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**BOARD OF MIAMI COUNTY COMMISSIONERS**

**Miami County Department of Jobs and Family Services**

**2040 North County Road 25A**

**Troy, OH 45373**

REQUEST FOR STATEMENTS OF QUALIFICATION:

ARCHITECTURAL SERVICES FOR JOBS AND FAMILY SERVICES BUILDING EXPANSION AND RENOVATION

1. GENERAL INFORMATION
   1. The Board of Miami County Commissioners is seeking Statements Of Qualifications (“SOQ”) from qualified firms to provide architectural services for the planning, designing, bidding, and construction oversight phases for the renovation and expansion of the Miami County Jobs and Family Services Building.
   2. Statement of Qualifications Submission and Review Timeline:
      1. Request publicly issued via local journals, publications and invites:
         1. Date: (TO BE ADDED)
      2. Due date for SOQ’s to be received by the Board of Miami County Commissioners:
         1. Date: (TO BE ADDED)
      3. Initial Review:
         1. Date: To Be Determined
      4. Second Round:
         1. Date: Interview Dates to be Scheduled
2. PROGRAMMING
   1. Existing Building/ Information
      1. Approximately 23,000 square feet
      2. Original Structure has had two (2) additions over the years
         1. Existing mechanical systems do not properly heat or cool the building
      3. Existing Staff:
         1. 100 on site staff members
         2. 14 remote workers
   2. Client Proposed New Programing
      1. Site:
         1. Parking to accommodate future projected staff and the public.
      2. General
         1. Overall aesthetic of the renovation is to be more ‘home-like’ or residential and less commercial office
      3. Front of House and Lobbies:
         1. New or updated lobby updated to accommodate the growth of Miami County to serve more people as the county grows.
         2. New security checkpoint
         3. ADA Accessible public restrooms
         4. Reception desk/check-in area to be more secure
      4. Back of House and Offices:
         1. Future projected staffing: 130 people
         2. Restrooms to accommodate future projected staff
         3. Larger cubicle layout for staff
         4. Reduce the number of private offices to fifteen (15)
         5. Create three (3) or four (4) smaller phone rooms/ quiet rooms for staff
         6. Create conference rooms for team meetings
         7. Larger storage for records, files and other support materials for operation of JFS
         8. Larger breakroom to accommodate staff
      5. Visitation
         1. Two (2) new visitation rooms which need to include:
            1. ADA accessible toilet
            2. ADA accessible sink
            3. ADA Accessible shower
         2. Possible accommodation for at risk children to be able to stay overnight at the facility
3. SCOPE OF WORK
   1. The architectural firm selected through this Request For Statements Of Qualifications (“SOQ”) process shall enter into a contract with the Board of Miami County Commissioners to provide architectural services related to Projects at various stages from pre-design to post-construction.
   2. Based on the requirements of the Board of Miami County Commissioners, the selected firm shall provide architectural services meeting all standards and codes used in design for basic services as required on Projects as follows:
      1. Pre-Design Evaluation
      2. Cost Estimating / Condition Survey and Report
      3. Schematic Design
      4. Design Development
      5. Contract Documents
      6. Bidding/Award
      7. Construction Administration
      8. Commissioning
   3. The Architect shall:
      1. Review existing drawings, plans, and actual conditions, and advise the Board on issues of concern in regard to design, equipment selection, material selection, cost estimation as well as cost (life-cycle) analysis.
      2. Provide schematic and design development, bid documents, detailed cost estimates and other related services at each phase of the Project, including, by way of example only:
         1. Attend coordination meetings
         2. Provide progress prints/cost estimates (labor and materials) at appropriate intervals
         3. Include elevations of exposed mechanical or electrical units, and/or three-dimensional renderings (as requested)
         4. Provide architectural design drawings which shall include all components and accessories
         5. Assist in the construction bid phase or phases:
            1. Attend pre-bid and pre-construction meetings
            2. Answer questions/clarifications during bidding
            3. Review and evaluate submittals and claim for extra costs
            4. Inspect the construction site and actively participate in on-site construction meetings
            5. Advise the Board regarding interpretations of contract documents and payments to contractors
            6. Conduct and assist the Board for substantial completion by preparing a punch list and conducting a final inspection
4. PHASES IN DETAIL:
   1. Pre-Design Evaluation
      1. Consult with the Board and other necessary and appropriate government units, utilities, organizations, and persons in order to ascertain Project requirements and review the program prepared by the Board, recommending any necessary revisions to accomplish the goals of the Board
   2. Cost Estimating / Condition Survey and Report
      1. Investigate, analyze and measure the existing facilities to the extent necessary to determine the information necessary for Project work. Measure and verify floor plans and equipment locations in the existing building. Review existing system replacement studies (if applicable), analyze building components, heating/cooling load requirements, County floor plans and drawings (as available) and make system recommendations. Prepare drawings and a report summarizing existing facilities and their condition.
   3. Schematic Design
      1. Upon receipt of written notification to proceed, prepare schematic designs for review and approval by the Board. The schematic drawings shall show Project design features. A detailed cost estimate separating labor and materials shall accompany the schematic drawings for each design option developed. Life-cycle cost estimates to be provided upon request. Advancement to next design phase pending Board review of report, comments and Notice to Proceed.
   4. Design Development
      1. After the approval of the final schematic design submission, the Board shall issue a written order to proceed with the Design Development phase. Submit detailed design drawings showing the general design, outline specifications, revised cost estimates, material cut sheets and material selection. If alternate layouts, design, work items and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined.
      2. Provide architectural design drawings which shall include all components and accessories, including system elevations (when applicable) in relation to Project. Prepare a list of all permits, licenses, review, and approvals as required. Advancement to next design phase pending Board review of report, comments and Notice to Proceed.
   5. Construction and Contract Documents
      1. Perform the final design and the preparation of detailed contract documents in accordance with applicable City, County, State, and Federal law and/or administrative regulations (collectively “codes”) for all elements of work including architectural plans, custom details, phasing plans and structural and/or engineering modifications, as needed. Provide design progress reviews with the Board and other authorities as required (typically at 50% and 95% completion). Provide progress prints, specifications and revised cost estimates at specified intervals for the Board’s review and approval.
      2. Provide for approval by the Board of the Contract Documents including bidding forms, the Contract Agreement, and General Conditions, using standard Board Contract Conditions, Project specifications and working drawings for the Project. The bid documents are to conform with Board Standards wherever applicable.
   6. Bidding / Award
      1. The Architect is to assist the Board in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommending awards, evaluating alternate bids, and preparing a construction contract, as well as:
