

MEDINA COUNTY REQUEST FOR QUALIFICATIONS  
FOR ARCHITECTURAL SERVICES  
**MEDINA COUNTY ADMINISTRATION SPACE STUDY**

Medina County is seeking an architect to evaluate current needs at the Medina County Administration Building and Professional Building. This evaluation will be used to determine if space is available on the current site of the Administration Building to combine those offices currently located in the Professional Building and Administration Building into a single facility. This will include estimating the space required to accommodate these offices into a single facility; the estimated costs of renovating and expanding (if required) the Administration Building vs. construction of a new building on the existing site; the projected maintenance and repairs to the existing Administration Building that will be required should the current building be expanded; the estimated construction cost of this project.

A site visit will be scheduled for May 7, 2018, and it is highly recommended that interested firms attend. This visit shall begin at the County Administration Building located at 144 North Broadway St. Medina, OH 44256 in Room 110 at 9:00 a.m.

Three copies of the Statement of Qualifications should be clearly marked "RFQ-Professional Services Administration Building Study" and submitted to: Scott Miller, County Administrator, Medina County Commissioners, 144 North Broadway St., Room 201, Medina, OH 44256, no later than 4:00 p.m. on May 14, 2018.

**EVALUATION CONSIDERATIONS**

The following are the primary evaluation considerations that the County plans to utilize to select the best qualified firm. Selection is subjective in many areas and the decision of the County selection committee will be final and not subject to re-evaluation by the firms submitting a Statement of Qualifications.

I. General Firm Information

A. Cover Letter

- A brief statement of interest in the project.
- Include name, title, email address and phone number of the principal contact person.
- Qualification highlights and respondent's ability to perform the project services.

B. Company Overview

- Include firm name, business address, and phone number of the office where the primary personnel assigned to the project will be based.
- Include years of existence, legal form of firm, general firm history.
- Firms liability insurance certificate.
- Include length of time principals have been with firm.
- Brief statement of the consultant's background, demonstrating longevity and financial stability.

C. Project Team

- Identify the designated project manager and include a resume for this individual outlining their qualifications.
- For each key person provide a summary of relevant professional qualifications, relevant project experience, and education.
- Provide an Organization Chart for the project team.
- For tasks that will be subcontracted include the information on the sub-contracted firm requested in "B" (above) and the resumes of the firm's key personnel that will be on the project team.
- How long has the project team worked together, list past projects and describe project roles.

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II. Related Experience

- A. Include a one or two-page project description that demonstrates capabilities with similar projects completed for historic buildings; or other similar government projects completed by the project team.
- B. Include the name, address, and phone number of the responsible official who may be contacted.

II. Project Approach

- A. Describe the firm's approach to working with public clients, including methods of communication + cooperation.
- B. Describe your approach to community focused design.
- C. Describe the firm's success in meeting budgets, schedules and deadlines.

III. Capacity to Perform Work

- A. Outline the firm's current workload and ability to utilize full time staff to complete the work.

IV. Proximity to the Site

- A. Distance of the firm's office from the project site.
- B. Previous work in the general geographic area.
- C. Outline past projects completed for Medina County.