



*BOARD OF COUNTY COMMISSIONERS  
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**REQUEST FOR QUALIFICATIONS FOR  
DESIGN-BUILD SERVICES**

**Project Owner:** Warren County Commissioners, Warren County, Ohio  
**Project Name:** Warren County Criminal Suppression Headquarters  
**Project Location:** Lebanon, Ohio 45036  
**Delivery Method:** Design-Build in accordance with Ohio Revised Code

**Introduction:**

The Warren County Commissioners (the "Owner" or the "County") intend to contract for Design-Build (DB) services in connection with its new Warren County Criminal Suppression Headquarters (the "Project").

As required by Ohio Revised Code Section 153.67, et seq., the Owner requests statements of qualifications from experienced design-build firms to provide design-build services to the Owner in connection with the Work for the Project. This Request for Qualifications (RFQ) includes criteria against which qualifications submitted will be reviewed and evaluated to develop the short-list of firms from which pricing will be requested in the second phase of the selection process. The short-listed firms will be asked to provide both pricing and technical proposals, which will be reviewed and evaluated to determine the Design-Build firm that will provide the best value to the Owner for the Project.

Interested firms (Respondents) must submit **four (4) paper copies and one (1) electronic copy in PDF format** of the requested statement of qualifications (SOQ), enclosed in a sealed envelope. The envelope shall be plainly marked on the outside "**WARREN COUNTY CRIMINAL SUPPRESSION HQ SOQ**".

SOQs must be delivered to the following address, before the submittal deadline:

Warren County Commissioners Office  
ATTN: Trevor Hearn  
406 Justice Drive  
Lebanon, Ohio, 45036

**Submittal Deadline**

**SOQs will be received until 1:00 pm, local time, July 10, 2024.**

Submittals received after this time may be considered solely in Owner's discretion.

The County reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

**Design-Builder Procurement Process:**

1. Statements of Qualifications due
2. Selection of Short-Listed Firms
3. Request for Proposal (RFP) issued to the Short-Listed Firms
4. Design-Build Proposals Due
5. Design-Builder Interviews
6. Selection of Design-Builder

**Communication Protocol:**

Direct all questions in writing to Trevor Hearn, Director, Department of Facilities Management at [Trevor.Hearn@co.warren.oh.us](mailto:Trevor.Hearn@co.warren.oh.us). Verbal responses to questions, at any time, are not official and cannot be relied upon. Respondents should not seek to discuss any information directly relating to this procurement with any Owner personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

**Project Overview and Owner Budget:**

The Warren County Ohio Board of Commissioners ("Owner") requires a new Criminal Suppression Headquarters constructed in Lebanon, Ohio.

- A. It is anticipated that initial site work will commence in Early 2025, with new construction beginning Spring 2025.
- B. Criteria Design Professional services are being procured separately, per Ohio Revised Code. This Criteria Design provides a Basis of Design intended to guide actual design of the facility by the Design/Build entity. It is not intended to be a holistic representation of all design criteria necessary for the Design/Build entity to design and construct the project. The Design/Build entity is expected to review and confirm all design criteria with the Owner & User during the course of actual project design and contract document production. Criteria Design was developed as a part of this project by Champlin Architecture, the Criteria Architect/Engineer ("Criteria A/E"). The Board of Commissioners intends on contracting with a Design-Build Firm to complete the building design and full construction of this Project.
- C. The Owner's estimated total budget for the Project (including all construction costs and design fees) is \$4 million for the base project, and \$8 million for the base project plus the alternate.

**Scope of Services:**

Design-Build services for the Project will include, but not be limited to, design review and pre-construction services, participation in developing the budget and updated construction cost estimates,

participation in preparing the construction schedule (including identification of significant milestones for completion of the Work), prequalification of subcontractors to perform the required Work, construction, and close-out phases of the Project. Design-Build services will be defined in an agreement with the Owner; the form of agreement, including general conditions of the contract for construction, will be provided to the short-listed firms during the RFP phase.

The scope of the selected Design-Build firm's services will likely include, but may not be limited to the following:

A. Pre-Construction Services

1. Participate in regularly scheduled design progress meetings with the Design Professional, the various consultants, and the Owner. The Design-Builder shall provide ongoing input with respect to Project site assessment, budget development, constructability, construction costs, material selection/evaluations, construction duration and phasing, sequence of construction, other scheduling services, along with construction means and methods.
2. Coordinate/participate in meetings with the Owner and Design Professional, utility companies, and regulatory agencies to expedite the design/permit process.
3. Identify and detail construction phasing and scheduling that will minimize interruptions to Owner operations.
4. Facilitate long-lead procurement studies and initiate procurement of long-lead items.
5. Develop comments, suggestions and cost models (estimates) throughout the phases of design.
6. Develop constructability and value engineering suggestions at all design phases—considering different design/material/life cycle elements.
7. Permit Acquisition/Approval.
8. Develop prequalification criteria for subcontractors and prequalify subcontractors for the Work, in accordance with Ohio law.
9. Manage the effort of the development of potential subcontractor bidders' lists.
10. Develop a detailed, open book cost model and updates based on interim submittals for the Guaranteed Maximum Price (GMP) proposal based on the nearly complete Construction Documents.

