

## **PUBLIC ANNOUNCEMENT**

### **MEDINA COUNTY REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES MEDINA COURTHOUSE PROJECT**

Medina County is seeking an architect to facilitate the expansion and renovation of the County's Courthouse Complex. The existing facility consists of approximately 47,000 square feet of office, courtroom and other related spaces. Medina County intends to replace a significant portion of the current facility by constructing an approximately 154,000 square foot building with some renovation to the historic portion of the current building. Preparation of bid specifications and coordination of the bidding process for the County will be required.

Three copies of the Statement of Qualifications should be clearly marked "RFQ-Medina Courthouse Project" 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 March 15, 2019.

#### **EVALUATION CONSIDERATIONS**

The following are the primary evaluation considerations that the County plans to utilize in selection of 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 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.
    - Firm's 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.

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.

III. Project Approach

- A. Describe the firms 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.

IV. 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.

\*Previously Completed Project Studies/Analyses

The following related documents having been previously commissioned by and completed on behalf of Medina County are available for review upon request:

- Evaluation, Programming, Planning and Design Services: County Courthouse.  
Brandstetter Carroll, Inc., February, 2019

Interested firms are encouraged to contact Scott Miller, Medina County Administrator, 144 N. Broadway, Medina, OH, 44256, (330) 722-9208, in order to obtain more specific project information. Statements of qualifications should also be transmitted to the aforementioned individual and address.

Medina County Board of Commissioners:

Patricia Geissman, President

William F. Hutson

Colleen M. Swedyk

February 26, 2019