



## **REQUEST FOR QUALIFICATIONS** **FOR DESIGN-BUILD SERVICES**

**RFQ #:** 2023-02

**RFQ Title:** Design-Build Services for the Lake County Public Safety Center Project (the “Project”)

**RFQ ISSUE DATE:** July 28, 2023

**SOQ DUE DATE & TIME:** September 6, 2023 no later than 3:00 PM

**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

## PUBLIC NOTICE

### REQUEST FOR QUALIFICATIONS (RFQ #2023-02)

The Lake County Board of Commissioners and Lake County Sheriff's Office is soliciting qualifications from agencies and organizations to provide the following services: **Design-Build Services for the Lake County Public Safety Center Project.**

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](mailto:Jason.Boyd@lakecountyohio.gov), to request a copy of the RFQ to be placed on the official plan holders' list.

A pre-qualifications conference is scheduled for **August 9, 2023, at the Lake County Board of Commissioner's Office, Lake Erie Conference Room, 5<sup>th</sup> floor, 105 Main Street, Painesville, Ohio 44077.** Firms that choose not to attend the pre-qualifications conference in-person will have the option to attend via Microsoft Teams pursuant to the RFQ. Firms that attend the pre-qualifications conference in-person will be invited to visit the Project site. Qualification specifications will not be distributed at the conference.

**The RFQ's are due September 6, 2023 by 3:00 p.m.**

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 ONE: GENERAL INSTRUCTIONS

### A. **RFQ Contact**

All questions or inquiries must be directed to the following individuals:

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

**Copy to:**  
Individual Name: Ellis Katz, Consultant  
Business Address: Project Management Consultants LLC  
3900 Key Center  
127 Public Square  
Cleveland, Ohio 44114  
Email Address: [Ellis.Katz@aboutPMC.com](mailto:Ellis.Katz@aboutPMC.com)

*All inquiries shall be directed in writing via email.*

### B. **RFQ Qualification 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 may be considered non-compliant and may 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. The release of this RFQ does not compel the County to purchase.
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 (including pricing information therein) will not 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.

## PART TWO: GENERAL QUALIFICATION PROCEDURES

### A. **RFQ Inspection**

Firms should carefully review this RFQ for defects and questionable or objectionable material. 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.

B. **SOQ Submission**

1. Qualifications must be submitted in ten (10) hard copies pursuant to this section and via email to the individuals referenced in Part 1, Section A.
2. Hard copies of the firm's qualifications MUST be delivered (includes courier/package delivery services) or delivered by mail to the ISSUING DEPARTMENT by the date and time listed above. Any qualification received after this date and time may be accepted at the County's sole discretion.
3. 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.
4. Qualifications may not be delivered by facsimile transmission.

C. **Qualification Evaluation**

Firms submitting SOQs will be evaluated and ranked based upon each firm's qualifications submitted in response to this RFQ, subject to the County's right to stop the process and refrain from entering into 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 this RFQ.

All qualifications will be reviewed to determine if they are responsive. Responsive qualifications will be evaluated. A team will evaluate and numerically score each qualification in accordance with the following:

1. Firm's Experience
2. Available Staff's Experience
3. Project Methodology
4. Conflict of Interest
5. Familiarity with the Geographic Location

D. **Short Listing**

Upon completion of the Qualification Evaluation, the County's Selection Committee will evaluate each firm's response to this RFQ and selection will be based on its qualifications and the experience of the particular individuals identified as the firm's proposed team for this Project. Upon completion of the qualification evaluation, the County shall create a "short list" consisting of a minimum of three (3) qualified design-build firms to receive the Request for Proposals, unless less than three (3) firms responded to the RFQ, in which event the County may select less than three (3) qualified design-build firms to receive the Request for Proposals.

E. **RFP**

The short-listed firms will be sent a Request for Proposals ("RFP") that will invite the firms to submit proposals that will contain a technical component and a pricing component. To expedite the selection process, the County is providing a form of the RFP with this RFQ (see Part 8 of this RFQ). The form of RFP is provided for reference only so that firms will have an opportunity to begin gathering information and planning their response. The County reserves the right to modify or change the RFP. **DO NOT SUBMIT THE RFP AT THIS TIME.**

F. **Interviews**

After submitting responses to the RFP, the short-listed firms shall be interviewed by the County's Selection Committee. The County reserves the right to interview multiple top-ranked firms prior to final selection.

