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Health Commissioner

Delaware General Health District

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PUBLIC NOTICE

REQUEST FOR STATEMENTS OF QUALIFICATIONS

The Delaware General Health District Board of Health (BOH) intends to contract for architectural/engineering design services in connection with the design and building of a new facility for the BOH. In accordance with R.C. § 153.67, firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications no later than 5:00 PM on May 31, 2019. Statements received after this deadline will not be considered.

Statements of qualifications should include information regarding the firm's history; education and experience of owners and key technical personnel; the technical expertise of the firm's current staff; the firm's experience in performing engineering studies, design, construction administration and construction observation; availability of staff; the firm's equipment and facilities; references; and any previous work performed for the BOH and Delaware City, and/or Delaware County, Ohio.

The work may involve, but is not limited to, physical assessments, programming and conceptual design, budget estimating, detail design development, construction documents, construction administration, and other associated services.

Statements of qualifications should be transmitted to: Dave Knowlton, Finance and Operations Director, PO Box 570, Delaware OH 43015. Five (5) copies of all submittals are to be included.

Preliminary Project Description

Name of Project:

Delaware General Health District Facility

Public Authority/Owner of Record:

Delaware General Health District

Location:

470 S. Sandusky Street and 0 Magnolia Drive, Delaware OH 43015

Description:

Design, develop, and construct a one story, thirty thousand (30,000) square foot office building, with plan for a future ten thousand (10,000) square foot addition, and a two hundred (200) space parking lot.

Project Schedule:

Anticipated dates for design startup August 2019

Anticipated dates for construction startup Spring/Summer 2020

Special Requirements or Restrictions:

The Delaware General Health District Facility should be situated on the lot near South Sandusky, with some client parking adjacent to building. Plan to utilize the six acres known as 470 South Sandusky prior to using the 3 acres currently known as 0 Magnolia.

Budget:

To be determined by BOH

Scope of Architectural / Engineering Services

The anticipated services are to include normal structural, mechanical, civil, and electrical engineering services in conjunction with the basic architectural services such as, but not limited to:

- Physical Assessment
- Program Development
- Concept Design

The following services are anticipated, but not limited to:

- Detail Design
- Construction Documents
- Bid and Award Support
- Construction Administration
- Post-Construction/Closeout

Content of Consultant's Statement of Qualifications

Statement of Qualifications should include, but is not limited to the following:

1.1 Name of firm, address, contact name, email, and telephone number.

1.2 Names, qualifications, and experiences of principals and key personnel who are to be assigned to the project. Provide detailed information on these individuals so as to indicate their availability to the project. This information should include, but not limited to the following for each individual:

- Number and type of projects in which individual are involved.
- A graphical or tabular representation of hours available for key personnel.
- Key personnel being defined as project engineers, design engineers, designers and other professionals needed by the project.

1.3 Number and composition of staff available for the project, including a table of organization. Composition should be broken into professional, sub-professional, technicians, administrative and clerical.

- 1.4 Name of the responsible firm member and project manager.
- 1.5 Listing of all sub-consultants whose qualifications are being used to obtain qualifications in any of the areas identified.
- 1.6 Listing of previous projects. Include the scope of the project, square footage, budget, and completion date.
- 1.7 A brief statement of the firm's intended approach to the project and the services the firm would recommend, including, but not limited to the services requested.
- 1.8 A statement of the firm's overall operating philosophy and organizational characteristics.
- 1.9 An outline of the firm's Quality Assurance or Quality Management Program.

Schedule

Work is to proceed expeditiously upon the approval of the contract. The BOH is estimated to take possession of the property May 2019.

Submittal Deadline

Statements of Qualifications will be received until **5:00 PM on May 31, 2019** at:

Attention: Delaware General Health District
Mr. Dave Knowlton, Finance and Operations Director
P.O. Box 570
Delaware, Ohio 43015

Five (5) copies of all submittals are to be included. Submittals pursuant to this invitation will not be received after the hour and date stated above.

Any proposals submitted to BOH are to be prepared at the submitter's expense. BOH reserves the right to reject any and all proposals in whole or in part. Acceptance of a proposal shall not constitute an agreement between the submitter and BOH. BOH shall have no liability whatsoever to any submitter whose proposal is not accepted.

Inquires

Questions regarding this Request for Qualifications should be submitted in writing to:

Delaware General Health District
Email: dknowlton@delawarehealth.org (preferred)
Attention: Mr. Dave Knowlton, Finance and Operations Director
P.O. Box 570
Delaware, Ohio 43015

Evaluation of SOQ

Statements of Qualifications will be evaluated on the following criteria:

- Competence of the professional design firm and all consultants to perform the required professional design services as indicated by the technical training, education, and experience of the firm's personnel, especially 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 of previous clients and with the BOH, Delaware City and/or Delaware County, Ohio with respect to such factors as control of costs, quality of work, and meeting of deadlines.
- Knowledge or past experience in the construction and design of like projects.
- Location of the firm in relation to the project site.
- Any other relevant factors as determined by the public authority.

As required by R.C. §§ 153.65 to 153.71 the responding firms will be evaluated and ranked in order of their qualifications by a selection committee based on proposals and any conducted interviews. Dependent on the total number of proposals submitted, the selection committee may short list the top firms and conduct interviews with the short-listed firms only. Upon ranking of at least the top three firms, Board may enter into contract negotiations with the firm ranked most qualified. If no agreement can be reached with the first firm, the public authority shall inform the firm in writing of the termination of negotiations and may enter into negotiations with the firm ranked next most qualified. If negotiations again fail, the same procedure may be followed with each next most qualified firm, until a contract is negotiated.