B. Construction Services

1. Coordinate with the Owner, the Design Professional, and other stakeholders as necessary.
2. Arrange for procurement of materials.
3. Schedule and manage construction operations.
4. Bid, award (with Owner input, per Ohio law) and manage all construction related contracts.
5. Provide quality control and construction supervision.
6. Progress Scheduling/ Compliance with Schedule.
7. Regular Progress Meetings.
8. Bond and insure the construction per Ohio law and the Contract Documents.
9. Address all construction related permitting requirements.
10. Provide prevailing wage reporting/accounting.
11. Maintain safe work site.
12. Project closeout including documentation (final wage reports, lien releases, O&M manuals, as-builts, etc.)

- C. Post-Construction Services
  - 1. Warranty Service
  - 2. Warranty Close-out

**Procurement Process:**

As defined in the Ohio Revised Code and Ohio Administrative Code, the selection process will be conducted in two phases:

RFQ: The first phase includes review and evaluation of qualifications submitted by firms interested in providing the required Design-Build services by the Owner's Evaluation Committee, in accordance with Ohio law. The Evaluation Committee will review and evaluate the qualifications received. Firms may be invited to meet with the Evaluation Committee prior to the release of the shortlist of Design-Build firms. A minimum of three (3) short-listed firms that are determined to be qualified to provide the required Design-Build services will be released, unless it is determined that there are less than three (3) qualified firms.

Request for Proposal: Technical and pricing proposals will be requested from the short-listed Design-Build firms, using a request for proposals. The technical and pricing proposals received will be reviewed and evaluated and, considering both qualifications and technical/pricing information, the Design-Build firm determined to provide the best value for the Project will be selected.

**Rights of the Owner:**

This Request for Qualifications (RFQ) constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted including, but not limited to, conducting interviews with Respondents if Owner, in Owner's sole discretion, deems such interviews to be helpful.
2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.
5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.
6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
8. Issue one or more amendments to this RFQ extending the due date for the SOQs.
9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.
10. Cancel this RFQ or the RFP in whole or in part with or without substitution of another RFQ or RFP if determined to be in the best interest of the Owner.
11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Owner.
12. Make public any and all documents associated with the Project, including documents submitted to the Owner by Respondents.

## **Statement of Qualifications (SOQ) Required Format and Information:**

### **A. SOQ Format**

The format of the SOQ must be as outlined below. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged with a maximum page limit of 50 single-sided pages (or 25 double-sided pages), not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ. Only those persons or firms who have obtained an official copy of this RFQ from the Owner will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.

### **B. SOQ Required Information**

Provide the following information for consideration by the Owner as part of the evaluation of Respondent's qualifications. The SOQ must be separated into tabbed sections as follows:

#### **1. Competence and Services:**

When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience. Include:

- a. An Executive Summary of the Design-Build Firm and DB Team (the firm's proposed employees who would be assigned to perform services for the Project) including key consultants, if any.
- b. Describe the DB Firm and proposed DB Team in more detail, building from the Executive Summary – i.e., credentials, technical training, experience with BIM (in detail), education, and experience of the DB Team, in-house, full-time employees and in-house professional disciplines. Provide bios for Project Executive/Project Manager, Architect of Record, Project Administrator (Site Level), and Construction Technical Staff (Estimating, Budgeting, Scheduling) only. Include consultants to be used for the Project and the firm's experience with each on past projects. Limit bios to one page in length.
- c. DB Firm's relevant projects within recent history with an emphasis on local projects, if any. Include a brief description of the project, including size of project (e.g., square footage, building features) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.). Describe experience with use of space, technology, and systems that support court functions and any experience minimizing operating costs and increasing efficiency in staffing requirements.

#### **2. Ability to Provide the Required Services:**

- a. Capacity of the DB Firm and members of the DB Team to provide the required services for the Project in terms of workload and availability. Include a list of current projects and the status of each and relevant

information (i.e., budget, type of work, stage of completion, committed staff and consultants).

- b. DB Firm's project experience with DB delivery method on similar projects, with an emphasis on public projects in the State of Ohio.
- c. Previous collaboration of the DB Team members on any project type, sample projects on which a significant number of individual team members have collaborated previously.
- d. Provide representative project experience detailed information. Provide detailed project information including project name, project location, project completion year, project owner, owner contact name, owner contact phone number/email, brief description of the project and its relevance to this RFQ, firm(s) from team associated with project and their role on the project, construction cost, project size (e.g., square footage, building features), and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.). Up to 10 projects may be listed from members of the project team.

