



Board of Commissioners:

Russ Zimmerman

Scott Miller

Charles Schwochow

County Administrator:

Theresa Garcia

garcia_theresa@co.sandusky.oh.us

AMENDED REQUEST FOR QUALIFICATIONS
for the Architectural Services for the renovation of
an EMS facility and/or a Sanitary Engineers facility

TO: Any interested Architectural Firms

FROM: Chief Jeff Jackson
Sandusky County EMS
2100 Countryside Place
Fremont, Ohio 43420

(419) 332-7313
(419) 334-6511 FAX
Jackson_Jeff@co.sandusky.oh.us

Mr. Steve Shiets, P.E.
Sandusky County Sanitary Engineer
2100 Countryside Place
Fremont, Ohio 43420

(419) 332-9967
(419) 334-6714 FAX
shiets_steve@co.sandusky.oh.us

ORIGINAL DATE: December 17, 2021

AMENDMENT DATE: January 10, 2022 (Amendment to submittal date & Percentage criteria for Evaluation)

The County of Sandusky invites submittal of Statement of Qualifications (SOQ) to become eligible for possible selection for architectural services related to the design, renovation and construction of an (1) EMS Facility and/or a (2) Sanitary Engineers' Facility. Firms must identify which facility on the cover of their SOQ submittal and may submit for both facilities by sending separate submittals identifying each facility on the corresponding SOQ. Each facility will be a separate selection process for services via the corresponding Owner. Coordination of the two renovations are crucial as the EMS Facility and the Sanitary Engineers Facility are currently located at the same location, so submitting for both facilities will be beneficial in meeting deadlines for both Owners.

Attached to this request are the following:

1. A general description of the **Project Areas** for the EMS and the Sanitary Engineers buildings.
2. An **Architectural Outline** of the design leading to renovation, construction and project completion by the Selected Firm(s).
3. A general definition of the **Scope of Services** and **Evaluation of Firms**.
4. A list of **Information and Materials** that you should include with your SOQ.

Please submit three (3) copies and one (1) digital copy of your Statement of Qualifications along with identifying which facility to either the EMS office or the Sanitary Engineer's office by 4:00 p.m. on January 31, 2022. Any Qualifications received after that time will not be considered. The Qualifications can be submitted any time prior to this date as well.

Project Area:

Project areas are split between the following:

A. Emergency Medical Services Facility (1791 E. State Street) as follows:



This 17.94 acre property was recently purchased by Sandusky County for the new location for the EMS office and Life Squad 18. In the past, this approximately 40,000 square foot commercial building housed Big Lots which eventually moved across the street. It has been vacant since that time and will initially be utilized by the EMS for their Headquarters to include administration and a crew for the primary Life Squad for the area as well as several backup ambulances and vehicles. Possible other County offices may eventually be considered for unused portions of the 40,000 square foot building.

At a minimum, the EMS would like to utilize the existing building for offices, meeting room, indoor training area, restrooms, garages, wash bay, squad living quarters, etc. Exterior training such as vehicle maneuverability, etc. will utilize the asphalt parking lot. Access for ingress and egress of emergency vehicles to E. State Street shall be priority.

B. Sanitary Engineer Facility (2100 Countryside Place) as follows:



This portion of the County property is located within the Sandusky County Complex with the building currently housing both the Sanitary Engineers and the EMS / Life Squad 18. With the EMS and Life Squad 18 moving to the new location, the building will be renovated to house the expansion of the Sanitary Engineers.

The original 10,000 square foot building was built in 1982 and has never been expanded by either entity. Additional square footage via an expansion of the existing office building is anticipated, but not determined for current needs and future growth. This will need to be determined during the design phase either via ground floor or second floor if possible.

The Sanitary Engineers would like to renovate and expand the building to include offices, updated entrance, customer drive-through window, storage areas, housekeeping areas, utility rooms, maintenance area with overhead crane, lab, shower facilities, conference room, meeting room, wash bay, garages, etc. for the Sanitary Engineers' operation.

