

Public Announcement

Request for Statements of Qualifications

Mental Health and Recovery Board of Union County – Conference Room Remodel

Marysville, Ohio

The Mental Health and Recovery Board of Union County (the Board) will use a qualifications-based selection process to select design professionals for a project to renovate and expand the current conference room of the 131 N. Main St., Marysville, OH 43040 office building. The initial work will include (1) renovation/rehab of one existing office buildings to enlarge current conference room into adjoining space and create an additional accessible restroom. Based upon a review of the Statements of Qualifications, the Board may elect to award design services contracts to one or more of the submitting firms.

The Board invites firms interested in providing design services for one or more aspects of the Project to submit a Statement of Qualifications. The Board will review Statements of Qualifications and staffing proposals and select one or more firms in accord with Revised Code §§153.65 to 153.73. The Board will make its selection(s) based upon the Statements of Qualifications and staffing proposals received and the availability of the firm(s) determined most qualified to provide the required services within the Board’s timelines for completion.

The Board reserves the right to reject any and all Statements of Qualifications submitted and the right to waive any informalities or irregularities in the selection process.

Project Definition

The Board desires to obtain professional design services to complete fieldwork, perform design services, and to prepare construction plans, specifications cost estimates, and project bid documents for the Project. The Board plans to include this work in the Project:

Site	Work	Completion
131 North Main Street, Marysville	Remodel current conference room and add additional accessible restroom	October 2019

The Board will complete this project with local, general fund dollars; the Board anticipates no state or federal grants to attach to the project.

Scope of Work Description

Remove a portion of non-load bearing walls on the west side of the conference room to expand the conference room area, as well as, to add a toilet room, kitchenette and storage closet. Work will include minor modifications of the existing mechanical and electrical systems and will include extending plumbing from the lower floor to the new toilet room location. Installation and any necessary structural supports for a movable partition wall for flexible space to be included. Technology plan for projection, sound and internet.

Preliminary Budget

The Board estimates the preliminary budget for the work on the Project(s), including any and all expenses related to the design, development, and construction to be \$110,000. This budget includes all costs associated with the project, including costs for architectural and engineering design and plan preparation services, project management, site and utility development and construction, building construction, and all interior finishes.

Additional Information

The Project is within the City of Marysville, Ohio.

The Board will likely complete this Project using a traditional design-bid-build delivery mode. The Board will make a final determination regarding the delivery mode with the selected design professional.

The Board reserves the right to combine, phase, suspend, or discontinue work on any or all aspects of the Project at any time as it may determine.

Submission Requirements

Statements of Qualifications must be received not later than Friday, March 29, 2019, at 12.00 noon (EST). Prospective vendors may submit either electronically or by paper. Vendors do not have to submit both formats.

Electronic submissions must be in PDF format. A single PDF file is preferred. Identify the file by the submitting party's name and the project name, "MHRB Conference Room Remodel." Using the "print" feature to create the PDF file rather than using a scanner is recommended.

Paper Submission: a single copy, on 8.5" x 11" paper, submitted in a plain, three-ring notebook, or binder.

Send electronic submissions to drphil@mhrbuc.org; send paper submissions to:

Philip Atkins, Executive Director
Mental Health and Recovery Board of Union County
131 N. Main St.
Marysville, OH, 43040

Facsimile (FAX) copies of the Statement of Qualifications will not be accepted.

Statements of Qualifications

Statements of qualifications should include:

1. Information regarding the firm's history;
2. Education, technical training, and experience of owners and key personnel;
3. The firm's experience in designing substantially similar projects in Ohio—*i.e.*, renovations to office facilities;
4. The firm's experience with construction management firms;
5. Ability of the firm to staff the Project so completion of the Project can be accomplished to meet the Owner's needs. To assist the evaluation of the firm's staff and resource availability, include a list of current similar publicly owned projects, including projects for which the firm has submitted statements of qualification and is being considered to provide design services, and the status of each;
6. The firm's equipment and facilities;

7. Past performance as reflected in evaluations of previous and current clients regarding factors such as control of costs, quality of work, and meeting deadlines. The firm should include a list of similar projects, which the firm has designed during the past five years. Two projects should be the firm's most recent projects. This information should be included for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project;
 - c. Year completed or anticipated completion date;
 - d. Construction cost;
 - e. Other relevant information about the project and the firm's services;
 - f. Reference contact person and phone number;
8. The firm's experience with the Board, if any;
9. The firm's experience with incorporating House Bill 264 energy conservation projects in building improvements/renovations.
10. The ability of the individuals identified by the firm who will be responsible for document production and communication with the Owner during the Project to communicate with the Owner;
11. The services provided by the firm in-house (such as civil engineering, mechanical, electrical, interior design, technology, acoustics, etc.) or the consultants used by the firm to provide these design services;
12. The experience of the individuals identified by the firm who will be responsible for the design and construction administration phases of the Project; and
13. Location of the firm's major and any branch offices, with an explanation of the firm's ability to respond to the Board's needs and to be present during all phases of the project.