G. **Ranking and Negotiations**

The County’s Selection Committee shall rank the firms based on the qualifications and pricing proposals and will negotiate a contract with the best value firm. Upon failure to negotiate a contract with the highest ranked firm, the County shall inform the firm in writing of the termination of negotiations and enter into negotiations with the next ranked firm. If negotiations again fail, the same procedure shall be followed, in order of ranking, until a contract is negotiated or until the County determines not to enter into a contract, at the County’s sole discretion.

H. **Selection Schedule**

Below is the County’s anticipated schedule for selection of the Design-Builder:

1. Pre-Qualification Conference: **August 9, 2023**
2. RFQ Response Due: **September 6, 2023 no later than 3:00 PM**
3. RFP Issued to the Short-Listed Firms: **September 15, 2023**
4. RFP Proposals Due: **October 6, 2023**
5. Design-Builder Interviews: Week of **October 11, 2023**
6. Selection/Notification of Design-Builder: **October 19, 2023**

I. **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 an unfair 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.

## PART THREE: 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 will be held in-person and via Microsoft Teams at the following locations:

Date: August 9, 2023  
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

<https://teams.live.com/meet/9315171102155?p=M4zyjg92AI4eSQFK>

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 931 517 110 215 5

Passcode: TVoZF3

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

Firms with a disability needing accommodation should contact Jason Boyd, at [Jason.Boyd@lakecountyohio.gov](mailto:Jason.Boyd@lakecountyohio.gov) prior to the date set for the pre-qualification conference so that reasonable accommodations can be made. Firms that attend the pre-qualifications conference in-person will be invited to visit the Project site. Firms are not required to visit the Project site to have their Statement of Qualifications considered. Qualification specifications will not be distributed at the conference.

**B. SOQ Format**

The Statement of Qualifications should be submitted in compliance with the following specifications:

1. Responses must be submitted with one (1) digital email copy, one (1) original, and seven (7) hard copies. There must be an original of every document with signature including the cover letter and attached forms.
2. The Statements of Qualifications are required to be submitted, by the designated date and time, in a sealed package and labeled as: “[Firm Name] – [2023-02#] – Statement of Qualifications for Design-Build Services Public Safety Center.”

## PART FOUR: COUNTY SPECIFICATIONS

**A. Project Description**

Lake County now seeks the services of a Design-Builder to provide professional design, pre-construction, and construction services with respect to the creation of a new Lake County Public Safety Center. The purpose of the Project is to design and construct a corrections facility, Sheriff’s administration building, and parking on a site adjacent to the County’s existing jail facilities 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. It is anticipated that the new facility will have a rated capacity of up to 504 beds. Design-build services will be provided in accordance with the Project Criteria attached hereto as part of Appendix A. The scope of services is set forth in greater detail in Part 4.B. of this RFQ.

**B. Scope of Services**

The County will design and construct the Project utilizing the “Design-Build” project delivery method pursuant to Ohio Administrative Code Section 153:1-6-02.

1. Criteria Architect. Pursuant to the selection process set forth by Ohio Revised Code Section 153.692 and Ohio Revised Code Sections 153.65 through 153.70, the County has engaged the design firm of Hellmuth, Obata & Kassabaum, P.C. (“HOK” or “Criteria Architect”) to serve as the Criteria Architect. The Criteria Architect will perform Schematic Design and Design Development phase services, including the preparation of Bridging Documents leading to the preparation of “GMP Documents” that will be provided to the Design-Builder for pricing on an open-book, Guaranteed Maximum Price (“GMP”) basis.
2. Design-Builder and A/E Team. The Design-Builder and its Architect-of-Record will be selected using the “two phase” RFQ/RFP process set forth in OAC Sections 153:1-6-02.

The Design-Builder and its Architect-of-Record will work cooperatively with the County, Criteria Architect, and other design professionals. The Design-Builder will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling, and pre-construction planning throughout the pre-construction phase of the Project. The Design-Builder, through its Architect-of-Record, shall produce the Construction Documents. The Design-Builder will hold the contract of the Architect-of-Record. The Architect-of-Record will assemble a design/engineering team that will include and not be limited to the following services: architectural,

civil, structural, mechanical, electrical, plumbing, landscape architect, interiors, graphics, security, low voltage design, cost estimating, and other disciplines relating to corrections facility design as will be more fully described in the Design-Build Agreement (“A/E Team”).

