



REQUEST FOR QUALIFICATIONS

for Design Professional Services

RFQ#: 2021-01

RFQ TITLE: Design Professional to provide Programming Consultant Services (with option to proceed as Criteria Architect) for the Lake County Public Safety Center (the “Project”)

RFQ ISSUE DATE: November 19, 2021

SOQ DUE DATE & TIME: December 20, 2021 at 2:00 p.m.

ISSUING DEPARTMENT: Lake County Board of Commissioners (the “County”)
Commissioner’s Office
ATTN: Jason Boyd, Administrator
105 Main Street, Suite A513
Painesville, Ohio 44077

REQUESTING DEPARTMENT: Lake County Board of Commissioners and Lake County
Sheriff’s Office
105 Main Street
Painesville, Ohio 44077

DELIVERY METHOD: Design-Build, pursuant to the Ohio Revised Code

Qualifications MUST be hand delivered (includes courier/package delivery services) or delivered by mail to the ISSUING DEPARTMENT by the date and time listed above. Any proposal received after this date may be accepted at the County’s sole discretion.

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PART ONE: GENERAL INSTRUCTIONS

A. Introduction

The Lake County Board of Commissioners and Lake County Sheriff's Office (the "County" or the "Owner"), is soliciting Statements of Qualifications ("SOQs") from qualified firms to provide Programming Services (with option to proceed as Criteria Architect) for the Lake County Public Safety Center (the "Project"). The County anticipates that the design professional will provide programming services for the Project, as generally described in Section B.1 of Part 3 of this RFQ. The County may also contract with the selected firm to provide Criteria Architect services (see Section B.2 of Part 3 of this RFQ), to be determined at the completion of programming, at the County's sole discretion.

Qualifications received may be retained in a file maintained by the County for design professional qualifications unless the firm specifically requests not to be included in this file. Each firm is requested to provide annual updates to the qualifications to keep them current. The file may be utilized for projects or design needs for which the design fees are estimated to be less than \$50,000.

B. RFQ Contact

All inquiries must be directed to the following individual:

Individual Name: Jason Boyd, Administrator
Department: Lake County Commissioner's Office
105 Main Street, Suite A513
Painesville, Ohio 44077
Email Address: Jason.Boyd@lakecountyohio.gov

All inquiries shall be directed in writing via email.

C. RFQ Guidelines

1. The County reserves the right to issue addenda to the RFQ at any time.
2. Multiple qualification submissions from firms for the same service will be considered non-compliant and will be rejected.
3. The County is not liable for any costs incurred by the firm in the preparation and presentation of qualifications submitted in response to the RFQ.
4. All materials submitted become property of the County. Selection or rejection of a response does not affect this right. Submitted materials will not be returned.
5. The County reserves the right to refrain from contracting with any firm.
6. Once the contract is awarded, all documents submitted to the County as part of the qualification become public information. The County does not encourage the submission of confidential/proprietary information in response to the qualification. However, written requests for confidentiality may be submitted to the RFQ contact. A qualification in its entirety, nor qualification price, will be considered confidential or proprietary. Under Ohio Revised Code Section 149.43, the County will make a determination of application for disclosure on an ad hoc basis.

D. RFQ Inspection

Firms should carefully review this RFQ for defects and questionable or objectionable matter. Comments concerning defects and objectionable material shall be made in writing and received by the RFQ contact at least ten (10) days before qualification opening. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the RFQ contact at least ten (10) days before the qualification opening.

E. SOQ Submission

1. Qualifications must be submitted in a sealed envelope in accordance with Section C of Part 3 of this RFQ.
2. The firm's complete qualification MUST be hand delivered (includes courier/package delivery services) or delivered by mail to the ISSUING DEPARTMENT by the date and time listed above. Any proposal received after this date and time may be accepted at the County's sole discretion.
3. The official closing time will be determined by the time stamp machine located in the issuing department as indicated on the cover page of this RFQ.
4. Firms assume the risk of the method of dispatch. The County assumes no responsibility for delays caused by any delivery service. Postmarking by the due date is not acceptable.
5. Qualifications may not be delivered by facsimile transmission or other telecommunication or electronic means.
6. Mailed or hand-delivered qualifications may be delivered only Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m., excluding holidays observed by the County.

F. Qualification Evaluation

Firms submitting SOQs will be evaluated and ranked in order of their qualifications, subject to the County's right to stop the process and refrain from entering a contract. The County reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an SOQ that is not responsive to the requirements of this RFQ. A selection committee will evaluate and score each qualification in accordance with the following criteria:

1. Minimum Qualifications
2. Firm's Experience and References
3. Available Staff's Experience
4. Workload
5. Project Methodology
6. Past Performance with the County

G. Short Listing and Interview

Upon completion of the Qualification Evaluation, the County shall create a "short list" by ranking no fewer than three firms that it considers to be most qualified respondents. The County may hold interviews with the top ranked firms, at the County's sole discretion. The County reserves the

right to interview multiple top-ranked Firms prior to a final selection.

