

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR DESIGN & ENGINEERING PROFESSIONAL SERVICES

The Board of Commissioners for Miami County, Ohio (the "Board") is soliciting Statements of Qualifications ("SOQs") from qualified individuals or firms to provide Professional Design, Consulting & Engineering Services for certain Board facilities and properties in Miami County. Specifically, firms should provide their experience with public facilities related to new construction, building renovations and replacing facility systems and/or equipment.

The Board will engage one firm to provide design and engineering services required for projects identified by the Board. The selected firm may also be requested to provide consulting services related to the evaluation of certain Board facilities, recommended maintenance and/or improvements to Board facilities, and to provide recommendations on proposed projects by the Board. Upon determination of the selected firm, the Board will authorize the selected firm to provide the services as requested.

Interested individuals or firms should submit five (5) copies of their SOQ's, enclosed in a sealed envelope and addressed to the following individual and address:

Leigh Williams, Clerk/Commissioners' Administrator
Board of Commissioners for Miami County, Ohio
201 W. Main Street
Troy, Ohio 45373
937-440-5910

The envelopes shall be plainly marked on the outside "MIAMI COUNTY — DESIGN PROFESSIONAL QUALIFICATIONS." SOQ's will be received by the Board until 1:45 P.M. local time on Thursday, June 2, 2016. Candidates will be notified of the Board's decision following its review and evaluation of the SOQ's received by the Board.

Site Inspection:

All firms responding to this Request for SOQ's are encouraged to inspect county properties (if needed) to determine specific design work issues that might affect the ability of the firm to perform the work required for any project request. The Board will make site visits available to interested firms for inspection upon request. Inspections shall be scheduled by contacting Chris Johnson, Director of Operations & Facilities, at 937-440-5999 at least 48 hours in advance of the requested inspection time.

Project Scope

The Board has issued this Request for SOQ's to select and engage a design professional firm to perform design and/or engineering related to maintenance, improvements and/or modifications to certain Board facilities, which will be determined by the Board. As part of the project, the selected firm may also be requested to provide

consulting services related to: 1) the evaluation of certain Board facilities; 2) recommending maintenance and/or improvements to Board facilities; and, 3) providing recommendations on proposed projects by the Board.

Business Elements:

The relationship between the Board and the Design Professional with whom the Board negotiates and executes a contract with will be based upon a modified version of the American Institute of Architects (“AIA”) Document B101-2007; and other documents developed during the negotiation between the Board and the Design Professional such as, but not limited to, preparation of the specifications, detailed drawings and construction phase services.

Services Required:

The selected Design Professional will be expected to prepare the contract documents for project(s) and to serve as the representative of the Board during the project(s). Services will include, to the extent authorized in the Owner-Design Professional Agreement, the following:

- review existing designs and evaluate how much of the existing design can be reused for a specified renovation or restoration project
- perform all necessary engineering, calculations and site inspections as needed and/or verify that the components to be reused from an existing design are suitable for the Project;
- perform a life-cycle, operating and utility cost analysis comparing current costs to expected costs after a renovation;
- prepare conceptual plans and specifications for project(s) as requested;
- provide complete design and engineering for all phases of new construction or renovation project(s);
- prepare the contract documents for project(s) in consultation with the Board and the Board’s legal counsel as requested;
- assist the Board with obtaining all necessary permits for project(s) as required;
- conduct regular design review meetings;
- develop and provide regular updates for any design phase project-related schedules and budgets for each phase of projects’ design and construction , including value engineering and constructability reviews;

- conduct pre-bid meeting(s) when necessary;
- assist with bidding, contracting and procurement of the trade contractor(s), including the review of the bids for project(s);
- attend and direct pre-construction meetings;
- provide on-site observation service on a regular basis to review the trade contractor(s) work for quality and completeness and conformity with the contract documents;
- review of project schedules and comparison of the progress of the work to the established schedule;
- review and monitor potential or actual delays; act on the Board's behalf to address issues;
- review initial evaluation/analysis of all claims submitted by the trade contractor(s);
- provide administration of project(s) during construction, including, but not limited to:
 - assist in resolving change order issues
 - assist in preparing change orders, including requesting, reviewing, and negotiating pricing for work included in a change order
 - assist in resolution of potential claims and disputes with contractors
 - attend & direct job-site meetings during construction
 - observe all testing at project locations
 - maintain project records on site in a neat and orderly manner, including working with the trade contractor(s) firm to keep the project drawings up to date with changes
 - assist with the review of the trade contractor's applications for payment; approve prior to submitting to the Board for final approval
 - attend meetings of the Board on a regular basis or as requested to present information on the status of project(s) and related issues
- close-out of project(s)
 - provide administration of the determination of dates for substantial and final completion;
 - assist with the preparation of documentation for close-out of the work by the trade contractor(s);
 - prepare a punch list of items to be completed and/or corrected after the initial punch list has been prepared by the trade contractor(s);

- participate in the final close-out inspection and preparation of the final punch list;
- verify that final punch list items have been addressed and work with the Board to accept the work;
- provide commissioning services on project(s) that include systems or equipment needing such services

Qualifications:

SOQ Packets should include the following:

1. Provide the firm name (and the names of all principals), address, phone number and primary contact person. If applicable, include names, addresses and contact information of all other firms that will be part of the team.
2. Submit the resume for the person(s) who will have the most direct responsibility for project(s) or design work requested by Miami County.
3. Identify other key personnel anticipated to be involved in the design of project(s) or other engineering work requested by Miami County.
4. Provide information regarding the firm's history.
5. Education, technical training, and experience of owners and key personnel.
6. Describe the firm's experience with demolition projects.
7. Describe the firm's engineering services.
8. Describe the firm's experience with hazardous waste abatement.
9. Describe the firm's experience working with public owners.
10. Describe the firm's experience with new construction, property renovations, equipment replacement and historic building restoration projects in Ohio.
11. Identify the firm's equipment and facilities.
12. Past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines. The firm should include a list of three (3) public owner projects, which the firm has been involved with and completed during the past five (5) years. The following information should be included for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project;
 - c. Year completed;

- d. Construction cost;
- e. Other relevant information about the project and the firm's services;
- f. Reference contact person and phone number.

13. The firm's past experience with the Board of Commissioners, if any:

14. Identify all areas of work where you potentially would use consultants on a project.

The Board will evaluate all timely submitted SOQ's. It is the intent of the Board that by June 24, 2016, firms could be selected to be included on a short list of firms to be interviewed prior to the final selection of a firm. If selected, formal interviews will occur within two weeks of the selection of the short-listed firms. Short-listed firms will be provided with additional information at the time of notification if necessary.

Interviews will only be requested should the submitted SOQ Packets from selected firms require the board to seek further information to rank and make a final selection.

Questions, Clarifications and Addenda:

All questions concerning this Request for SOQ's shall be directed in writing via email to Chris Johnson at cjohnson@miamicountyohio.gov. The Board will review all questions and determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Finally, firms shall not rely on any oral instructions or answers.