The Criteria Architect may not be the Architect-of-Record nor a member of the A/E Team. Consultants to the Criteria Architect may serve as members of the A/E Team.

3. Development of the GMP. When the design documents are at a stage of completion specified in the Design-Build Agreement, the County, through the Criteria Architect, shall deliver to Design-Builder the GMP Documents (as approved by the County and Criteria Architect), a list of any materially incomplete design elements and a statement of intended scope with respect to such incomplete elements. Based upon these documents, Design-Builder shall submit its proposed GMP to the County and Criteria Architect, which proposal shall include, at a minimum, the following: (a) a detailed breakdown of the GMP; (b) schedule of values that allocates the GMP among the various categories of Work and services being provided under the Design-Build Agreement; (c) construction schedule; and (d) a list of any qualifications and assumptions relating to the GMP (the foregoing are collectively referred to herein as the “GMP Documents”). Design-Builder, the County, and Criteria Architect (along with selected members of the A/E Team) shall meet to reconcile any questions, discrepancies, or disagreements relating to GMP Documents. The reconciliation will be documented by an addendum to the GMP Documents that shall be approved in writing by the County, Criteria Architect, and Design-Builder. Design-Builder shall then submit to the County, for the County’s approval, Design-Builder’s proposed final GMP based upon the amended GMP Documents. Contingent upon the County’s approval of the final GMP, the County and Design-Builder will enter into the GMP Amendment. The final negotiated GMP will not exceed the Project budget line item for construction. If the proposed GMP exceeds such Project budget, then the County may terminate its agreement with Design-Builder and commence negotiations with the next highest ranked proposer in accordance with OAC Section 153:1-6-02.

After the GMP has been established, Design-Builder shall prepare the final construction documents. During this stage of the document production, the design documents will continue to be reviewed by the County and the Criteria Architect for consistency with the design intent of the documents prepared by the Criteria Architect and the GMP Documents approved by the County.

The parties will engage in an “open book” process in which the County, Criteria Architect, and Design-Builder will review bids for trade work, the costs proposed for general conditions and Design-Builder’s overhead and Design-Builder’s fee. For each subcontract, there will be competitive pricing obtained from a list of mutually agreed upon and pre-qualified subcontractors, as required by ORC Section 153.502. While self-performed work by Design-Builder may be permitted with the County’s approval, the Design-Build Agreement will include restrictions upon the method of bidding, use of construction contingency, and other measures to assure an open, transparent and competitive process.

## PART FIVE: STATEMENT OF QUALIFICATIONS CRITERIA

The Statement of Qualifications should be organized as set forth below and should be limited to those items that 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 (2 page limit)**

Provide a cover letter or executive summary detailing the key elements and factors that differentiate your firm from other potential qualified responders. The cover letter should include the firm’s interest in the Project, the firm’s primary point of contact, and an email address to receive correspondence from the County.

B. **General Business Information (10 page limit)**

Provide information regarding organizational structure, licensing, and most recent certified financial statements (see AIA Document A305 (latest edition) for example).

C. **Firm's Experience (12 page limit, including reference sheets)**

The minimum experience requirement is that the design-build firm will have provided design-build or construction services in connection with at least three (3) correction facility projects in the last ten (10) years. **Failure to meet the minimum qualifications may cause the statement of qualifications to be considered non-responsive and it will be removed from further consideration.**

Using the enclosed Reference Form in Appendix A, provide at least three (3) references and no more than five (5) references. This Appendix A is an opportunity for each firm to detail its qualifications, experience, and what defines it as an industry leader in design-build projects. Please include, as a minimum, the following information:

1. Describe the A/E Team's (Architect-of-Record and its consultants) experience in providing the proposed Scope of Services described in this RFQ.
2. Clearly define the duties of each member of the project team and how/when the various consultants have worked successfully with each subconsultant.
3. Provide descriptions and project data for a minimum of three (3) projects that are similar in scope, size, and complexity or otherwise relevant that have been completed within the last ten (10) years. Description and data for each project is limited to three (3) pages and should include client and project name, location, brief description of services provided, including size and project delivery model, project budget, your firm's assigned team members for the project, overall area, and description and area of major components. Provide client contact information, including Name, Project Role, Company, Address, Telephone, and E-mail Address to be used as a reference.