Proposal for the Project

In addition to the qualifications and information listed above, the firm's proposal should include:

1. Identification of the partner, principal, or owner in charge of the Project and the Project Architect, and any other personnel assigned to the Project, together with the education, training, and experience of these individuals, to the extent it has not been provided in the firm's statement of qualifications.
2. Description of the steps the firm will take to coordinate design and work on the Project with the Board regarding scheduling the Project, maintaining the construction schedule, and close-out of the Project.
3. The firm's practices regarding site visits and oversight of the Project.
4. Proposed internal timeline for completion of the Project and the services to be provided by the firm for pre-construction (programming and design), construction, and close-out phases of the Project.
5. Explain the firm's experience, approach and specific expertise in planning for technology, as applicable to the Project.
6. Provide specific information on project budget development and the firm's experience with preparation of project estimates over the past 5 years.
7. List a maximum of four (4) specific qualities that set your firm apart from others as it relates to the District's project.

As required by Ohio Revised Code Sections 153.65 through 153.71, The Board will evaluate and rank firms submitting statements of qualifications and proposals for the available contract in order of their qualifications. Following this evaluation, The Board may ask the firms determined to be most qualified

to meet with the Board officials and staff to present the firm's qualifications and proposals regarding the Project. The Board will select the firm(s) determined to be most qualified to provide the requested design services for the Project, and the Board will then begin contract negotiations for the required services.

Evaluation Criteria

The Board will evaluate and rank responding firms based on several criteria. Union County may hold discussions with individual firms to explore further the firms' statement of qualifications, the scope, and nature of the services the firms would provide, and the technical approaches the firms may take toward the project.

The qualifications for each firm and the basis for evaluating its proposal will include but not be limited to:

Competence to perform the required facilities assessment and study as indicated by the technical training, education, and experience of the employees within the firm who would be assigned to perform the services.

Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously.

Past performance of the firm as reflected by the evaluations/references of previous clients, and the Board if relevant, regarding ability to meet owner's vision; quality of work; control of costs; and meeting schedules and deadlines.

Firm's understanding and familiarity of similar projects with government entities

Quality, thoroughness, and clarity of proposal regarding the Project description.

Strategies proposed to obtain pertinent information and evaluate findings

The Board reserves the right to reject any or all submissions and to cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. The Board shall have no liability to any firm arising out of such cancellation or rejection. The Board reserves the right to waive minor variation in the selection process.

Communications, Questions, Clarifications, and Inquiries

During the period between Announcement of the Request for Statements of Qualification and the date for submitting such Statements, interested persons should direct questions, clarifications, and inquiries regarding the Project and/or the selection process to Philip Atkins by email at drphil@mhrbuc.org or at 131 N. Main St., Marysville, OH 43040.

After the date for submitting Statements, neither the Board nor its staff will meet directly or indirectly with an interested person to discuss the selection process except in a formal interview, if the Board determines that an interview is necessary.

NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS
MENTAL HEALTH AND RECOVERY BOARD OF UNION COUNTY – CONFERENCE ROOM REMODEL

The Mental Health and Recovery Board of Union County will receive sealed Statements of Qualifications for a Conference Room Remodel in Marysville, Ohio.

The complete project description and instructions for submitting a Statement of Qualifications is available at Board offices, 131 N. Main St., Marysville, Ohio, during regular office hours, weekdays from 8:00 a.m. to 2:30 p.m., excluding legal holidays.

This Notice and the Request for Qualifications with the project description and instructions may also be obtained from the Board website: www.mhrbuc.org

Statements of Qualifications must be received by Friday, March 29, 2019, at 12:00 noon (EST). Statements may be submitted electronically to drphil@mhebuc.org or by hard copy to Philip Atkins, Executive Director, 131 N. Main St., Marysville, OH 43040. Vendors are NOT required to submit both formats.

Responsive Statements will be reviewed, scored, and ranked by members of a Selection Committee. The Selection Committee may hold discussions with individual vendors to explore further the vendors' statements of qualifications, the scope and nature of the services the vendors would provide, and the various technical approaches the vendors may take toward the project. The Board will then negotiate a contract with the vendor ranked most qualified; the Board may negotiate with lower ranked vendors if negotiations with higher ranked vendors are unsuccessful.

The Board reserves the right to reject any or all submissions and to cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. The Board reserves the right to waive minor variation in the selection process.

Mental Health and Recovery Board of Union County
Marysville, OH 43040