The interviews may be “in person” or “virtual,” depending on the state of the COVID pandemic and other factors. The individual team members that will be involved with the Project must attend such interview.

H. Qualification Clarifications and Corrections

The County may request clarifications from any firm during the evaluation process. The County may also provide the firm an opportunity to correct defects in its qualifications if the County determines it will not result in a competitive advantage for the firm and it is in the County’s best interest. Any clarification or correction that is broader than the scope of the County’s request may result in the firm’s qualification being disqualified.

I. Contract Award

Upon selection of the firm determined to be most qualified to provide the requested services for the Project, the County reserves the right to negotiate the price for services in accordance with ORC 153.69. The respondent deemed most qualified by the County will be provided with a form of written agreement for the final negotiations on all terms and conditions, including compensation.

PART TWO: QUALIFICATION SPECIFIC GUIDELINES

A. Pre-Qualification Conference

The purpose of the conference is to discuss the RFQ with prospective firms and allow them the opportunity to ask questions. It is strongly recommended that interested firms attend. The conference is scheduled as follows:

Date:	November 29, 2021
Time:	9:00 a.m.
Location:	Lake County Board of Commissioners (the “County”) Commissioner’s Office ATTN: Jason Boyd, Administrator 105 Main Street, Suite A513 Painesville, Ohio 44077

Firms with a disability needing accommodation should contact Jason Boyd (440-350-2745) prior to the date set for the pre-qualification conference so that reasonable accommodation can be made.

B. SOQ Format

1. The qualification should be submitted in compliance with the following specifications:
2. Responses must be submitted with one (1) original, ten (10) hard copies and (1) one digital copy. There must be an original of every document with signature, including the cover letter and attached forms.
3. The Statements of Qualifications are required to be submitted, by the designated date and time, in a sealed package and labeled as: “[Firm Name] – [2021 -01] - Statement of Qualifications for Programming Services Public Safety Center.”

PART THREE: COUNTY SPECIFICATIONS

A. Project/Contract Description

The Purpose of the Project is to design and construct a corrections facility, Sheriff's administration building, and parking on a site to be identified to replace to replace the County's jail facilities currently located at 104 East Erie Street, Painesville, Ohio 44077. A Jail Needs Analysis dated August 25, 2019, was previously prepared by K2M Design, and can be reviewed at [\[Insert Link\]](#). It is anticipated that the new facility will have a rated capacity of up to 600 beds.

The County now seeks the services of a design professional to serve as the Programming Consultant. The County may also contract with the selected firm to provide Criteria Architect services, to be determined at the completion of programming, at the County's sole discretion.

The selected firm will assist with budget and schedule development, subject to the Owner's approval.

The County may retain an additional Consultant to serve in the role of Owner's Representative or Project Manager to assist with the coordination of the Programming Consultant's activities.

B. Scope of Services

The County will design and construct the Project utilizing the "Design-Build" project delivery method pursuant to OAC 153:1-6-02. Through this RFQ, the County seeks the services of the Programming Consultant and, at the discretion of the County, Criteria Architect as contemplated by ORC 153.692 and ORC 153.65 through 153.70.

1. **Programming Consultant Scope of Services.** The Programming Consultant will assist the County as follows:
 - a. Project Communications – The Programming Consultant shall update the County Representative on programming status, pursuant to a protocol to be developed collaboratively with the County Representative and County Representative designees. Project Communications required of the Programming Consultant may include briefings to project stakeholders, the County Board of Commissioners, and assistance with media communications, community engagement and other communication as requested, using appropriate communication tools and reports.
 - b. Project Coordination – Throughout all phases of programming, the Programming Consultant shall oversee the coordination of activities among its consultants and others involved in the programming effort.
 - c. Information Assessment – The Programming Consultant shall review and update, as reasonably requested, prior work related to the assessment of the Project including the Jail Needs Analysis to inform and accommodate the operational needs of its users and stakeholders.