Firms submitting qualifications will be evaluated on experience and capabilities demonstrated in their submission. Further consideration may be given for:

1. Familiarity with the Project and the criminal justice system in Ohio, Lake County, and its political subdivisions
2. Understanding of industry best practices and ability to add value with respect to the County's ongoing efforts to design and construct a correction center that achieves its operational and population management goals
3. Key staff available for local project work
4. Ability to begin and complete work commensurate with the County's schedule
5. Method of accomplishing objectives
6. Means to expedite project delivery and reduce expense
7. Performance appraisal on similar projects and references.

D. **Available Staff's Experience (10 page limit, including reference sheets)**

Provide an Organizational Chart for the key personnel (Design-Builder, Architect-of-Record, principal consultants, and subconsultants) responsible for this contract including, for example, the Architect-of-Record's key staff and the Design-Builder's project executive, project manager, superintendent, pre-construction manager, scheduler, cost estimator, and BIM coordinator. The Organizational Chart shall clearly show the name, title and firm for each key staff member listed below and how the project team will interact with the County.



Provide the name and a current one (1) page resume, including projects within the past five (5) years, for each key staff member. 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. In addition, include two (2) reference forms (**using enclosed Reference Form in Appendix A**) for the five (5) key staff members from the Design-Builder's team and two (2) key staff members for the A/E team, as determined by the proposer.

E. **Project Methodology and Approach (6 page limit)**

In this section of the Statement of Qualifications, briefly describe the project methodology your firm will utilize to accomplish the County's goals and objectives. Explain how your firm's approach will add value and help to assure success for the County and its taxpayers with respect to this Project. Specify any unique characteristics that may distinguish your firm(s) from other potential consultants for this particular Project. Also include information about the following:

1. **Safety Record.** Submit information regarding the firm's safety record, including its workers' compensation experience modifier for the prior three (3) years.
2. **Management Reports.** Submit specific examples of the firm's project management reports or other illustrations of the firm's operating philosophy.

F. **Conflict of Interest**

Provide a statement of any current or possible conflicts of interest that may exist.

G. **Geographic Location**

In this section of the Statement of Qualifications, provide the geographic location of the firm's main office or where most of the work will be performed, as it relates to the firm's availability for consultation. Provide the firm's familiarity with the geographic location of the Project and the local subcontractors and consultants which the firm will strive to utilize.

H. **Required Qualification Attachments**

Provide ALL required forms listed below as an attachment to the qualification. **Failure to provide the required forms may cause the qualification to be considered non-responsive.**

1. All certificates required to evidence qualifications
2. Letter from a surety company licensed to do business in Ohio and whose name appears on United States Treasury Department Circular 570 confirming the ability to provide performance and payment bonds for the Project
3. Letter confirming the ability to meet the insurance requirements in Part 6
4. A list of all convictions or fines assessed against the design-build firm or any of its officers or directors for violations of state or federal law

## PART SIX: INSURANCE REQUIREMENTS

### **INSURANCE**

The Design-Builder shall procure, maintain, and pay premiums for the insurance coverage and limits of liability up to the full amount of coverages as stated in all existing policies issued to the Design-Builder as of the effective date of the design-build contract and at least in the amounts indicated below with respect to products, services, work and/or operations performed in connection with the design-build contract.

- (a) **Worker's Compensation Insurance/Employers' Liability (Stop Gap)** as statutorily required by the State of Ohio.

Statutory Workers' Compensation – Coverage A

\$1,000,000	Each Accident
\$1,000,000	Disease – Policy Limits
\$1,000,000	Disease – Each Employee

For contractors with employees working outside of Ohio, Worker's Compensation Insurance as required by the various state and federal laws as applicable including Employers' Liability coverage.

- (b) **Commercial General Liability Insurance** with limits of liability not less than:

\$1,000,000	each occurrence bodily injury & property damage
\$1,000,000	personal & advertising injury
\$2,000,000	general aggregate
\$2,000,000	products/completed operations aggregate

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

This policy must include coverage for Sexual Abuse and Molestation in the same amount. This must be explicitly noted on the Certificate of Insurance.