Approved as to form:

April 16, 2019
Date

Approved via e-mail Eric Penkal 3:34 PM
Melissa Schiffel
Delaware County Prosecuting Attorney

DGHD Project Schedule



At Risk	Task Name	Status	Start Date	End Date	Assigned To	% Complete	Notes
	RFQ Development and Approval		03/15/19	05/31/19		20%	
	Develop draft RFQ	In Progress	03/15/19	04/16/19	Shelia Hiddleson	50%	
	Review draft RFQ with Prosecutor	In Progress	04/16/19	04/25/19	Shelia Hiddleson	50%	
	Draft RFQ approved by BOH	Not Started	04/30/19	05/01/19	Board of Health	0%	
	Publish RFQ	Not Started	05/01/19	05/31/19	Shelia Hiddleson	0%	
	Deadline to receive RFQ Proposals	Not Started	05/02/19	05/31/19	Shelia Hiddleson	0%	
	Select Archetectural/Engineering Design Team		04/04/19	08/01/19			
	Recruit review team members	In Progress	04/04/19	06/01/19	Pat Blayney & Shelia Hiddleson	64%	
	DGHD Representative(s)	Complete			Shelia Hiddleson	100%	Shelia and Dave
	Board of Health Representative (s)	In Progress			Pat Blayney	50%	Pat and
	Delaware County Facilities	Complete			Pat Blayney	100%	Jon Melvin
	Delaware County Engineer Office	Complete			Pat Blayney	100%	
	Delaware County Sanitary Engineer Office	Complete			Pat Blayney	100%	
	Delaware Area Career Center	In Progress	04/10/19	06/01/19	Shelia Hiddleson	50%	Mary Beth Freeman or Jack (?)
	County Building Department	In Progress			Pat Blayney	50%	Fred Fowler
	Self Scoring of individual team members	Not Started	06/03/19	06/14/19	Team Members	0%	
	Compile self-scoring results and rank	Not Started	06/15/19	06/18/19	Shelia Hiddleson	0%	
	Determine available dates with team members	Not Started	06/14/19	06/14/19	Lisa Brown	0%	
	Schedule interviews with top 3 firms	Not Started	06/18/19	06/21/19	Lisa Brown	0%	
	Interview top 3 firms	Not Started	06/24/19	07/12/19	Team Members	0%	
	Rank interviewed candidates	Not Started	07/15/19	07/15/19	Shelia Hiddleson	0%	
	Select top firm	Not Started	07/15/19	07/19/19	Board of Health and Shelia Hiddleson	0%	Entire Board to vote?
	Establish Design/Construction Administration Fee	Not Started	07/19/19	07/30/19	Board of Health	0%	Can put on agenda for June
	Award Project Design Contract	Not Started	07/30/19	08/01/19	Shelia Hiddleson		Board approval 07/30/2019
	PHASE I Services						

At Risk	Task Name	Status	Start Date	End Date	Assigned To	% Complete	Notes
	Programming / Needs Assessment Phase						
	Interview various departments						
	Conduct Survey						
	Prepare programming report based on data						
	Provide Assessment Report						
	Conceptual Design Phase						
	Analyze building systems, materials.						
	Present graphic depictions of spaces. Exterior entrances, improvements.						
	Prepare deliverables of concept plans and images.						
	Prepare conceptual Opinion of Probable Cost.						
	Approval of Conceptual Design Phase.						
	Schematic Design Phase						
	Development of floor plan layouts.						
	Refinement of exterior design studies.						
	Coordination with other consultants.						
	Meeting/review of progress of documents.						
	Prepare preliminary Opinion of Probable Cost.						
	Prepare deliverables of plans and graphic images.						
	Approval of schematic design.						
	Completion of Phase 1						
	PHASE II Services						
	Design Development Phase						
	Further refinement of floor plans/elevations.						
	Selection of colors and finishes.						
	Development of site design and features.						
	Design development specs.						
	Design development cost estimate update.						

At Risk	Task Name	Status	Start Date	End Date	Assigned To	% Complete	Notes
	Approval of DD Phase.						
	<input type="checkbox"/> Construction Document Phase						
	Prepare/finalize construction documents.						
	Final coordination with other consultants.						
	Finalize specifications.						
	Construction Document cost estimate update.						
	Finalize site improvements.						
	Approval/sign-off of CD Phase.						
	<input type="checkbox"/> Permits						
	Obtain State Permits						
	Obtain City Permits						
	<input type="checkbox"/> Bidding Phase						
	Advertise for bids.						
	Bid opening.						
	<input type="checkbox"/> Contract preparation and issuance						
	Review bids.						
	Seek approval from Board for bids.						
	Prepare and issue Contractor contracts.						
	Board Authorization for Construction.						
	<input type="checkbox"/>						
	PHASE III Services						
	<input type="checkbox"/> Construction Phase - (12 months)						
	Construction Phase Start to Substantial Completion.						
	Temporary Occupancy granted.						
	<input type="checkbox"/> Punch List / Project Closeout						
	All punch list items completed.						
	Cert. of Occupancy.						