### **3. Past Performance:**

- a. Budget Management success by DB Firm on any project type with over \$4,000,000 in construction costs for which original estimates/pricing were prepared by DB Firm. Show comparison of original estimates versus actual final construction bid costs and variance percentage only, up to 10 projects may be listed.
- b. Schedule Management success by DB Firm on any project type with over \$4,000,000 in construction costs for which actual completion dates were significantly shortened versus original contracted completion date or original completion dates were held despite a challenging, unexpected schedule issue that occurred. List a brief summary for each of the circumstances, up to 5 projects may be listed.
- c. References for the DB Firm with an emphasis on relative projects, providing information on:
  - (1) Control of costs (to the extent not addressed in 3(a) above)
  - (2) Quality of Work performed
  - (3) Dispute Resolution (dealing with subcontractor and supplier issues)
  - (4) Administration of subcontractors and suppliers
  - (5) Meeting deadlines and maintaining the Project schedule (to the extent not addressed in 3(b) above)
  - (6) Past performance by the DB Firm and DB Team (to the extent not demonstrated in other sections)

### **4. Financial Responsibility:**

Demonstrate DB Firm's bonding capacity as evidenced by a recently dated letter from the DB Firm's surety agent listing current available bonding capacity, as well as total maximum bonding capacity. The letter should also state the surety agent's commitment to provide the required payment and performance bonds in

accordance with OAC 153:1-4-02, if the DB Firm is determined to be the firm that will provide the best value for the Project.

**5. Other qualifications consistent with the scope and needs for the Project:**

**a. Firm's History / Revenue.**

(1) What is the firm's history and philosophy? What is it that makes the firm unique? How long has the DB Firm been in business, and how long have key employees and principals been associated with the firm? Describe the aspects of the firm's approach to the DB delivery method specifically that have made it successful.

(2) DB Firm's annual revenue associated with relative construction projects for each of the past 7 years.

(3) DB Firm's total annual revenue for each of the past 7 years.

**b. Insurance Coverage & Claims History.**

(1) Professional Liability coverage of the DB Firm, including claims history for the last 10 years.

(2) Commercial General Liability coverage of the DB Firm, including claims history for the last 10 years.

**c. Value Added Experience.** Demonstrate the DB Firm/DB Team's past success in providing value added components through the DB Firm/DB Team's creative or innovative value engineering, construction technique or other similar methods. For each example, provide a brief one paragraph summary. Include recommendations that enhanced the cost effectiveness and functionality of judicial facilities, such as practical value engineering, operating costs, and staffing.

**d. Prior Performance with the Owner.** Has the DB Firm or any of DB Team ever worked on Projects for the Owner in the past? Was the relationship successful?

**e. Proximity to the Site.** Proximity of the DB Firm's primary office where the majority of the Project work will be managed/performed to the Project site – List distance in miles, straight-line method.

**f. Familiarity with Local Area.** Knowledge of the local area and working relationships with local subcontractors and suppliers.

**SOQ Evaluation Process:**

The Owner's Evaluation Committee will review the qualifications received and will notify firms if they are included on the short-list of qualified firms.

**A. Conformance Review**

Respondent shall be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ. Each Respondent that is rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding in writing.

**B. Qualifications Criteria**

The qualifications criteria which may be the basis for evaluation of submitted SOQs are:

1. Competence to perform the required management services as indicated by the technical training, education, and general experience of the DB's personnel, especially the technical training, education, and experience of the DB's employees and consultants who will be assigned to the Project;
2. Ability in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously, and experience working on similar types of projects;
3. Past performance of the DB Firm as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, dispute resolution, administration of subcontracts, and meeting deadlines;
4. Financial responsibility including evidence of the capability to provide the payment and performance bonds in accordance with OAC 153:1-4-02; and
5. Other qualifications that are consistent with the scope and needs of the Project, including, but not limited to:
  - i. History and philosophy of the firm
  - ii. Number of years in business
  - iii. Average revenue
  - iv. Insurance and claims history
  - v. Value added experience
  - vi. Prior performance with the Owner
  - vii. Proximity to the site
  - viii. Knowledge of the local area and working relationships with local subcontractors and suppliers

### **Additional Instructions**

**\*\*\*All Respondents must submit a written request for the Criteria Design documents by emailing Trevor Hearn at [Trevor.Hearn@co.warren.oh.us](mailto:Trevor.Hearn@co.warren.oh.us) prior to submission of any SOQ's.**

During the RFQ phase, Respondents may schedule a visit to the potential project site, after submitting a written request that is approved in advance by the Owner. Such written request to schedule a visit must be made by email to [Trevor.Hearn@co.warren.oh.us](mailto:Trevor.Hearn@co.warren.oh.us). The Owner reserves the right to have a representative present. Investigations must be performed at the Proposer's own expense. All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the Owner and will not be returned. Note that all information submitted in response to this RFQ and to any subsequent RFP for DB services is a public record, which will be made available for inspection as required by ORC 149.43 upon request at the conclusion of the selection process. Respondents recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties. Each DB firm submitting qualifications or any other information as part of this selection process is responsible for all costs associated with preparing the submission and participating in the selection process. The Owner may reject any or all qualification statements received or cancel this process at any time for any reason and the Owner will have no liability for taking such action. The Owner reserves the right to waive minor variations in the selection process.

*The Owner appreciates your interest in the Project and looks forward to reviewing your qualifications for the Project.*