- d. Specific Programming Activities:
 - i. Interview and obtain input of the County and stakeholder departments to ensure that project programming meets their operational needs.
 - ii. Incorporate consideration of overarching goals as determined with concurrence of the County, but which may include:
 - Enhance environment for all correctional activities
 - Reduce departmental fragmentation
 - Comply with accessibility codes and standards
 - Enhance security
 - Improve the working environment
 - Enhance the public environmental experience
 - Standardize space allocations for similar functions
 - Accommodate new business practices and organizational models
 - Simplify way-finding
 - Enhance space utilization
 - Improve functional adjacencies
 - Integrate technology uses and accommodate technology advances
 - Accommodate needed circulation patterns
 - Create options for better energy efficiency and sustainability
 - iii. Prepare a minimum of three (3) separate presentations to internal and external stakeholder groups setting forth the draft and of the completed programs.
 - iv. Prepare and furnish program reports with six (6) hard copies, and electronically.
2. **Criteria Architect Scope of Services.** Upon completion of programming, the Owner will determine, in its sole discretion, whether the Programming Consultant will continue as the Criteria Architect. Criteria Architect services are anticipated to include:
 - a. Assist with final site selection and make recommendations to ensure compatibility with programmatic requirements.
 - b. Prepare conceptual plans and specifications and conceptual design estimates.
 - c. Assist with the Design-Builder procurement process.
 - d. Perform Schematic Design and Design Development phase services, including the preparation of Schematic Design and Design Development Documents leading to the preparation of “Bridging Documents” that will be provided to the Design-Builder for pricing on an open-book, Guaranteed Maximum Price (“GMP”) basis. Upon acceptance of the GMP, the Design-Builder shall prepare Construction Documents utilizing its own Architect of Record. On behalf of the County, the Criteria Architect shall review the Construction Documents for conformance with the design intent set forth in the Bridging Documents.

- e. If requested by the County, serve as the representative of the County and provide construction administration services.

3. Additional Considerations for Design-Build Process:

- a. The County seeks to establish an efficient and collaborative project delivery approach with emphasis on coordination among all participants during the design phase. Accordingly, once agreement is reached with the Criteria Architect, the County will promptly initiate the RFQ/RFP process to retain the services of the Design-Builder and its Architect of Record, in accordance with OAC 153:1-06-02.
- b. The goal is to have all parties in place so that the Design-Builder can provide cost estimating, scheduling and related preconstruction services prior to completion of the Schematic Design phase. Throughout the design and construction process, the Criteria Architect will serve solely as a consultant to the County and may not enter into a separate contract to provide Architect of Record or other services on behalf of the Design-Builder. Consultants working on behalf of the Criteria Architect may be permitted, with the County's express permission, to enter into a separate contract with the Architect of Record, or perform services for the Design-Builder, but only after services for the Criteria Architect are completed.
- c. It is expected that the Criteria Architect will possess the knowledge and expertise to provide meaningful input and informed design responses to ongoing operational initiatives. As part of the selection process, the County will be interested in whether, and to what extent, the Criteria Architect can add value with respect to the identification and integration of operational best practices and building design.

PART FOUR: STATEMENT OF QUALIFICATIONS CRITERIA

The Statement of Qualifications (“qualification”) should be organized as set forth below and be limited to those items which will be used for the evaluation. Extraneous materials will not serve to enhance the qualification but will make the rating more difficult.

A. Cover Letter (1-page limit)

The response should include a cover letter expressing the firm’s interest in the project and the firm’s primary point of contact and email address to receive correspondence from the County.

B. Section I - Minimum Qualifications (5-page limit)

Certify compliance with the qualifications listed below. Failure to meet these minimum qualifications may cause the statement of qualifications to be considered non-responsive.

1. Minimum of five (5) years’ experience in preparation of programming and design documents and providing architectural services for comparable corrections facilities projects.
2. Prior experience serving as a design consultant on significant projects utilizing a design-build project delivery approach.

C. Section II - Firm’s Experience and References (12-page limit)

Detail the firm’s qualifications, experience and what defines it as an industry leader. Firms should include information in this section to differentiate its company and qualifications submission from others. Please include, as a minimum, the following information:

1. Provide the firm’s history, including number of years in business.
2. Describe the experience of your firm and your Subconsultants in providing the proposed Scope of Services described in this RFQ.
3. Clearly define the duties of each Subconsultant proposed for this Project team and how/when the prime consultant has worked successfully with each Subconsultant.
4. **Past performance based on references – provide detailed descriptions and project data for a minimum of three (3) relevant projects** that are similar in scope, size and complexity or otherwise relevant that have been completed within the last eight (8) years. Include the following information for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project, including size and project delivery model;
 - c. Project budget;
 - d. Your firm’s assigned team members for the project; and
 - e. Reference contact person with email address and phone number.

