

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL DESIGN SERVICES**

Addendum

May 17, 2021

The Board of Paulding County Commissioners (the "Board") on behalf of the Grover Hill Lions Club (the "Owner"), is soliciting Statements of Qualifications ("SOQs") from qualified individuals or firms to provide Design Professional Services for the Owner's Community Center Project (the "Project"). Services are anticipated to include preparation of schematic design, design development documents and construction documents, as well as construction administration.

The Board anticipates that it will use a competitive proposal delivery model for the construction of the Project.

Project Description:

This Project is anticipated to include: Rehabilitation of a 2604 sq. ft. empty building and turning it into a Community Center. The Community Center will serve as a food pantry, tutoring center, and conference center along with accommodating persons with disabilities while also adhering to social distancing guidelines. *Physical Address: 103 South Main Street; Grover Hill, OH 45849*

Funding:

This project is expected to be funded by CDBG-CV funding; not to exceed \$285,000.

Submittals:

Interested individuals or firms should submit 2 hard copies and 1 electronic PDF on a flash drive, of their SOQs, enclosed in a sealed envelope. The envelope shall be plainly marked on the outside "**BOARD OF PAULDING COUNTY COMMISSIONERS — GROVER HILL LIONS CLUB PROJECT DESIGN PROFESSIONAL QUALIFICATIONS.**"

SOQs must be delivered to the following address, before the submittal deadline:

Maumee Valley Planning Organization
c/o Christina Deehr
1300 East 2nd Street, Suite 200
Defiance, OH 43512

The Board reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Submittal Deadline:

SOQs will be received until **4:00 PM** local time, **June 4, 2021**.

Questions, Clarifications and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Christina Deehr, at planner2@mypo.org. Questions will be reviewed to determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers.

Qualifications:

Submittals should include the following:

1. Firm's History and Resources – Information about the firm's history and the resources available to it for this Project (number of years in business, etc.)
2. Education & Technical Training – Provide the education, technical training, and experience of the principal in charge of the Project and the Project Manager, as well as any other individuals assigned to the Project, and proposed consultants, if any. Provide the education, technical training, and experience of firm owners. Detail how the identified individuals will communicate with the Owner.
3. Firm's Overall Experience – The firm's experience in providing substantially similar services in Ohio (i.e., design services for Ohio public projects).
4. Past Performance based on References – Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of two (2) relevant projects involving similar services performed by the firm. Include the following information for each project:
 - a. Project owner, name of project, and location;
 - b. Brief description of the project, including size of project (e.g., square footage).
 - c. Year services were completed or anticipated completion date;
 - d. Construction cost;
 - e. Other relevant information about the project and the firm's services; and
 - f. Reference contact person and phone number.
5. Past Performance with Owner – The firm's past experience with the Owner, if any.
6. Proximity to the Site – The firm's location and proximity to the site for purposes of site visits and attending meetings at the District.
7. Proposed Coordination for Design and Work – Describe the steps the firm will take to coordinate design and work on the Project with the Owner and Contractor with respect to scheduling the Project, maintaining the construction schedule, and close-out of each stage of the Project.
8. Project Estimates and Budget – The firm's procedures for preparing budget estimates, including initial budget development and budget updates with the Owner, performing design reviews, constructability reviews, and value engineering. Provide specific information on:

- a. Project budget development, including but not limited to, procedures for initial budget development with the Owner and process for updating the budget in coordination with the Owner at various stages of the design process;
 - b. The firm's experience over the past five (5) years with preparing project estimates and construction costs, monitoring project costs, and completing a project within the initial budget.
9. Unique Competence, Qualities, and/or Expertise of the Assigned Team to Perform the Required Services – Unique competence, qualities, and/or expertise that set the assigned team apart from other firms and teams as it relates to the required services for the Project. List a maximum of three (3) specific and unique qualities that set the assigned team apart from others in relation to the District's Project.
10. Professional Liability Insurance Coverage & Claims History – The firm's insurance coverage, including errors and omissions. Include:
 - a. The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
11. Construction Phase Services – The firm's practices with respect to site visits and oversight of the Project. What amount of time is spent on average on site during construction? What is the background of the individuals who would be visiting the Project during construction? What documentation of such site visits is prepared and maintained?

Firms submitting statements of qualifications for the available contract will be evaluated and ranked in order of their qualifications, subject to the Board's absolute right to stop the process and refrain from entering into any contract.

Upon selection of the firm determined to be most qualified to provide the requested services for the Project, the Board reserves the right to negotiate the price for services to be provided, with such firm.

Qualifications received may be retained in the file maintained by the Board for design professional qualifications; each firm is requested to provide annual updates to the qualifications to keep them current.