- (c) **Business Automobile Liability Insurance** covering all owned, non-owned, hired, and leased vehicles. Such insurance shall provide a limit of not less than \$1,000,000 combined single limit (bodily injury & property damage) each accident

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

- (d) **Umbrella/Excess Liability Insurance** to provide additional insurance limits for commercial general liability and/or automobile liability, with limits of liability not less than:

\$50,000,000	each occurrence
\$50,000,000	general aggregate
\$50,000,000	products/completed operations aggregate

Such insurance shall be written on an occurrence basis and shall sit in excess of the limits and terms set forth in the preceding items 1(b)-(c). For each type of coverage, the required amount of combined primary and excess limits may be met by obtaining the specified limits of primary and excess coverage or by any other reasonable combination of primary and excess limits, so long as the combined amount of primary and excess coverage obtained is equal to or greater than the combined amount required herein.

- (e) **Pollution Liability**

\$10,000,000 each occurrence and general aggregate

- (f) **Professional Liability Insurance/Errors & Omissions Liability Insurance** providing coverage for claims arising out of the provision of design, architectural, engineering, consultants, counselors, medical professionals, legal and/or **other** professional services with a limit of liability not less than:

\$10,000,000	per claim
\$10,000,000	aggregate

## **Insurance Coverage Terms and Conditions**

1. The insurance policies of the Design-Builder required for the design-build contract, shall:
  - (i) Name the “County of Lake, Ohio and its employees” as an Additional Insured. This does not apply to Worker’s Compensation and Professional Liability
  - (ii) Contain a waiver of subrogation provision wherein the insurer(s) waives all rights of recovery against the County
  - (iii) Be primary and not in excess or contingent on any other basis
  - (iv) The Certificates of Insurance evidencing these coverages shall contain the following additional insured and waiver of subrogation language where applicable: (a) “Lake County and its employees are additional insureds for purposes of commercial general liability and automobile liability,” and/or (b) “Waiver of subrogation in favor of the County.”
2. The insurance required for the design-build contract shall be provided by insurance carrier(s) licensed to transact business and write insurance in the state(s) where operations are performed and shall carry a minimum A.M. Best’s rating of A-VII or above.
3. The terms of the design-build contract shall be controlling and shall not be limited by any insurance policy provision.
4. These insurance provisions shall not affect or limit the liability of the Design-Builder stated in the design-build contract or as provided by law.
5. The Design-Builder shall require any and all of its subcontractors to procure, maintain, and pay premiums for the insurance coverages and limits of liability outlined above with respect to products, services, work and/or operations performed in connection with the design-build contract.
6. The County reserves the right to require insurance coverages in various amounts or to modify or waive insurance requirements on a case-by-case basis whenever it is determined to be in the best interest of the County.
7. If the Bid/Proposal/RFQ specifies the need for higher limits of liability for any applicable insurance provision, the Bid/Proposal/RFQ specifications shall govern.
8. Where coverages are made on a claims-made basis, the claims-made retroactive date on the policy shall be prior to the commencement of professional activity related to the design-build contract.
9. The Design-Builder shall furnish a Worker’s Compensation Certificate and Certificate of Insurance evidencing the insurance coverages required herein are in full force and effect. Acceptance of a non-conforming certificate of insurance by the County shall not constitute a waiver of any rights of the parties under the design-build contract.

## PART SEVEN: APPENDIX A

- Attachment 1 - Reference Form
- Attachment 2 - Project Criteria



PART EIGHT: FORM OF RFP



**REQUEST FOR PROPOSALS FOR DESIGN-BUILD SERVICES**

**RFQ #:** 2023-02

**RFQ Title:** Design-Build Services for the Lake County Corrections Facility Project

**RFQ ISSUE DATE:** July 28, 2023

**SOQ DUE DATE & TIME:** September 6, 2023 no later than 3:00 p.m.

**ISSUING DEPARTMENT:** Lake County Board of Commissioners  
Commissioner's Office  
ATTN: Jason Boyd, Administrator  
105 Main Street, Suite A153  
Painesville, Ohio 44077

Proposals **MUST** be delivered to the **ISSUING DEPARTMENT** by the date and time listed. Any proposal received after this date and time may be returned and/or unopened.

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

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Proposals **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.

## **INTRODUCTION**

From among the firms responding to the County’s Request for Qualifications RFQ # 2023-02 (the “RFQ”), your firm has been selected to submit a proposal for design-build services for the Lake County Public Safety Center Project in accordance with this RFP.

