



Public Health
Prevent. Promote. Protect.

Tuscarawas County
Health Department


Public Notice Requests for Statements of Qualifications



The Tuscarawas County General Health District Board of Health (BOH) in partnership with Tuscarawas County intends to contract for architectural/engineering design services in connection with the renovations for the current facility located at 897 East Iron Avenue Dover, Ohio 44622. In accordance with ORC 153.67, firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications no later than **4:00pm on Friday, May 12, 2023**. Statements received after this deadline will not be considered.



Statements of qualifications should include information regarding the firm's history, education and experience of owners and key technical personnel; the technical expertise of the firm's current staff; the firm's experience in performing engineering studies, design, construction administration, construction observation; availability of staff; the firm's equipment and facilities; references; and any previous work performed for Tuscarawas County.

The work may involve but is not limited to physical assessments, programming and conceptual design, budget estimating, detail design development, construction documents, construction administration, and other associated services.

Statement of qualifications should be transmitted to: Tuscarawas County Office of Community & Economic Development, 125 East High Avenue, Room 212, New Philadelphia, Ohio 44663 prior to the deadline.

 897 E. Iron Ave.
Dover, OH 44622

 (330) 343-5555
 (330) 343-1601

 www.tchdnow.org
 director@tchdnow.org



Preliminary Project Description

Name of Project:

Tuscarawas County Health Department

Public Authority/Owner of Record:

Tuscarawas County Commissioners

Location:

897 East Iron Avenue Dover, Ohio 44622

Description:

Design, develop, and construct renovations to the one-story, eighteen thousand (18,000) square foot office building, with potential for additions, which was originally built in 1977.

Project Schedule:

Anticipated dates for design startup: Summer 2023

Budget:

To be determined

Source of Funding:

ARPA American Rescue Plan Act of 2021. Please be aware that this will be an ARPA funded project and all applicable federal or state regulations for this type of project will apply.

Scope of Architectural/Engineering Services

The anticipated services are to include normal structural, mechanical, civil and electrical engineering services in conjunction with the basic architectural service such as, but not limited to:

- Physical Assessment
- Program Development
- Concept Design

The following services are anticipated, but not limited to:

- Detail Design
- Construction Documents
- Bid and Award Support
- Construction Administration
- Post Construction/Closeout

Content of Consultant's Statement of Qualifications

Statement of Qualifications should include, but is not limited to the following:

1. Name of firm, address, contact name, email, and telephone number.

2. SAM.gov Unique Entity ID
3. Names, qualifications, and experiences of principals and key personnel who are to be assigned to the project. Provide detailed information on these individuals so as to indicate their availability to the project. This information should include:
 - a. Number and types of projects in which individuals are involved
 - b. A graphical or tabular representation of hours available for key personnel
 - c. Key personnel being defined as project engineers, design engineers, designers and other professionals needed by the project
4. Number and composition of staff available for the project, including a table of organization. Composition should be broken into professional, sub-professional, technicians, administrative and clerical.
5. Name of the responsible firm member and project manager.
6. Listing of all sub-consultants whose qualifications are being use to obtain qualifications in any of the areas identified.
7. Listing of previous projects. Include the scope of the project, square footage, budget, and completion date.
8. A brief statement of the firm's intended approach to the project and the services the firm would recommend, including but not limited to the services requested.
9. A statement of the firm's overall operating philosophy and organizational characteristics.
10. An outline of the firms Quality Assurance or Quality Management Program

Schedule

Work is to proceed expeditiously upon approval of the contract.

Submittal Deadline

Statements of Qualifications will be received until **4:00pm on May 12, 2023**, at:

**Tuscarawas County Office of Community & Economic Development
125 East High Avenue
Room 212
New Philadelphia, Ohio 44663**

Five (5) copies of all submittals are to be included. Submittals pursuant to this invitation will not be received after the hour and date stated above.

Any proposals submitted are to be prepared at the submitters' expense. The Board of Health and Tuscarawas County reserves the right to reject any and all proposals in whole or in part. Acceptance of proposal shall not constitute an agreement between the submitter and the Board of Health or County. BOH and/or County shall have no liability whatsoever to any submitter whose proposal is not accepted.

Evaluation of Statement of Qualifications

Statement of Qualifications will be evaluated on the following criteria:

- Competence of professional design firm and all consultants to perform the required professional design 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 who would be assigned to perform the services.
- Ability of the firms in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously.
- Past performance of the firm as reflected by the evaluations of previous clients and with the Board of Health and Tuscarawas County with respect to such factors as control of costs, quality of work, and meeting deadlines.
- Knowledge or past experience in construction, renovation, and designs of like projects.
- Location of the firm in relation to the project site.
- Any other relevant factors as determined by the public authority.

As required by ORC 153.65 to 153.71 the responding firms will be evaluated and ranked in order of their qualifications by a selection committee based on proposals and any conducted interviews. Dependent on the total number of proposals submitted, the selection committee may short list the top firms and conduct interviews with the short-listed firms only. Upon ranking of at least the top three firms, the Board of Health and County may enter into contract negotiations with the firm most ranked qualified. If no agreement can be reached with the first firm, the public authority 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, until a contract is negotiated.

Evaluation Form – Architect/Engineer Request for Qualifications (RFQ)

2021 American Recovery Plan Act (ARPA) funded grant project

Tuscarawas County Health Department Building

Date of Review: _____

Name of Firm: _____

Name of Evaluator: _____

Criteria:	Rating*		Weight		Score:
Firm & Individual Qualifications:					
Firm's number of years in business		X	(2)	=	
Firm's background & experience on similar projects		X	(2)	=	
Experience of Firm's current personnel on similar projects		X	(5)	=	
Proximity to Project Site		X	(2)	=	
Capacity to Perform Work:					
Availability to meet schedule		X	(3)	=	
Firm's equipment & facilities		X	(2)	=	
References:					
Quality of design		X	(4)	=	
Technical Innovation		X	(2)	=	
Meeting of schedules and deadlines		X	(5)	=	
Controlling costs/meeting budgets		X	(5)	=	
Communication/Cooperation		X	(5)	=	
Total Score for the Above Firm				=	

(1) = Poor (2) = Fair (3) = Good (4) = Excellent (5) = Superior

Please note: If after evaluation of qualifications is complete, Tuscarawas County determined two or more firms are equally qualified (tie score) to perform the services in questions, the equally qualified firms will be asked to submit cost proposals based on the detailed scope of services that have been developed for the referenced project.