



**REQUEST FOR QUALIFICATIONS (RFQ)  
CONTRACT FOR PROFESSIONAL SERVICES  
ARCHITECTURAL AND ENGINEERING**

**HIGHLAND COUNTY, OHIO**

**COUNTY ENGINEER TRUCK BARN PROJECT**

The Board of Highland County Commissioners is soliciting qualifications from qualified architectural/engineering firms for the purpose of providing profession services for the construction of a new (approximately 24,000 sq. ft.) Highland County Engineer Truck Barn.

**Project Background:**

Preliminary discussions have occurred to construct a new facility to house the fleet of County Engineer trucks and other vehicles. The current truck barn was constructed in the early 1970s. The size of vehicles and the quantity has increased over the years making it necessary to construct a new facility to accommodate these needs.

**Project Scope:**

This project scope includes cost estimating, creating drawings, specifications and construction bid documents for construction.

Scope may also include management of construction process and oversight of contractor's work including regular on-site visits to ensure work is progressing and meets expectations.

The selected firm will update the Board of Commissioners throughout the project during regular public session appointments through a combination of phone and in-person updates.

**Submission Requirements:**

- **Responses to this RFQ will be accepted until 4pm on Friday, August 30, 2024.**
- Please mail 6 copies of your proposals to Highland County Board of Commissioners, 119 Governor Foraker Place, Suite 211, Hillsboro, Ohio 45133.
- Copies may be dropped off in person Monday – Friday from 8am – 4pm excluding holidays.
- Submissions must be in a sealed envelope marked, "Response to RFQ Architectural/Engineering Services for County Engineer Truck Barn."

**Evaluation and Selection Criteria:**

The Board of Commissioners will review submissions and will select the top firm(s) for an in-person interview. Upon selection of the top firm, the county reserves the right to negotiate final price pursuant to ORC 153.69.

Selection criteria will include:

- 1) Qualifications and experience of firm and project team on similar projects
- 2) Availability to begin and complete work in a timely manner.
- 3) Price, value.
- 4) Quality of anticipated work based upon references and prior work.
- 5) Completeness of proposal.
- 6) Responsiveness of firm to questions or requests for clarification.
- 7) In-person interview.

**Selection Schedule:**

Request for Qualifications will be published once a week for 2 consecutive weeks with deadline to submit being at least 7 days following the last publication.

Issue RFQ—Initial Publication Date	Saturday, August 10, 2024
Second Publication Date	Saturday, August 17, 2024
On-site Tour Available	Thursday, August 22, 2024, 9am 138 Bowers Ave. Hillsboro, Ohio 45133
<b>Proposal Deadline</b>	<b>Monday, August 26, 2024 4pm</b>
Interviews of Top Respondent(s)	Date to Be Determined
Selection of Architect	Date to Be Determined

**Questions and Tour:**

Questions may be submitted in writing to [commissioners@co.highland.oh.us](mailto:commissioners@co.highland.oh.us). Questions may also be asked during the scheduled tour. Questions will be responded to through these venues only.

**Proposal Content:**

Proposals should be limited to no more than 30 pages including references and qualifications and should include the following:

- 1) Cover letter
- 2) Key staff assigned to project
- 3) Licenses or certifications held specific to the scope of this work
- 4) Company History
- 5) Disclosure of any Conflicts of Interest

- 6) Summary/Examples of similar work, in particular any work for public or historic buildings
- 7) Bonding/Insurance
- 8) Availability to begin project
- 9) References

**Right to Reject:**

The Board of Highland County Commissioners reserves the right to reject any and all RFQ submittals or may select the firm with the best combination of pricing, value and qualifications.

The county reserves the right, at its sole discretion, to reject all submissions, re-issue a subsequent RFQ, terminate, restructure, or amend this process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms. The county may contact any RFQ respondent after receiving its submittal to seek clarification on any portion of their submission. The county may request additional information from any respondent and may select more than one respondent for the work. Submissions are public record at the point sealed bids are opened.

**Non-Discrimination:**

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance.

To effectuate compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.,) as amended, Clinton County is required to include the following in any solicitation or contract and these provisions will be incorporated into the contract between Clinton County and the selected consultant. The consultant will need to abide by these provisions as well as any other state or federally-required laws:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d *et seq.*) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color or national origin under programs or activities receiving Federal financial assistance.
2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 *et seq.*) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
3. The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 *et seq.*) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation.
4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance. For purposes of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), non-federal entities must adhere to the regulations, published by the U.S.

Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.

5. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 *et seq.*), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
  
6. Any other applicable non-discrimination law(s).

Selected Respondent agrees to abide by any and all local, state and federal laws.

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Full RFQ details @ <https://co.highland.oh.us/public-notice.html>

Request an RFQ at [commissioners@co.highland.oh.us](mailto:commissioners@co.highland.oh.us). Qualifications will be accepted until 4:00 p.m. on Monday, August 26, 2024, by mailing 6 copies to Highland County Board of Commissioners, 119 Governor Foraker Place, Suite 211, Hillsboro, Ohio 45133. Submittals may also be dropped off in person prior to the deadline between 8am – 4pm Monday – Friday excluding holidays.

Publish on August 10 and August 17, 2024