## **PART ONE: GENERAL INSTRUCTIONS**

### **A. RFP Contact**

If you have any questions during the bid time, all inquiries must be directed to the following individual via email:

Individual Name: Jason Boyd, Administrator  
Department Address: Lake County Commissioner’s Office  
105 Main Street, Suite A513  
Painesville, Ohio 44077  
Email Address: [Jason.Boyd@lakecountyohio.gov](mailto:Jason.Boyd@lakecountyohio.gov)

**Copy to:** Ellis Katz, Consultant  
Individual Name: Project Management Consultants LLC  
Business Address: 3900 Key Center  
127 Public Square  
Cleveland, Ohio 44114  
Email Address [Ellis.Katz@aboutPMC.com](mailto:Ellis.Katz@aboutPMC.com)

### **B. RFP Guidelines**

1. The County reserves the right to issue addenda to the RFP at any time.
2. Multiple proposal submissions from provider 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 proposals submitted in response to the RFP.
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. The release of this RFP does not compel the County to purchase.
6. Once the contract is awarded, all documents submitted to the County as part of the proposals become public information. The County does not encourage the submission of confidential/proprietary information in response to this RFP. However, written requests for confidentiality may be submitted to the RFP contact. A proposal in its entirety (including pricing information therein) will not 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. For confidential financial statements that may be required to be submitted, please place in a separate envelope clearly marked “CONFIDENTIAL FINANCIAL STATEMENTS.”

## PART TWO: GENERAL SELECTION PROCEDURES

### A. RFP Inspection

Firms should carefully review this RFP for defects and questionable or objectionable material. Comments concerning defects and objectionable material shall be made in writing and received by the RFP contact at least ten (10) days before proposal 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 RFP contact at least ten (10) days before the proposal opening.

### B. Proposal Submission

1. Proposals must be submitted via email to the individuals identified in Part 1.A and delivered via hard copy (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.
2. 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.
3. Proposals may not be delivered by facsimile transmission.
4. Mailed or hand-delivered proposals 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.

### C. Proposal Opening

The Lake County Board of Commissioners will not open the proposal publicly.

**Rejection** – The County reserves the right and discretion to reject any or all proposals for any reason or all proposals for no reason at all without incurring liability.

**Withdrawal** – Firms may withdraw a submitted proposal any time up to the closing date and time by submitting a written request to the RFP contact listed above.

### D. Interviews

After submitting responses to the RFP, the short-listed firms shall be interviewed by the County's Selection Committee. The purpose of the interview is to allow each short-listed firm an opportunity to clarify and respond to questions related to its proposal. The County will call each short-listed firm to schedule individual times for the interviews.

### E. Ranking and Negotiations

The County's Selection Committee shall rank the firms based on the qualifications and pricing proposals and will negotiate a contract with the best value firm. Upon failure to negotiate a contract with the highest ranked firm, the County shall inform the firm in writing of the termination of negotiations and enter into negotiations with the next ranked firm. If negotiations again fail, the same procedure shall be followed, in order of ranking, until a contract is negotiated or until the County determines not to enter into a contract, at the County's sole discretion. Selection of the Design-Builder and execution of a contract is contingent upon approval by the Board of Commissioners.

### F. Selection Schedule

Below is the County's anticipated schedule for selection of the Design-Builder:

- i. RFP Proposals Due: **October 6, 2023**
- ii. Design-Builder Interviews (if any): Week of **October 11, 2023**
- iii. Selection/Notification of Design-Builder: **October 19, 2023**



## **G. Proposal 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 proposals if the County determines it will not result in an unfair 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 proposal being disqualified.

## **PART THREE: PROPOSAL SPECIFIC GUIDELINES**

### **A. Proposal Format**

The proposal should be submitted in compliance with the following specifications:

1. Proposals must be submitted with one (1) electronic PDF by email, one (1) original and ten (10) hard copies. There must be an original of every document with signature, including the cover letter and attached forms.
2. Proposals are required to be submitted, by the designated date and time, in a sealed package and labeled as: “[Firm Name] – [2023-02] – Proposal for Design-Build Services Public Safety Center.” (**Note:** the pricing proposal referenced in Paragraph B of Part 5 of this RFP must be submitted in a separate, sealed envelope).
3. Proposals should be organized as set forth in Part 5: RFP Proposal.

## **PART FOUR: COUNTY SPECIFICATIONS**

### **B. Design Criteria**

A detailed description of the Lake County Public Safety Center Project is contained in the RFQ. The design criteria are set forth in the Preliminary Program referenced and described in the RFQ, as supplemented by the County, as required.

