



Preble County Board of Commissioners

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Rodney Creech

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PUBLIC NOTICE REQUEST FOR QUALIFICATIONS (RFQ)

The Board of Preble County Commissioners is requesting interested firms to submit a Statement of Professional Qualifications to provide professional engineering services for the design and preparations of plans and specifications for a building addition to the Exposition Building at the Preble County Fairgrounds, assist with bid documents, review of bids, and project oversight during construction. It is the intention of the Board of Preble County Commissioners to give fair and reasonable consideration to all firms, and to select and rank at least three firms based on their qualifications. Once a firm is tentatively selected based upon an evaluation and ranking of qualifications, the Board of County Commissioners will attempt to negotiate a contract with the selected party providing fair and reasonable compensation.

The County may conduct any investigation it deems necessary to assist in the evaluation of any Statement of Professional Qualifications and to establish the responsibility, qualifications and financial ability of any firm to provide the required services. The County reserves the right to reject any and all firms if evidence obtained by investigation of, or prior experience of the County with such firm fails to satisfy the County, in the exercise of the sole discretion of the County, that such firm is reliable or otherwise properly qualified to perform the required services. The County further reserves the right to reject any and all firms and the right to waive any informalities or irregularities in the Statement of Professional Qualifications and may reject any Statement of Professional Qualifications not prepared and submitted in accordance with the provisions contained herein.

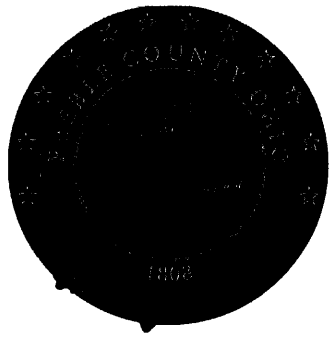
Interested parties are invited to pick up a Request for Qualifications package from the Office of the Board of Preble County Commissioners, 101 East Main Street, Eaton, Ohio 45320. Questions can be directed to 937-456-8143. This legal advertisement is also published on the Preble County Commission's website, www.prebco.org. To access the legal notice, click on "Legal Ads" on the left side of the home page at www.prebco.org. Once the "Legal Ads" page is displayed, click on the project name under "Miscellaneous".

The requested information should be submitted no later than 12:00 P.M. (Noon) on Tuesday, June 27, 2017, and should be clearly marked "**RFQ -EXPOSITION BUILDING ADDITION**". Statements received after this deadline will not be considered. One original and five copies of the Statements of Professional Qualifications should be submitted to: Attn: Connie Crowell, Board of Preble County Commissioners, 101 East Main Street, Eaton, Ohio 45320.

Connie L. Crowell, Commission Clerk
Board of Preble County Commissioners

Advertised: June 14, 2017 - Register Herald
June 5, 2017 - County website

AN EQUAL OPPORTUNITY EMPLOYER



Preble County *Board of Commissioners*

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INVITATION TO SUBMIT A STATEMENT OF PROFESSIONAL QUALIFICATIONS

Your firm is invited to submit a Statement of Professional Qualifications to provide professional engineering services for the design and preparations of plans and specifications for a building addition to the Exposition Building at the Preble County Fairgrounds, assist with bid documents, review of bids, and project oversight during construction. It is the intention of the Board of Preble County Commissioners to give fair and reasonable consideration to all firms, and to select and rank at least three firms based on their qualifications. Once a firm is tentatively selected based upon an evaluation and ranking of qualifications, the Board of County Commissioners will attempt to negotiate a contract with the selected party providing fair and reasonable compensation.

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Attached is a "Project Description" identifying the services and qualifications required for the project and "Instructions for Submitting a Statement of Professional Qualifications" explaining what information should be contained in the required submission. The requested information should be submitted no later than 12:00 P.M. (noon) on Tuesday, June 27, 2017, and should be clearly marked "**RFQ - EXPOSITION BUILDING ADDITION.**" Statements received after this deadline will not be considered. One original and five copies of the Statements of Professional Qualifications should be submitted to the following:

Attn: Connie Crowell
Board of Preble County Commissioners
101 East Main Street
Eaton, Ohio 45320

PROJECT DESCRIPTION

The Preble County Board of Commissioners invites all interested parties to submit a Statement of Qualifications to provide professional services to design and prepare plans and specifications for an addition to the Exposition Building at the Preble County Fairgrounds located at 722 South Franklin Street in Eaton, Ohio. Services to be provided will include meetings to discuss addition size and placement of rooms and utilities; preparation of construction plans including sitework and any utility extensions; preparation of cost estimates for project construction; assist in bid process and review of bids; review shop drawings; provide minimal construction oversight; attend progress meetings; and assist with payment requests and any change orders.

The Exposition Building was originally constructed in 2004, and is a pre-engineered metal building, 300' x 150', 22' in height. Plans for the original building are available and a copy will be provided to the successful respondent. The addition is tentatively planned to be added to the west end of the Exposition Building and to be 75' x 150' with a height of between 12 ft. and 14 ft, depending on final design. The addition is planned to be used as a conference facility with meeting rooms, restrooms, shower facilities, kitchen area, and offices. This project will require use of prevailing wages.