Site improvements would include an improved parking lot, new storage yard entrance and flow of vehicles for the customer drive-through window. Expansion of the Storage Building to the north for an additional bay on the south side of the building shall be necessary as part of the overall building renovations and site improvements.

Architectural Outline:

The Selected Firm(s) for design and construction administration services for each facility would be expected to perform the following outline:

1. Selected Firm shall facilitate executing the service agreement upon notification with the County Commissioners. Owner is the Sandusky County EMS for EMS Facility and is the Sandusky County Sanitary Engineer for the Sanitary Engineers Facility. Funding applications for grants and loans will be under the County Commissioners via the perspective Owners for repayment of the loans.
2. Design and construction is divided into three phases with each submitted to the Owner for approval prior to the Firm proceeding to the next phase. The phases are the following: (1) Preliminary Design Drawings; (2) Final Design Drawings; and (3) Construction Administration. If any modification to the service agreement is identified for any phase, the Firm shall submit it for Owner's approval during that phase prior to moving to the next phase. All approvals by the Owner will be completed within thirty (30) days from the submittal date of the modification.
3. Upon executing the service agreement, the Selected Firm for each renovation shall schedule a meeting within fourteen (14) days with the EMS and/or Sanitary Engineer staffs to discuss the Firm's design along with any additional items for consideration for the proposed project.
4. Preliminary Design Drawings – Firm is to review the options and alternatives for both facilities by performing an analysis of the existing facilities for renovation and costs. Input from the perspective office staffs on the function and layout will be crucial in making the facility renovations a success. Design shall obtain input for the interior (color schemes, lighting, cabinetry, furniture, wall hangings, ceiling, flooring, HVAC, doors, hardware and fixtures, etc.) and exterior (siding, roofs, windows, doors, lighting, landscaping, parking lot, driveways, sidewalks, etc.) in order to provide alternates within the Preliminary Design submittals for review and selection.
5. The Firm will identify an obtainable funding for 100% of both design and construction for the Owner. Optional grant funding shall also be identified that can be secured by the Firm for each perspective renovation. Depending upon the design costs agreed upon after negotiations with the Selected Firm, the Owner may elect to pay out of their existing funds. If not, the design costs will need to be included with the construction funding. For Sanitary Engineers facility, Ohio Water Development Authority has been identified in the past as a possible funding source via loans.
6. Utilizing the past documents and meeting(s) with either the EMS and/or Sanitary Engineer staffs, the Firm shall propose recommendations for the renovation and provide an outline for preliminary design drawings with cost estimates for construction. Based on the cost estimate, the Firm shall identify all possible financial mechanisms (potential grants and/or loans necessary for the renovation) that can be utilized to fund the perspective project.

7. Firm shall meet with either the EMS and/or Sanitary Engineer staffs to discuss possible financial mechanisms and to provide a schedule for the Firm applying or assisting the Owner in obtaining these financial mechanisms. The schedule shall also include any milestones (funding applications, building permits, etc.) that would need to be performed prior to completing the design and/or construction as applicable.

In addition, the schedule shall also include the following: approvable detailed plans and specifications, any other applicable permits, easement/property acquisition, project bid opening, Firm recommendation based on the bids received, awarding of bids, starting and completing construction, and attaining compliance, as applicable, with the administrative rules promulgated thereunder.

8. Firm shall submit three (3) preliminary design drawings to the perspective Owner (EMS office or Sanitary Engineer's office) for their review. The preliminary drawings shall include schematic designs, alternates if identified, and renderings of the proposed renovations along with estimated construction costs and schedule. Alternative selection will be completed by the Owner if necessary to move to the Final Design Drawings. Coordination between the two building renovations shall be outlined in order to facilitate the renovations as well.