### **C. Scope of Services**

The County will design and construct the Lake County Public Safety Center utilizing the design-build project delivery method described in the RFQ and set forth in OAC Section 153:1-6-02.

## **PART FIVE: RFP PROPOSAL**

The RFP proposal should be organized as set forth below and should be limited to those items that will be used for the evaluation. Extraneous materials will not serve to enhance the proposal but will make the rating more difficult.

### **A. Technical Proposal** - Provide a technical proposal that includes the following:

1. **Approach to the Work.** Describe the firm's approach to managing design-build projects similar to this Project under budgetary and “fast-track” time constraints. Explain in detail the approach your firm will take, including the services provided, in the design, pre-construction and construction of the Project. If your firm anticipates self-performing any work, explain which trades will be self-performed and the benefit self-performance will provide the County.
2. **Management Plan and Systems.** Describe the firm's management plan for the Project, including controlling costs, schedule, work sequencing, quality, approaches to performance specifications (when used), plans for anticipated procurement difficulties, documentation, addressing claims, and any unique systems for record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project.

3. Suggested Value-Added Ideas. Provide any cost savings or value-added suggestions, such as, for example, alternate risk management or cost control methods that may differ from traditional insurance or bonding. Specific procurement methods such as, for example, design-assist and early equipment purchase, may also be suggested.
4. Schedule. Provide your firm's proposed schedule for the Project with key milestones for delivery of the Construction Documents and proposed substantial completion.
5. Additional Considerations. Plan for additional considerations which may include technical design, technical approach, quality of proposed personnel and management plan.

**B. Pricing Proposal** - In a separate, sealed submission, provide a pricing proposal that includes the following:

1. Proposed Fee for Design Services. Provide your proposed lump sum fee for design services, including the fee and reimbursable expenses of the Architect-of-Record and each member of the A/E Team. Please provide a separate breakdown of the design fees and reimbursable expenses for Architect-of-Record, each member of the A/E Team and any other firm providing design or engineering services.
2. Proposed Fee for Preconstruction Phase Services. Provide your proposed lump sum fee for preconstruction phase services with appropriate detail of the services that are included in such fee. This lump sum fee should be inclusive of all staff costs and reimbursable expenses for preconstruction phase services.
3. Proposed Fee for Construction Phase Services. Provide your proposed fee for construction phase services as a percentage of hard construction costs with an explanation of the basis for such fee. This fee should represent your total profit and home office overhead for the Project since all costs of the work, including subcontract costs and General Conditions Items (defined below), shall be reimbursed at cost and without any markup.
4. Proposed Fee and Schedule for General Conditions/Overhead Items. Based upon the scope and character of the Project, provide (a) a detailed listing of all General Conditions Items (defined below) to be provided by the Design-Builder and not included in the construction services fee, and (b) the costs associated with such General Conditions Items. Such costs should directly correspond with the organizational chart and staffing plan that accompanied your RFQ response. Please note that all such General Conditions Items are to be provided and paid for on a separate line-item basis. All services to be performed or provided by the Design-Builder, with the exception of the services of the Architect-of-Record and work of subcontractors, shall be fully covered by the preconstruction services fee, construction services fee, and the reimbursement for the General Conditions Items. "General Conditions Items" include all direct personnel expenses and reimbursable expenses of the Design-Builder (including the Project-dedicated staff set forth in the staffing chart supplied in connection with the RFQ response), jobsite trailers, temporary utilities, temporary facilities, and other reimbursable expenses (e.g., office supplies, equipment, furniture, reproduction costs, progress Project photos, computer software, and other items required specifically for the Project but that cannot be allocated to any particular trade).
5. Construction Contingency. Indicate the anticipated level of construction contingency to be contained within the GMP. Indicate your willingness to accept construction contingency reductions at pre-established levels and times to fund pre-designated add alternatives.
6. Billing Rates. Include hourly individual billing rates that correspond to the organizational chart and staffing plan that accompanied your RFQ response.

**C. Comments to Design-Build Agreement** - The County will issue by addendum to this RFP a form of Design-Build Agreement that will be used for the Project. Provide any qualifications or objections to the Design-Build Agreement form. Any qualifications not noted on a separate sheet accompanying the proposal shall not be considered.