PROJECT SCHEDULE

The Consultant will be expected to begin work on this project upon the execution of the agreement. Design work should be completed within 3 months. The Board expects to bid out the project upon completion of the plans. The building addition must be completed by May 31, 2018.

CONTROL OF DOCUMENTS

All County documents provided to the consultant for their use shall be maintained within U.S. offices of the consultant. No documents provided to the consultant by Preble County or developed by consultant as a part of this project shall be transported outside of the United States by hard copy or electronic means.

OWNERSHIP OF REPORTS AND DOCUMENTS

All data prepared by the Consultant under this Agreement, including but not limited to reports; plans, drawings, tracings, estimates; specifications, sketches, diagrams and calculations, as well as all material and data furnished to the Consultant by the County under the provisions of this Agreement shall be the property of the County, provided, however, that the Consultant may use the technical content of such data and materials in the course of its business. Should the County subsequently allow or use any portion of such documents for any other project, the Consultant shall have no liability of any consequence of their use. No reports; maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application of copyright or patent by or on behalf of the Consultant.

INSTRUCTIONS FOR SUBMITTING A STATEMENT OF PROFESSIONAL QUALIFICATIONS

Please submit the following information regarding your firm's qualifications to perform the services identified in the Project Description. This list is not exclusive and your firm is encouraged to submit other pertinent information that will assist the Preble County Commissioners in evaluating your firm's qualifications to perform the required services in a professional, cost-effective and timely manner:

1. General background of firm, number of offices, number of years in operation, size of staff, firm's equipment and facilities, sub-consultants, and other services provided including any which might represent a conflict of interest;
2. A list and description of all building and building addition projects within the last 7 years that your firm has been directly involved with, by type and dollar amounts, which are similar to this project, including contact person and contact information. Please include any similar projects that your firm has been involved in within Preble County and/or the immediate area.
3. Capacity of the firm to perform the work requested taking into account the firm's current and planned workload and availability of qualified personnel, equipment, and facilities to perform the required service competently and quickly.
4. Professional staff resumes including years of experience involved in architectural services & design, building plan development, and building construction oversight and administration. Indicate which staff would specifically be involved in providing professional services to Preble County and list those individuals' experience;
5. Specialized experience or technical expertise of the firm and its personnel in connection with building projects.
6. Professional references for the firm and staff who would be involved in the project;
7. Evidence of controlling costs and meeting associated costs as budgeted on projects with which your firm has been directly involved, preferably the projects listed for Item 2;
8. Evidence of meeting schedules/deadlines on projects with which your firm has been directly involved;
9. Evidence of the amount and type of professional liability insurance that your firm carries.
10. Litigation your firm has been involved in in the last 5 years.
11. Any dismissed or terminated services within the last 5 years.

Evaluation Form for Professional Services

Date:	Name of Project: RFQ -EXPOSITION BUILDING ADDITION
Name of Firm:	Name of Evaluator:

Criteria:	Rating (1-5):	Weight	Score	Comments:
1. Firm & Individual Qualifications <ul style="list-style-type: none"> ▪ Firm's number of years in business, size of firm, number of principals, number of employees, who will be contact manager for this project. ▪ Firm's back ground & experience on similar projects, including experience working with other firms. ▪ Specific information on firm's role and current personnel's experience and background on similar projects. Provide contact person's name & phone number from the completed projects. ▪ Experience of proposed personnel on similar projects 		15%		
2. Location of Offices <ul style="list-style-type: none"> ▪ Amount of work to be performed in County by prime consultant and sub-consultants. ▪ Proximity of Primary Office to Site 		5% 5%		
3. Liability <ul style="list-style-type: none"> ▪ Litigation within last 5 years ▪ Dismissed or terminated services within the last 5 years. ▪ Type and amount of insurance for project. 		10%		
4. Responsiveness to RFQ <ul style="list-style-type: none"> ▪ Firm's compliance with RFQ provisions ▪ Additional factors, financial status of firm ▪ EEO and Affirmative Action Policies 		15%		
5. Project Control <ul style="list-style-type: none"> ▪ Project schedule: Describe current commitments and individuals within firm assigned to those commitments. ▪ Techniques to assure schedule will be met, with schedules of last 10 projects to document success of methodology. ▪ Cost control techniques: For a minimum of last 10 projects; provide your final estimate, bid amount, final construction costs and number of change orders. Provide name of general contractor and contact with name, title, address and phone number for all of the projects listed. 		15%		
6. Quality of Technical Approach <ul style="list-style-type: none"> ▪ Potential Project Manager & Staff Team organization ▪ Does approach address project needs? Has it been used successfully before? ▪ Innovations & project concepts (firm's grasp & understanding of project) ▪ Partnering: Provide experience in formal & informal team partnering projects (owner, A/E team, contractors) ▪ Demonstration of proven ability of approach to meet project goals on previous projects. 		25%		
7. General Impressions <ul style="list-style-type: none"> ▪ Firm's interest in project. ▪ Firm's confidence in project layout. ▪ Degree of County involvement in the design process and firm's approach to interacting with County project team. 		10%		
8. TOTAL		100%		

Signature of Evaluator: _____ **Date:** _____