



## **FACILITIES AND MAINTENANCE DEPARTMENT**

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Miami County Commissioners  
201 W Main Street  
Troy, Ohio 45373

### **JFS Statement of Qualifications (SOQs): Round One Evaluation**

**Meeting Date:** 9/25/2024 at 3pm

**Start:** 3:00 pm

**Ended:** 3:58pm

**Location:** JFS Large Conference Room

### **New Business**

#### **Committee Composition**

##### Commissioners Office

- Commissioner Ted Mercer, Commissioner in Charge of Project
- Michael Clarey, Chief Administrative Officer
- Ben Howlett, Facilities and Maintenance

##### Job and Family Services

- Kari Purtee
- Shannon North
- Sharon Brulport
- Jake Yager

##### Sheriff's Office

- James Wysong

#### **Rubric Clarification and Ranking**

The following rubric clarification was presented to the Committee.

- 1's and 2's: Does not meet expectations from the SOQ
- 3's: Meets expectations from the SOQ
- 4's and 5's: Exceeds expectations from the SOQ

The Committee agreed that a group submission of rankings for each firm would be submitted.

#### **Evaluation**

Committee Members discussed rankings of the firms that submitted SOQs. The general consensus, based on SOQ submissions, narrowed down the firms down to four (4) to be interviewed in person.

#### **Setting Dates for In-Person Interviews**

The Committee selected the following dates and times for the in-person interviews

- October 23<sup>rd</sup>
  - First Interview: 10am
  - Second Interview: 11am
  - Third Interview: 1pm
  - Fourth Interview: 2pm
- Alternative Date
  - October 25<sup>th</sup>

### **Setting Procedures for In-Person Interviews**

- Interviews will be held in the Main Conference Room at JFS
  - Projectors and a screen will be provided by the County
- Firms invited to the in-person interviews are encouraged, but not required to arrive early to tour the existing facility
  - Tours of the existing facility can be schedule before the interview date by contacting Ben Howlett at 937-440-5999 or [bhowlett@miamicountyohio.gov](mailto:bhowlett@miamicountyohio.gov)
- Forty-Five (45) Minute Interviews
  - Firms will have thirty (30) minutes to present
    - Committee Members may ask questions based on information presented for clarification or exploring design processes
  - Committee will have fifteen (15) minutes to ask questions that may have not been covered in either the SOQ or the in-person presentation
  - After the forty-five (45) minute interview the Committee will discuss internally regarding information presented.
    - Follow up internal meetings with the Committee may be scheduled for final selection

### **Follow Up**

Ben Howlett to craft up sample questions for the Committee Members to consider during the in-person interview process.

### **Old Business:**

N/A