5. Firms submitting qualifications will be evaluated on experience and capabilities demonstrated in their submission. Further consideration may be given for:
 - a. Familiarity with the Project and the criminal justice system in Ohio, Lake County and its political subdivisions;
 - b. Understanding of industry best practices and ability to add value with respect to the County's ongoing efforts to design a correction center that achieves its operational and population management goals;

D. Section III - Available Staff's Experience (10-page limit)

1. Provide an Organizational Chart for the firm's key personnel (including Subconsultants) responsible for this Project. The Organizational Chart shall clearly show the name, title and firm for each key staff member and how the project team will interact with Subconsultants and the County.
2. Provide the name and a current one (1) page resume, including projects within the past eight (8) years, for each of the key staff members. Identify the firm's ability to perform the required professional design services, as indicated by the technical training, education, and experience of the firm's personnel, with an emphasis on the technical training, education, and experience.

E. Section IV – Workload (2-page limit)

Provide the current workload and availability of the firm and key staff members assigned to the Project team. Describe available equipment and facilities, and the team's ability to perform the required services within the County's schedule.

F. Section V – Project Methodology and Approach (5-page limit)

Briefly describe the project methodology you will utilize to accomplish the County's goals and objectives. Explain how your approach will add value and help to assure success for the County and its taxpayers with respect to this project.

G. Section VII – Past Performance with the County (1-page limit)

Describe the firm's past experience with the County, if any.

PART FIVE: PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS (RFQ #2021-01)

The Lake County Board of Commissioners is soliciting qualifications from design professionals interested in providing Programming Consultant Services (with option to proceed as Criteria Architect) for the Lake County Public Safety Center.

Copies of the RFQ are available from the Commissioner's Office. A Statement of Qualifications received by a Firm who is not a "Plan Holder of Record" may be deemed non-responsive. A "Plan Holder of Record" is one who has received the RFQ directly from the Commissioner's Office. Please email Jason Boyd, at Jason.Boyd@lakecountyohio.gov, to request a copy of the RFQ and to be placed on the official plan holders' list.

PRE-QUALIFICATION CONFERENCE

A pre-qualification conference is scheduled for:

Date:	November 29, 2021
Time:	9:00 a.m.
Location:	Lake County Board of Commissioners (the "County") Commissioner's Office ATTN: Jason Boyd, Administrator 105 Main Street, Suite A513 Painesville, Ohio 44077

RFQs will not be distributed at the conference.

QUALIFICATIONS SUBMISSION

Completed qualifications must be submitted as specified in the RFQ, no later than 2:00 p.m. on December 20, 2021.

This notice may be viewed on the County website at: <https://www.lakecountyohio.gov/> by selecting the "Departments" drop down, clicking "Commissioner's Office," and selecting "Public Notice" from the table of contents on the left side of the page.

PART SIX: INSTRUCTIONS FOR EVALUATION OF SOQS

Listed categories will be evaluated by a selection committee in a meeting where one score will be agreed upon.

Selection is based on professional qualifications, documented experience, and documented experience of key personnel that will be dedicated to the Project, as provided in the RFQ. Firms submitting a response may be called to participate in one or more interviews.

Please note that any narrative supplied by a firm is to be considered only as it relates to the Project at hand. There is no category for rating a narrative approach on its merits. A narrative approach may be considered, where appropriate, to expand a firm's explanation about any of the following evaluation categories.

1. **“Minimum Qualifications”** Determine if firm has requisite experience, per the RFQ.
2. **“Firm’s Experience and References” (25 points):** Consider the firm’s experience within the past eight (8) years with this type of project/contract. Review the references provided by the Consultant and evaluate the firm in each of the following categories.
3. **“Available Staff’s Experience” (25 points):** Consider the resume of the Project Manager and key personnel. For all projects/contracts, a good Project Manager is vital.
4. **“Workload” (10 points):** Consider the firm’s current workload and availability of the firm and key staff members assigned to the Project team.
5. **“Project Methodology and Approach” (25 points):** Consider the firm’s proposed project methodology that will be utilized to accomplish the County’s goals and objectives. Determine if the approach will add value or assist the County in completing a successful Project.
6. **“Past Performance with the County” (15 points):** Review if firm’s listed past performance with the County and consider the success of this past performance.

*The County appreciates your firm’s interest in this Project and
looks forward to reviewing submitted Statements of Qualifications.*

Statement of Qualifications Evaluation Form

Project Name: _____ Committee Members: _____

Project Type: _____

Submission Date: _____

Selection Meeting Date: _____

Facilitator: _____

EVALUATION CRITERIA	Max Points	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F	Firm G	Firm H	Firm I	Firm J	Firm K	Firm L	Firm M	Firm N
Section 1 - Minimum Qualifications															
5 Years Experience Design-Build Delivery Model	Y/N														
Section 2 - Firm's Experience and References	25														
Section 3 - Available Staff's Experience	25														
Section 4 - Workload	10														
Section 5 - Project Methodology	25														
Section 6 - Past Performance with County	15														
TOTAL	100														