



Tuscarawas County

Office of Community & Economic Development

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Scott S. Reynolds
Director

Brooke A. Yates
Administrative Coordinator

June 17, 2022

To: Professional Service Providers
From: Tuscarawas County Office of Community & Economic Development (OCED)
Re: Request for Statement of Qualifications for Professional Services – Architectural/Engineering for proposed new multi-use County building (an American Recovery Plan Act project).

To Whom It May Concern:

The Tuscarawas County Board of Commissioners has asked the OCED office to obtain a "Statement of Qualifications" for Architectural/Engineering services in connection with the construction of a New Multi-Use County Facility that will house at least initially the Board of Elections and a Records storage facility. Architectural/Engineering firms that are interested in a contract to provide the required services must reply with a statement of qualifications no later than **4:00 P.M. on Friday, July 1, 2022**. Statements received after the deadline will not be considered.

Statements of qualifications should include information regarding the firm's history, education and experience of the owner's & key technical personnel; the technical expertise of the firm's current staff; the firm's experience in designing similar projects; *the firm's experience in working with Federally funded projects; availability of staff; the firm's equipment & facilities; references; and any previous work performed for the Tuscarawas County Board of Commissioners. A more extensive scope of services and the evaluation criteria that will be utilized by the County in our review of all responses will be made available upon request.

Three Copies of a "Statement of Qualifications package" should be submitted to the Tuscarawas County Office of Community & Economic Development, 125 East High Avenue, Room 212, New Philadelphia, Ohio 44663 prior to the deadline.

Responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the Tuscarawas County Board of Commissioners will enter into negotiations with the most responsive and qualified firm. A "Statement or Letter of Interest" based on prior "Statement of Qualifications" package submittals will not be accepted.

The preliminary project descriptions are as follows:

Project Category:

New Building Construction = Project will construct a new Multi-use County facility in the city of New Philadelphia to house (at least initially) the County Board of Elections and a Records Storage area. The size of the new facility will be determined by the County and the chosen Architectural/Engineering provider. A general estimate is between 5,000 and 15,000 sq. ft. but actual size will be determined during the design phase of the project.

Description: Architectural/Engineering, Design, Inspection & Construction oversight of the new County facility project.

Total Project Budget (Including studies, design, construction, etc.): To Be Determined (TBD).

Source(s) of Funding: (ARPA) American Rescue Plan Act of 2021.

Projects Schedules:

Anticipated dates for design startup/completion = July – August/September 2022

Anticipated dates for construction/completion = March 2023/March 2024

Special Requirements or Restrictions:

*Please be aware that this will be an ARPA funded project and all applicable federal or state regulations for this type of project will apply.

A committee consisting of at least three qualified individuals will review all proposals:

Tuscarawas County is an Equal Opportunity/Affirmative Action Employer.

For: TUSCARAWAS COUNTY BOARD OF COMMISSIONERS

By: *Scott S. Reynolds*

Scott S. Reynolds, Director

Tuscarawas County Office of Community & Economic Development

SCOPE OF SERVICES

ENGINEERING SERVICES:

- 1.) Architectural/Engineering/Design of the Plans and Specifications for the new facility.
- 2.) Estimates of quantities and costs
- 3.) Preparation of instructions to bidders, bid forms/contract documents, legal advertisement, assistance in preparation of contracts for construction, negotiation with successful bidder and notification to both successful & unsuccessful bidders.
- 4.) Assistance in obtaining and analyzing bids and the award of contracts including pre-construction conference.
- 5.) Inspection and administrative oversight of work during construction.
- 6.) Checking of shop and working drawings furnished by contractors.
- 7.) Progress and final estimate reports on a timely basis.
- 8.) Tracking of construction or project cost, keeping project within budget.
- 9.) Revision of contract drawings or plans to show changes introduced during the progress of the work.
- 10.) As-built drawings (where applicable)
- 11.) Change-Order preparation and review.
- 12.) Any grant compliance issues as directed by the owner
- 13.) Any local, state or federal permits or licenses required.
- 14.) Coordination with the proper authorities in the City of New Philadelphia where the ARPA project work is to be done prior to completion of Architectural/Engineering design as well as during construction phase.

*****NOTE*****

Some elements of the above scope of services may be dropped or modified during negotiations between Tuscarawas County and the Consultant, but only with the full knowledge and consent of both parties.

EVALUATION FORM – ARCHITECT/ENGINEER REQUEST FOR QUALIFICATION (RFQ)

2021 American Recovery Plan Act (ARPA) funded Grant Project.

New Building Design and Construction = Project will construct a new Multi-use County facility in the city of New Philadelphia to house (at least initially) the County Board of Elections and a Records Storage area.

Date of Review: _____

Name of Design Firm: _____

Name of Evaluator: _____

CRITERIA:	RATING*		WEIGHT		SCORE
1.) Firm & Individual Qualifications:					
a.) Firm's number of years in business.		x	(2)	=	
b.) Firm's background & experience on similar projects.		x	(2)	=	
c.) Experience of Firm's current personnel on similar projects. (CDBG experience, etc.)		x	(5)	=	
2.) Proximity to Project Site		x	(2)	=	
3.) Capacity to Perform Work:					
a.) Availability to meet schedule.		x	(3)	=	
b.) Firm's equipment & facilities.		x	(2)	=	
4.) References:					
a.) Quality of design.		x	(4)	=	
b.) Technical innovation.		x	(2)	=	
c.) Meeting of schedules & deadlines.		x	(5)	=	
d.) Controlling costs/meeting budgets.		x	(5)	=	
e.) Communication/cooperation.		x	(5)	=	
5.) Past Performance for this Public Authority		x	(1)	=	
Total Possible Score:				=	190
Total Score for The Firm Named Above:				=	

* 1=POOR, 2=FAIR, 3=GOOD, 4=EXCELLENT, 5=SUPERIOR

Please Note: If after evaluation of qualifications is complete, Tuscarawas County determines that two or more firms are equally qualified (Tie Score) to perform the services in question, the equally qualified firms will be asked to submit cost proposals based on the detailed scope of services that have been developed for the referenced project.