Any modification to the engineering service agreement that the Firm deems necessary for either the current phase or future phase (if known) shall also be submitted at that time for Owner approval. The Owner will review and submit their comments to the Firm within thirty (30) days from the date of submittal by the Firm. With submittal of the Owner's comments, the Firm is to proceed to the next phase of Final Design Drawings.

9. Final Design Drawings –Firm shall submit updated design drawings (Four (4) copies) based upon previous Owner comments and suggestions on the Preliminary Design Drawings which shall be incorporated or addressed by the Firm. Four (4) copies of the Specifications for the design drawings along with all bid documents shall be submitted for review and approval. Legal counsel for the Owner will review the documents as well.

An updated schedule (including all progress completed) and cost estimates shall be submitted based on the design drawings. The cost estimate must include costs to complete all design and construction along with determining annual operation, maintenance, debt and replacement costs. Debts shall utilize the assumptions with a period and an annual interest rate similar to the funding being obtained for the project.

Any modification to the engineering service agreement that the Firm deems necessary for either the current phase or future phase (if known) shall also be submitted at the time for Owner approval. There should be no modifications approved after this point by the Owner unless unforeseeable items occur during the construction of the project.

The Owner will review and submit their comments to the Firm within thirty (30) days from the date of submittal by the Firm. With submittal of the Owner's comments, the Firm is to update the design drawings to complete the Final Design Drawings. All comments from the Owner or Owner's representation in regards to the specifications and bid documents shall be addressed as well by the Firm.

10. Based on the information provided from the Owner's final review, the Final Design Drawings, Specifications and Bid Documents shall be submitted to the Owner. All necessary permit applications shall be submitted to the applicable entities with the Final Design Drawings by the Firm. Cost of any permits shall be paid for by the Owner. After permit approvals and any easements / property acquisition are completed by the Firm, the Firm can continue to the Construction Administration phase.

11. Construction Administration: The Firm shall utilize an electronic service for Contractors to obtain Design Drawings and Specifications along with Bid Documents which will allow the Owner to proceed to construction of the project. Additional hard copies for bidding may be an extra cost to the Owner.

12. The Firm shall schedule a Bid Opening for the project with the Commissioners' Office. Firm shall assist in providing an advertisement for the project construction along with any other pertinent information necessary for the bid (included soil borings, addendums, etc.). Firm will conduct a non-mandatory Pre-Bid Meeting for all potential bidders after the Bid Advertisement and prior to the Bid Opening. Pre-Bid Meeting location will be determined by the Owner at one of the Owner's facilities or via electronic meeting such as Zoom.

Firm will conduct the Bid Opening on behalf of the Owner at a location determined by the Owner at one of the Owner's facilities (typically County Commissioners' office at 622 Croghan Street, Fremont, Ohio 43420). Bidders shall submit one (1) original bid and one (1) copy of the bid. The original bid shall stay with the Owner and the copy of the bid submitted will be utilized by the Firm to provide a Bid Recommendation on awarding the bid to one of the Contractors.

Once the Bid Recommendation is received by the Owner and if agreeable to the Owner, the Owner shall pass legislation to award the bid to the Contractor. Notice of Award, Notice of Commencement, Notice to Proceed, etc. shall be provided by the Firm to be utilized by the Owner and Contractor.

13. The Firm shall conduct a Preconstruction Meeting between the Owner and Contractor along with any other affected entities to discuss the project construction. Construction inspection shall be included under the cost for the construction administration. Inspector will report to both the Owner and Firm with updates on the project construction. All pay estimates, funding applications, inspection reports, etc. shall be agreed upon by the Firm and Contractor (as applicable). Pay Estimates shall be approved by the Owner. The Firm shall provide the funding applications for the County Commissioners (via the County Administrator) to approve and then submit to the funding agency on behalf of the Owner.

Upon completion of the project, As-Built Drawings shall be completed for the Owner by the Firm based on information provided by Contractor during construction and inspection. The As-Built Drawings shall be submitted by the Firm within sixty (60) days of the project completion. All inspection reports shall be submitted to the Owner.

