

**FORBES HOUSE
NOTICE OF REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ARCHITECTURAL/ENGINEERING AND PROJECT MANAGEMENT SERVICES**

The Lake County Committee on Family Violence dba Forbes House is accepting qualifications from firms to provide professional architectural/engineering and project management services for the renovation of an existing emergency shelter.

The RFQ shall include information regarding, 1) Firm's History 2) Education and Experience of Owners and Key Technical Personnel 3) Firm's Experience with Similar Projects 4) Team Availability 5) Firm's Equipment and Facilities as applicable and 6) References.

Project Description

Forbes House Emergency Shelter Expansion and Improvements; Design, Bidding, and Construction Administration: \$800,000 Construction Cost

Scope of Project

Interior renovation with new entry vestibule of an existing ±3,600 shelter facility. Scope to include:

1. New entry element and vestibule.
2. Interior renovations to increase efficiencies (light fixtures - LED and motion sensor, HVAC issues in offices upfront and upstairs), increase capacity, improve safety, increase privacy (bathrooms), maximize use of space, create advocate hub (shared work area), upgrade phone system, Kitchen/Dining Room renovation, general facelift throughout.
3. ADA improvements to entryway, bathrooms and chair lift access to upper floor.
4. Review the project requirements and schedules with the client.
5. Meet with consultants to establish project parameters and submission dates.
6. Review criteria, exhibits, record information or other pertinent project information.
7. The architect/engineer will visit the site to document existing conditions.
8. Design services, design studies that will indicate the character, size, scale and relationship of the project elements.
9. Prepare preliminary design drawings (floor plan and ceiling plan) for client's review.
10. Select materials to be used in the construction.
11. Submit design drawings and material to the client for review and comment.
12. Prepare sample finish board for review by client.
13. Meet with client to discuss and review design documents.
14. Construction drawing documents (architectural, structural, electrical and mechanical/plumbing) in AutoCAD or Revit format, that will set forth the size, relationship and requirements for the construction including drawings and specifications.
15. Review of construction documents prior to issue of construction permit for any minor revisions.

16. Provide Ohio seal.
17. Coordinate engineering required for the project (structural/MEP).
18. Construction Administration Services/Project Management

When the services under this agreement include contract administration services, the AIA Document A201 General Conditions of the Contract for Construction, latest edition shall apply.

19. Submit bid documents to contractors thru public bidding process/coordinated with County Rep.
20. Collect and evaluate contractor bids.
21. Assist client in preparation of required contract documents.
22. Ensure all required documentation (including grant-related documents) are received.
23. Review project timeline.
24. Provide bid consultation to respond to inquiries regarding the work.
25. Submit permits through preparation of forms and applications, review with building department and respond to issues raised in the review by the city/state.
26. Project observation services and compliance. Review required shop drawings and submissions.
27. Provide consultation to answer questions, respond to inquiries and assist in resolving issues arising from the work.
28. Review and comment upon payment applications and change order requests.
29. Attend twelve project meetings during the course of the work to observe progress, answer questions and assist in resolving issues arising from the work.
30. Visit the site and review a timeline/milestones of work to be completed or corrected prior to final closeout and release of retainage.

Estimated Date of Authorization

The anticipated authorization for selected firm to proceed with project is **November 1, 2023**.

Project Schedule

The project will be constructed: 2023 - 2024

Compliance with Title VI of the Civil Rights Act of 1964

Forbes House, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Selection Procedures

Firms interested in being considered shall submit qualifications via kstrancar@forbeshouse.org, no later than 5:00 p.m., on October 17, 2023, to the attention of:

Kathy Strancar
Executive Director
P.O. Box 702
Painesville, OH 44077

Responses received after 5:00 p.m. EST on the due date will **not** be considered.

Scope of Services

Project: Forbes House is instituting ADA-compliant features/entryway and accessibility, upgrades to lighting, safety protocols and capacity building to reduce the potential for contact spreading of the COVID-19 virus. Design, Bidding, and Construction Administration Services will be required.

Questions concerning the project? Contact Executive Director, Kathy Strancar @ 440-313-4035

Requirements for Request For Qualifications

A. Instructions for preparing and submitting an RFQ

1. Provide the information requested in the RFQ Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. RFQ shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.6 below).
3. Please adhere to the following requirements in preparing and binding request for qualifications:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Content to include in the Request for Qualifications (RFQ)

1. List the types of services for which your firm currently provides.
2. List significant sub-consultants, and the percentage of work to be performed by each sub-consultant.
3. List the Project Manager and other key team members, including key sub-consultant staff. Include project architects/engineers for important disciplines and team members that will be responsible for the work, and the project responsibility of each.
4. Address the experience of the key team members on similar projects, and the team member qualifications relative to the selection sub-factors noted.

5. Describe the capacity of your team and their ability to perform the work in a timely manner, relative to the present workload, and the availability of the assigned team members.

6. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant to local standards, procedures, and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 through 4 must be included within the 10-page body of the RFQ. The remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form

CATEGORY	TOTAL VALUE	SCORE
MANAGEMENT & TEAM		
Project Manager	10	
Strength/Experience of Assigned Staff Including, Field, Architect/Engineer, Consultants and Sub-consultants	25	
Firms' current workload/availability of personnel	10	
Firm's/Consultants Past Performance	30	
Project Approach	25	
Total	100	

Selection Process

The firms will be ranked based on qualifications and within the sole discretion of Forbes House building committee, considering such factors, but not limited to, competence, current workload, past experience and performance, and financial responsibility of the various proposers as required under law. Forbes House building committee may or may not determine a need to conduct interviews. If Forbes House building committee chooses to conduct interviews, candidates who are judged by Forbes House to have best met the requirements of this RFQ will be given the opportunity to further explain their qualifications and approach to specific projects. As required by Ohio Revised Code Sections 153.67-71, responding firms will be evaluated and ranked in order of their qualifications. Following the evaluation process, Forbes House building committee will enter into contract negotiations with the most highly ranked firm, based on the above criteria.

If the firm and Forbes House are unable to reach an agreement, Forbes House will then negotiate for these services with the second-ranked firm. If unsuccessful with the second-ranked firm, then Forbes House will negotiate with the third-ranked firm to reach an agreement.

The RFQ's will be kept on file at Forbes House. All quality-based selections for professional services will be made based on the statements of qualifications submitted and supplemental information that could be requested. Forbes House reserves the right to reject any or all proposals, modify or postpone the proposed scope of services, or accept the proposal that, in the agency's sole judgment, is in its best interest. The agency also reserves the right to waive any minor defects or informalities in the proposal process.

COMPLETION TIME

The anticipated authorization to proceed with the project is November 2023, and the anticipated completion time is as follows:

Project Completion on or before December 31, 2024

TYPE OF AGREEMENT AND FEE PROPOSAL: NO FINANCIAL TERMS OR FINANCIAL PROPOSAL WILL BE PRESENTED AT THIS TIME IN ACCORDANCE WITH LAW.

A price proposal will later be requested from the highest-ranked firm. The price proposal and agreement will be in accordance with County standards and requirements, per project.