         1. Assist in the evaluation of product or systems substitutions.
         2. Prepare addenda for Board advertisement/issuance.
   7. Construction Administration
      1. Provide during the construction contract to be entered into by the Board for the construction of the Project, to the satisfaction of the Board, periodic architectural services to verify adherence to the design and to assist in the administration of the construction contract until final completion and acceptance by the Board.
      2. Conduct a preconstruction conference after receipt of a written request to do so from the Board. Such preconstruction conference shall include at least the Architect, or its authorized representative, the contractor(s), authorized representatives of the Board, as well as representatives of any other public or private agencies which the Board determines should be in attendance. At the preconstruction conference, the Architect shall:
         1. Observe that all necessary permits and licenses have been obtained prior to work commencement.
         2. Raise for discussion and decision the manner in which the construction will be administered by itself and the Board, the scheduling of construction, and any and all other issues or questions which in the opinion of the Architect or the Board must be settled before the start of construction. Before convening the preconstruction conference, the Architect shall confer with an authorized representative of the Board concerning the agenda and who is to attend.
         3. Prepare and distribute minutes within a specified time following the meeting.
      3. Throughout all Phases, prepare and update on an interval that is mutually agreed upon, an Estimate of Construction Cost consistent with the Board’s funding requirements in a format acceptable to the Board. The Estimate of Construction Costs shall document approved change orders (CO’s) and any and all anticipated changes to the construction cost on an individual prime contract basis and indicate contingency balance.
      4. Recommend necessary or desirable changes (adds and credits) to the Board, review requests for changes, assist in negotiating Contractor’s proposals, submit recommendations to the Board. If they are accepted, review change orders for the Board’s authorization. There shall be no change in the scope of the work or in materials specified by the Architect until approval for such change has been given in writing by the Board.
      5. Determine, based on the Architect’s inspections and the contractor’s applications for payment, the amount owing to the contractor and will issue certificates for payment in such amounts. By reviewing and approving a certificate for payment, the Architect will also represent to the Board that, to the best of its knowledge, information, and belief, based on what its observations have revealed, the quality of the work is in accordance with the Contract Documents. Review and make recommendations to the Board on any claims received from contractors.
      6. Make visits to the job site (at a frequency dictated by specific Project) during power service cut and re-routing for the purpose of clarifying or interpreting any phase of the work and monitoring job progress, where necessary and/or requested. Conduct and attend on-the-job field meetings (at a frequency dictated by specific Project) to review procedures, progress, scheduling, contractor compliance and other issues. Provide and distribute minutes of these meetings to the Board and to parties designated by the Board within a specified time period. Where field condition differs from contract documents or disputes arise, the Architect shall resolve issues satisfactorily to the Board.
      7. Issue punch list(s) and re-inspect as necessary, coordinate warranty submissions with manufacturers. Following the contractor’s completion of the punch list, conduct final inspections in conjunction with the Board. The Architect shall create a “closeout” checklist for each contract and shall monitor the closeout process as part of the Certificate of Substantial Completion of the work. The approval of the Board, or other Agency approvals, shall be required as a condition for the acceptance of the work by the Board.
      8. Furnish to the Board of Miami County Commissioners, based on marked up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built. Secure and transmit to the Board all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.
   8. Commissioning and Special Inspections
      1. The Architect is to work with a Commissioning and/or Special Inspections Agency to develop and coordinate the execution of the testing plan, observe and document performance of the improvements, system integration and functionality in accordance with the documented design. This shall include testing and observing the operation and function of all components and controls involved in the new systems, including an assessment of responsible parties for correcting any problems and errors in the system.
      2. The Architect and Agent will also review submittals, and start up procedures, witness testing of selected pieces of the system, oversee training and system documentation and review, and approve Operation and Maintenance Manuals from the contractor for completeness. The Architect and Agent will provide the Board a written Final Commissioning Report.
5. GENERAL REQUIREMENTS
   1. The Architect’s firm, including principals, project managers, and all key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this Request For Statements Of Qualifications (“SOQ”).
   2. The work contemplated is for professional design services. Any individual, corporation or other legal organizations submitting a Statement Of Qualifications must be licensed in the State of Ohio to provide professional design services to the Board and shall be governed by pertinent law, administrative rules, and professional codes of ethics.
   3. The Architect shall be responsible for complying with local, state, and federal codes, laws, ordinances, resolutions and regulations affecting work in their professional area.
6. SUBMISSION OF STATEMENTS OF QUALIFICATION
   1. Statements Of Qualification (“SOQ”) will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this Request For Statements Of Qualification (“SOQ”), each SOQ must provide detailed responses to each of the following requirements as listed here:
      1. Company Overview and Qualification
      2. Name, address, telephone number, and email address of the firm
   2. A statement describing the firm’s competence to perform the required architectural services as indicated by the technical training, education, and experience of the firm’s personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the architectural services described herein;
      1. A description of the firm’s ability to provide the service level based on Section II- Programing and Section III- Scope of Work
      2. A description of the firm’s experience in sustainable design to reduce non-renewable resource consumption, minimize waste, and create healthy, productive environments for Miami County employees.
      3. A description, photos, sketches, elevations, renderings and/or plans of similar Projects completed by the firm Include the name and telephone number of a reference person from the contracting organization who can be contacted for reference
      4. A description of how the Project will be managed; who will do the work and the role the various members of a multi-disciplinary consortium will play in the design process. Include a summary of the firm’s understanding and experience in coordinating Projects with regulatory and other governmental agencies.
      5. A description of additional services offered including, but not limited to, structural, mechanical, electrical and plumbing engineering, security consultation, technology consultation, interior design etc.
      6. No less than three (3) references and evaluations from current or former clients providing statements regarding the past performance of the firm with respect to such factors as control of costs, quality of work, and meeting of deadlines.
      7. Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required architectural services competently and expeditiously.
7. SELECTION, NEGOTIATION AND AWARD OF PROPOSED CONTRACT