14. Special consideration will be made based on the Firm's ability to start construction of the project by May 1, 2022. The Owner understands that the Sanitary Engineers facility may be delayed due to the coordination of the facilities.

Scope of Services:

The Selected Firm shall complete the work as described in the Architectural Outline of this Request for Statement of Qualifications. The Architectural Outline shall be utilized as an attachment to the Firm's service agreement provided within the Statement of Qualifications.

Owner and the representatives listed below shall be invited by the Firm to any meetings discussing the Firm's design and construction along with any additional items for consideration for the proposed project:

- | | |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 1. Sandusky County Commissioners
622 Croghan Street
Fremont, Ohio 43420 | Contact: Theresa Garcia, County Administrator
Phone: 419-334-6100 |
| 2. Sandusky County EMS
2100 Countryside Place
Fremont, Ohio 43420 | Contact: Chief Jeff Jackson
Phone: 419-332-7313 |
| 3. Sandusky County Sanitary Engineers
2100 Countryside Drive
Fremont, Ohio 43420 | Contact: Steve Shiets, P.E., Sanitary Engineer
Phone: 419-332-9967 |

Any employees of the above entities may be present at the meetings along with any additional representatives and the public.

In negotiations with the Selected Firm, the Owner will be requesting three quotes based on the phases of the services requested:

1. Preliminary Design Drawings
2. Final Design Drawings
3. Construction Administration (including Construction Inspection)

At a minimum, important dates for the project that should be identified by the Firm in the Statement of Qualifications are the following: Completion of Preliminary Design Drawings, Completion of Final Design Drawings, Projected Bid Opening and Construction Project Start and Completion Dates.

Evaluation of Firms:

All responding Firms will be evaluated per Ohio Revised Code 153.65 to 153.71 and subsequently the Owner will enter into contract negotiations with the highest ranked Firm. There will be two separate evaluations for the (1) EMS and the (2) Sanitary Engineers.

Evaluations between the two entities may vary slightly, but for general purposes, the Firms will go through a two-step evaluation where the Top Five (5) Firms are identified in the initial evaluation. Evaluations for either the EMS or Sanitary Engineers will utilize the breakdown for the following criteria:

Qualifications & General Information	14.00%
Statement of Interest	6.00%
Project Understanding & Approach to project	24.00%
Firms abilities & Expertise related to project	8.00%
Key Personnel & Experience	6.00%
Recent & Related Projects	6.00%
References	6.00%
Sample Agreement	6.00%
Project Coordination	10.00%
Miscellaneous Items & Information	14.00%

From the Top Five (5) from the initial evaluation, a second evaluation by representatives selected by the Owner is performed to rank the Top Three (3) Firms. After combining the Top Three (3) rankings from each representative, a final combined Top Three (3) is determined. The Owner will determine the need of any interviews on the final combined Top Three (3). If necessary, the Owner and Owner representatives will conduct the interviews.

Initial Evaluation

Firms will be initially evaluated based on relevancy, responsibility and responsiveness in the items submitted under Information and Material for the Statement of Qualifications. It should be noted by each Firm that the Owner is concerned with identification of potential issues and meeting project deadlines for funding applications, funding requirements, and dates noted within this Statement of Qualifications. Particular attention should be the renovation coordination of the EMS facility and the Sanitary Engineers facility with respect to both projects.

Final Evaluation

The Top Five (5) Firms will move into an evaluation which will be conducted by multiple representatives selected by the Owner to rank the Top Three (3) Firms. Each representative will have their own evaluation process to rank their Top Three (3) Firms. The Top Three (3) Firms for all representatives will be combined to determine ranking for selection. If conducted, interviews may be conducted with the Top Three (3) overall Firms from the combined ranking based on the final evaluation of the Statement of Qualifications. Additional time may be needed to select one of those Firms.

