



Tuscarawas County
Office of Community & Economic Development
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Scott S. Reynolds
Director
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December 9, 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 two projects.

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 renovation/reconstruction of two County-owned buildings. Project A is for the Norma Johnson Center Red Barn Project Phase 1 (Safety and Preservation Improvements to the Building) located at 3645 Conservation Drive NW, Dover, OH 44622. Project B is for the Brandywine Center Project (renovation/remodeling and improvements to the building) located at 4820 Old Route #39 NW, Dover OH 44622. 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 Wednesday, December 21, 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:

Project A-The Norma Johnson Center Red Barn Project = Project will address both safety and preservation needs at the Barn. Project must 1.) Address safety concerns and ensure the longevity of the structure. 2.) Correct the building lean and repair corner posts. 3.) Seal the structure from animal, insect and water penetrations. 4.) Replace flooring as needed (sand and seal to prevent trip hazards). 5.) Remove any non-original or incorrect “fixes” from the structure. 6.) Create ADA approved access to the structure. 7.) Add a finished concrete floor to the lower-level.

Project B-The Brandywine Center Project = Project will renovate and remodel the current building to facilitate the following changes: 1.) Building needs to be ADA compliant (for use by County employees and the general public). 2.) Office Space in the building needs to accommodate approximately 5 staff people and on an intermittent basis meeting space for up to 20 visitors-may be somewhat open concept but with distinctly defined areas. 3.) There should be a small ADA Compliant restroom added to the first-floor. 4.) The building’s main entrance needs to be revised and the front addition that is in the ROW needs to be removed. 5.) Replacement of existing windows and the addition of more windows should be considered. 6.) Heating and cooling options need addressed. 7.) A small kitchenette/serving kitchen should be added to the main level (sink, refrigerator, microwave, toaster oven, coffee maker, etc...). 7.) Electrical and lighting modifications/upgrades. 8.) Lower-level restroom renovations ADA compliance. 9.) Replacement of lower steps and installation of a chair-lift. 10.) Pour cement flooring in crawl space. 11.) Interior drywall and trim addressed. 12.) Replace drop-in ceiling where necessary. 13.) Provide opinion of probable costs for an exterior re-fresh and a new water well.

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

Total Project Budget (Including studies, design, construction, etc.) by project: Project A and Project B).

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

Projects Schedules:

Anticipated dates for design startup/completion = October – December 2022/ January 2023

Anticipated dates for construction/completion = April 2023/November 2023

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 two projects.
- 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 County and Township 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.

Renovation and remodeling/reconstruction = Project A-The Red Barn Project and Project B-The Brandywine Center Project

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.) Capacity to Perform Work:					
a.) Availability to meet schedule.		x	(3)	=	
b.) Firm's equipment & facilities.		x	(2)	=	
3.) 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)	=	
4.) Past Performance for this Public Authority		x	(1)	=	
Total Possible Score:				=	180
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.