



## REQUEST FOR QUALIFICATIONS HVAC Design Services Professional

The Lake County Board of Commissioners hereby issues a public Request for Qualification (RFQ) for a Design Professional for engineering and construction management services related to Heating, Ventilation and Air Conditioning (HVAC) improvements at the following Lake County, Ohio government facilities (the Project):

- Lake County Courthouse
- Lake County Courthouse Annex (Probate Court)
- Lake County Juvenile Court

The qualified design professional shall exhibit the following:

- Comprehensive understanding of design and engineering concepts related to large scale public facilities including, among other variables:
  - Air cooled chiller plants
  - Condensing boilers
  - Hot water pumps
- Design experience and renovation in occupied public facilities
- Design experience in historic facilities
- Familiarity with public procurement processes (federal)
- Prevailing wage compliance
- Past experience with Lake County government

The Project will be financed via the American Rescue Plan Act (ARPA) and shall be completed by 2024.

The successful design professional shall be available from 8:00 am – 5:00 pm Monday – Friday to provide technical assistance to Lake County. This may be in the form of telephone, email or virtual meetings.

The complete Request for Qualifications package may be obtained by contacting Jason Boyd:

440.350.2745 or [jason.boyd@lakecountyohio.gov](mailto:jason.boyd@lakecountyohio.gov)

Information concerning this Request for Qualifications is also available at:

<https://www.lakecountyohio.gov/commissioners-office/legal-notice-to-bidders/>

Statements of Qualifications are due by noon on July 15, 2022.

By order of the Lake County Board of Commissioners:

Lake County Administration Center  
105 Main St., Suite A513  
Painesville, Ohio 44077

## **Selection Process**

The selection process will proceed as a two-step process in which contract award is based upon a combination of qualifications and price considerations.

Lake County will select the legal professional using (1) a qualification-based selection process to develop a short list and (2) then conduct interviews with the top three qualified firms.

The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and to understand the firm's Project approach and ability to meet the Project's objectives. The short-listed firms should be prepared to discuss with specificity the firm's capacity to conduct the work in compliance with the Federal ARPA regulations, Project budget and schedule requirements. Lake County will contact each short-listed firm to schedule individual times for the interviews.

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 contract will be funded with ARPA funds.

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.

*Selection Schedule*

Statement of Qualifications Due	<b>Noon on</b> July 15, 2022
Short- list Firms Determined	July 22, 2022
Interviews	June 28, 2022
Consultant Selection	August 2022

**Statement of Qualifications Submission**

*Submission Requirements*

- A. Cover Letter. Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, and (b) name, title and phone number of the principal contact person.
- B. Firm Profile. The firm profile must include: (a) years of existence; (b) legal form of firm, (c) location of home office; and (d) general firm history.
- C. Summary. Provide a summary, on one page or less, describing why your firm/team is the most- qualified for the Project.
- D. Bonding/Insurance. Provide evidence of capacity to provide bonding and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability.
- E. Similar Experience. Relevant projects of similar nature. Include: (a) description of the project and the services your firm provided for the project; (b) start and completion dates for each project; and (c) name, title, email and telephone number of three client contacts most familiar with your services on the project

*Submission Instructions*

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. Please reduce the file size of the PDF.

*Submission Delivery*

By no later than the above-stated date and time for submission, three hard copies of the Statement of Qualifications must be submitted in one sealed envelope that is clearly marked:

Lake County Administration Center  
105 Main St., Suite A513  
Painesville, Ohio 44077  
RFQ: HVAC Project

By no later than the above-stated date and time for submission, a PDF of the Statement of Qualifications must also be emailed to: [jason.boyd@lakecountyohio.gov](mailto:jason.boyd@lakecountyohio.gov)

Note, the submission must be made in both hard-copy and by email by no later than the above-stated date and time for submission.

## **General Provisions**

### *Questions*

All questions must be submitted in writing by email to Jason Boyd no later than 7 days before the above-stated deadline for submission of the Statement of Qualifications. Answers to any questions will be emailed to all firms receiving this RFQ which have provided an email address to Lake County.

### *Cancellation and Rejection*

The County may reject all proposals and cancel all or any portion of this solicitation at any time for any reason. The County will have no liability to any proposer arising out of any cancellation of this solicitation or rejection of any related submission. The County may waive minor variations in the selection process.

## HVAC Design Services Professional

Firm: \_\_\_\_\_

Reviewer: \_\_\_\_\_

1	Project team	10	
2	Scope of services	10	
3	Qualifications of key personal	10	
5	Demonstrated experience with similar projects and facilities	10	
6	Experience/familiarity with Lake County	10	
8	Ability to complete Project on schedule	10	
<b>SUM</b>		60	0