The EMS Top 3 selections and Sanitary Engineers Top 3 selections will be reviewed by both entities and discussion of retaining the same Firm will be discussed if any Firm is in both Top 3 selections. This consideration is for the best in coordination of both facility renovations. The overall top ranked Firm for both renovations will be selected within forty-five (45) calendar days of the submittal date unless interviews are determined to be needed by the Owner. This Firm may or may not be the same Firm for both renovations. If the same, the EMS and Sanitary Engineers may elect to perform a combined interview with any Firm listed in both of their Top 3 selections. Written notification will be sent to each Firm submitting a Statement of Qualifications.

The selection of an architect for professional services is made at the discretion of the County. County of Sandusky reserves the right to refuse and reject any of all qualifications and to waive any and all formalities or technicalities or to accept the firm who the County of Sandusky in its sole discretion determines to be most qualified. The County of Sandusky may determine to take no action and reserves the right to do so.

Information & Material for Statement of Qualifications:

1. Firm name, address, contact name, telephone / fax numbers, and e-mail addresses.
2. A one page statement of interest for this project.
3. A description (maximum five pages) of project understanding and approach including any concerns regarding scheduling, financial mechanisms, future permits, site restrictions, etc.
4. Discussion of Firm’s specific abilities and expertise to provide the required professional services and qualifications related to project requirements, schedule requirements, including project management skills and methodology to monitor project budget and schedule.
5. Site examples of specific knowledge, expertise and project management experience related to this type of project.
6. Key personnel proposed as project team members, including detailed resumes. Clearly identify any Subconsultants (i.e. engineering, construction inspection, etc.) with similar information pertaining on how the Subconsultants are going to be utilized.
7. Description of recent and related projects completed by the Firm. Also list any work performed for Owner within the last ten (10) years.
8. A minimum of three (3) references to other Owners which the Firm has provided similar professional services. Reference information must include:
 - a. Name of Owner
 - b. Project Name
 - c. Brief description of Firm’s involvement including dollar amount
 - d. Contact person
 - e. Address
 - f. Telephone number / e-mail address
 - g. Firm’s key personnel assigned to referenced project
9. Submit a service agreement for the performance of engineering services. Please utilize the Architectural Outline from this Statement of Qualifications as an Exhibit to the service agreement to be utilized. Within the service agreement, please include projected deadline dates as noted below.

Projected Dates

Completion of Preliminary Design Drawings: _____

Completion of Final Design Drawings: _____

Projected Bid Opening: _____

Start of Project Construction: _____

Project Completion: _____

10. The agreement should be written so that the Owner can utilize it to proceed with requested architectural services once the Selected Firm includes their costs during negotiations. Design shall include any subsurface investigations, permit fees, funding applications, etc. in order for the Owner to proceed to construction via the bid process. Construction administration shall include bidding assistance, inspection services via a Subconsultant, construction management, and as-built drawings for the construction project.

11. You may include a maximum of one page of information not included above, if you feel it may be useful and applicable to this project.

12. Statement of Qualifications shall be on letter size paper with portrait orientation and a maximum of 11 x 17 sheets of paper to be utilized for exhibits with landscape orientation if necessary. Three (3) hard copies of the Statement of Qualifications for each facility shall be submitted by the submittal deadline to the perspective offices:

A. EMS Facility Renovations:

EMS Office
Attention: Chief Jeff Jackson
2100 Countryside Place
Fremont, Ohio 43420

B. Sanitary Engineers Facility Renovations:

Sanitary Engineers Office
Attention: Steven Shiets, P.E.
2100 Countryside Place
Fremont, Ohio 43420

The digital copy of the Statement of Qualifications shall be an Adobe Acrobat (.pdf) color version of the report. The digital version shall be submitted by the submittal deadline for the hard copies via email to the following individuals:

A. EMS – Jeff Jackson at “Jackson_Jeff@co.sandusky.oh.us”.

B. Sanitary Engineers – Steve Shiets at “shiets_steve@co.sandusky.oh.us”.