a.Selection Of Highest Ranked SOQ: The Board of Miami County Commissioners will select an evaluation committee to review and evaluate all timely submitted SOQs in a two round selection process.

1. The Evaluation Committee will review all timely received SOQ’s and score them based on the Miami County Architectural/Engineering Evaluation Form attached hereto.

2.No less than THREE (3) Firms that meet or exceed the requirements described in this SOQ shall be invited to participate in discussions with the evaluation committee to explore further each Firm’s SOQ, the scope and nature of the architectural services the Firm would provide, and the technical approach the Firm may take toward the Project. Upon completion of such discussions, the Evaluation Committee shall select and rank no less than the THREE highest ranked Firms.

b. Contract Negotiation. The Board or its designee shall negotiate a contract with the firm ranked most qualified to perform the desired architectural services at a compensation determined in writing to be fair and reasonable to the Board of Miami County Commissioners. Contract negotiations shall be directed toward:

(1)Ensuring that the Firm and the Board have a mutual understanding of the essential requirements involved in providing the required architectural services;

(2) Determining that the Firm will make available the necessary personnel, equipment, and facilities to perform the architectural services within the required time;

(3) Agreeing upon compensation which is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the architectural services.

If the Board and the highest ranked Firm are unable to negotiate a contract, the Board shall inform the Firm in writing of the termination of negotiations and may enter into negotiations with the Firm ranked next most qualified. If negotiations again fail, the same procedure may be followed with each next most qualified Firm selected and ranked pursuant to paragraph a2 above, in order of ranking, until a contract is negotiated or there are no more Firms left with which to negotiate a contract.

Should the Board fail to negotiate a contract with any of the firms selected pursuant to paragraph a2 above, the Board may select and rank additional firms, based on their qualifications, and negotiations may continue as with the Firms selected and ranked initially until a contract is negotiated.

At any time, the Board reject any or all proposals in whole or in part, and, as re-advertise for the submission of Statements Of Qualifications.

1. SAMPLE OF MIAMI COUNTY ARCHITECTURAL/ENGINEERING EVALUATION
   1. See attached Miami County Architectural/Engineering Evaluation that will be used in the interviews.
2. SAMPLE ARCHITECTURAL SERVICES CONTRACT