bd of DD; **soster@knoxdd.org**. See Section F of this RFQ for additional submittal instructions. Submit all questions regarding this RFQ in writing to Steve Oster, at soster@knoxdd.com

Project Overview

A. Project Description

The Knox County Board of Developmental Disabilities is currently located at 11700 Upper Gilchrist Rd. in Mt Vernon, Ohio and share this facility with multiple organizations. Knox DD has grown and is now in need of additional office space and associate meeting spaces. At this preliminary stage, the project is expected to consist of an approximate 2,500sf renovation as well as a 5,000sf addition.

The selected Architect/Engineer (“A/E”) will work with the Owner to develop a formal POR as a basic service. Additionally, the A/E will work with the Owner to determine an appropriate phasing plan; if applicable. As part of the POR Process, the AE will be responsible to field verify and electronically document the existing conditions to serve as the basis of design documentation moving forward.

There is not anticipated to additional parking required to support this project

All aspects of the project and related issues will be implemented and operated consistent with the Contracting Authority and/or Owner’s policies and procedures.

B. Scope of Services

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer Agreement detailed cost components to address the Owner’s project requirements.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program of Requirement and Existing Condition Documentation, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

C. Funding / Estimated Budget

Total Project Cost \$ 2,000,000.00
Construction Cost \$ 1,800,000.00

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D. Anticipated Schedule

Professional Services Start	<u>08/22</u>	Substantial Completion of all Work	<u>12/23</u>
Construction Notice to Proceed	<u>12/22</u>	Professional Services Completed	<u>2/24</u>

E. Basic Service Providers Required:

Lead AE Discipline: **Architecture**
Secondary Disciplines: **Survey and Civil Engineering**
Structural Engineering
Mechanical, Electrical, Plumbing, Technology Engineering

F. Evaluation Criteria for Selection

Selection Criteria:

- Demonstrated ability to meet Owner's programmed project vision, scope, budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.

Short List:

Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will rank the responding firms that it considers to be the most qualified.

The highest-ranking firm will be given the opportunity to meet with the Contracting Authority / Owner to clarify any questions and expectations regarding their scope of services.

After this meeting, the highest-ranking firm will enter into contract negotiations with the Contracting Authority / Owner

Estimated Basic Fee Range: 7.5% - 8.25%

If an agreement cannot be reached, then the Contracting Authority / Owner may move to the next highest ranked candidate.

Cancellation and Rejection:

The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process.

F. Submittal Instructions

Firms are able to utilize any presentation format that they desire to submit the RFQ documentation requested.

Electronic submittals should be combined into one PDF file with your firm's name and "Knox County DD – Office Renovation and Addition" as the title. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Deliver via email if file size permits, or hand deliver a USB drive to the office of the Architect.

Paper copies of the Statement of Qualifications will not be accepted. The Contracting Authority may request, at a later date, a paper copy and will need to be furnished by the submitter upon request.

Facsimile of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, and any other appropriate design and construction industry credentials.

Submitting Firms will not be graded on a numerical scale with a formal grading sheet. Grading criteria is shown on the following sheet for reference. This reflects general review items that will be taken into consideration during the final selection process.

Architect / Engineer Selection Rating Form

Project Name Knox County DD – Office Renovation and Addition

Proposer Firm _____ City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$100,000	1	
	More than \$100,000	0	
c. Number of licensed professionals	Less than 3 professionals	3	Max = 3
	3 to 4 professionals	2	
	More than 4 professionals	1	
2. Primary Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 20	
c. Technical staff	Experience / ability of technical staff to create accurate and complete design criteria	0 - 10	
3. Key Consultant Qualifications (Maximum 15 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
4. Overall Team Qualifications and Experience (Maximum 35 points)			
a. Previous team collaboration	Less than 1 sample projects	0	
	2 to 4 sample projects	2	
	More than 4 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
c. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 2 projects	0 - 3	
	2 to 4 projects	4 - 6	
	More than 4 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
		Subtotal	