

REQUEST FOR STATEMENT
OF
QUALIFICATIONS

The Pickaway County Commissioners intend to contract for architectural / engineering and design services in connection with the renovation of the former Brooks-Yates School located at 1005 S Pickaway St, Circleville, OH 43113 for use as office and meeting space for Pickaway County Job and Family Services. Architectural / engineering and design firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications no later than 4 P.M. on April 10, 2017. Statements received after this deadline will not be considered.

In addition to the attached statement of qualifications, letters of interest should include information regarding the firm's history, education, and experience of owners and key technical personnel, the technical expertise of the firm's current staff, the firm's experience in designing similar projects, availability of staff, and the firm's references.

All proposals should be clearly marked "ARCHITECTURAL / ENGINEERING PROPOSAL – PICKAWAY COUNTY JOB AND FAMILY SERVICES" on the outside and must be received no later than 4:00 P.M., local time, April 10, 2017, to be considered.

Statements of qualifications should be transmitted to:

Brad Lutz
Pickaway County Administrator
139 West Franklin Street
Circleville, OH 43113

As required by Ohio Revised Code 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the Pickaway County Commissioners will enter into contract negotiations with the most highly qualified firm. The firm that is selected will be required to develop a contract that will be approved by the Pickaway County Commissioners and the County Prosecutor.

The preliminary project description is as follows:

Name of Project: Pickaway County Job and Family Services Relocation Renovation

Address Location: 1005 S. Pickaway St., Circleville, OH 43113 (See enclosed Pickaway County GIS Map and County Map for exact location)

Description: Provide plans, design and contract documents ready to bid for construction. See attached Scope of Services for additional information. You may

contact this office and we will arrange to accompany your representative on a site review and answer any questions that you may have.

Source of Funding: Pickaway County Commissioners and Job and Family Services

Projected Schedule:

Anticipated dates for design startup/completion: May 1, 2017 / July 31, 2017.

Anticipated dates for construction startup/completion: September 1, 2017/November 30, 2017.

PICKAWAY COUNTY JOB AND FAMILY SERVICES RELOCATION RENOVATION

PROPOSAL FOR SCOPE OF SERVICES

PROJECT DESCRIPTION:

The Pickaway County Commissioners' Office and Job and Family Service Office plan to renovate the subject building for use as the new main office for the combined agencies of Job and Family Services. The design preference is renovating the former school / sanctuary into offices, meetings rooms, and other storage rooms similar to those in the buildings currently occupied by the Job and Family Service agencies at 110 Island Road, Circleville. The building will be designed to meet state and local building code and requirements.

SCOPE OF SERVICES:

Phase I shall include the following:

1. Collect project criteria from Commissioners and Job and Family Services and verify programming criteria.
2. Review accessibility plan (ADA) and circulation requirements, egress distances path of travel, etc. for site.
3. Prepare a design schedule to meet Commissioners and Job and Family Services dates.
4. Review Architectural space plans with specific agency groups as defined by the Director of Job and Family Services to obtain department approvals.
5. Prepare conceptual designs and layouts.
6. Present final preliminary design options for Commissioners and Job and Family Services review.

Phase II shall include the following:

1. Based on the approved Preliminary Design and Design Development Phase documents, prepare Architectural, Structural, Mechanical and Electrical Construction drawings and specifications (project manual) for bidding and permitting.
2. Include all necessary and required consultants' (IT, A/V, Food Service, etc.) documents into one package for bidding and permitting. Coordinate all disciplines with each other in order to deliver a complete bid package.
3. Include construction estimate of project.
4. Submit plans and specifications to local building authority for permitting and revise drawings to meet all governmental comments and revisions.
5. Respond to all governmental reviews and revise construction documents accordingly.

SCHEDULING:

The Pickaway County Commissioners desire to move this project to construction phase as soon as possible and will expect the consultant to produce their submissions in a timely manner. Proposals should state the elapsed calendar time for completing Phase I and Phase II after receiving a written contract.

SERVICES FURNISHED BY OWNER:

Monthly billings may be submitted for work completed and work should not commence on Phase II without authorization.

PICKAWAY COUNTY JOB AND FAMILY SERVICES RELOCATION RENOVATION

STATEMENT OF QUALIFICATIONS

PROJECT: Pickaway County Job and Family Services Relocation Renovation

Firm Name: _____
Address: _____
Phone No. Fax No. _____
Contact Person: _____

A. Distance from your office to project site: _____ miles

B. What year was your firm established?

C. How many employees do you have in each category?

- Licensed Architects _____
- Drafting/CAD _____
- Administrative _____
- Clerical _____
- Other _____

Note: If affiliated with parent company or having multiple offices please provide numbers for the location that will provide service for this project.

F. Project schedule: Please provide amount of time to complete the following phases of the project.

- Phase I to Commissioners and Job and Family Services: _____ weeks
 - Corresponding calendar Date: _____
- Phase II to Commissioners and Job and Family Services: _____ weeks
 - Corresponding calendar Date: _____

G. Please list what services will be performed by sub consultants:

Consultant Selection Rating Form

Project: Pickaway County Job and Family Services Relocation Renovation

Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	15		
Strength/Experience of Assigned Staff including Subconsultants	25		
Firm's Current Availability	15		
Consultant's Past Performance	30		
Project Approach	15		
Total	100		

Pickaway County GIS



Notes