



REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ARCHITECTURAL/DESIGN SERVICES FOR
CLINTON COUNTY, OHIO
COURTHOUSE RENOVATION AND SPACE PLANNING

The Board of Clinton County Commissioners are soliciting qualifications from qualified architectural firms with experience in historic or public building renovation for services related to upgrading and renovating office space within the historic Clinton County Courthouse located at 46 S South Street, Wilmington, Ohio 45177.

Project Background:

Preliminary discussions have occurred and tentative future space assignments have been determined for re-assigning office space within the courthouse.

The courthouse was completed in 1919 and is widely recognized as one of the most beautiful courthouses in Ohio. A \$5.2million renovation was most recently completed in 2016 which included new roofing, cleaning of exterior, new HVAC, new windows.

Many non-court offices moved to an administrative campus in 2023, resulting in much-needed space for meeting rooms, office expansion and future court space at the courthouse. Renovations to the courthouse must ensure efficiency and functionality in organization of offices, ADA access, safety and flexibility in future needs of space. The office space is not specifically historical, but must be sensitive to the historic nature of the overall building.

Project Scope:

This project scope includes review of space assignment including efficiency of layout and storage needs, evaluating and ensuring ADA compliance for restrooms as well as within offices, cost estimating, creating drawings, specifications and construction bid documents for renovation.

Scope may also include management of construction process and oversight of contractor's work including regular on-site visits to ensure work is progressing and meets expectations.

Further scope may include identification and evaluation of other repairs needed to the courthouse.

The selected firm will update the Board of Commissioners throughout the project during regular public session appointments through a combination of phone and in-person updates.

Submission Requirements:

- **Responses to this RFQ will be accepted until 4pm on Friday, May 31, 2024.**
- Please mail 6 copies of your proposals to Clinton County Commissioners, 1850 Davids Drive, Suite 208, Wilmington, Ohio 45177.
- Copies may be dropped off in person Monday – Friday from 8am – 4pm excluding holidays.
- Submissions must be in a sealed envelope marked, “Response to RFQ Architectural Services for Clinton County Courthouse.”

Evaluation and Selection Criteria:

The Board of Commissioners will review submissions and will select the top firm(s) for an in-person interview. Upon selection of the top firm, the county reserves the right to negotiate final price pursuant to ORC 153.69.

Selection criteria will include:

- 1) Qualifications and experience of firm and project team on similar projects
- 2) Availability to begin and complete work in a timely manner.
- 3) Price, value.
- 4) Quality of anticipated work based upon references and prior work.
- 5) Completeness of proposal.
- 6) Responsiveness of firm to questions or requests for clarification.
- 7) In-person interview.

Selection Schedule:

Request for Qualifications will be published once a week for 2 consecutive weeks with deadline to submit being at least 7 days following the last publication.

Issue RFQ—Initial Publication Date	Wednesday, May 15, 2024
Second Publication Date	Wednesday, May 22, 2024
On-site Tour Available	Tuesday, May 28, 2024, 9am Clinton County Courthouse 46 S South Street, Wilmington Ohio 45177
Proposal Deadline	Friday, May 31, 2024 4pm
Interviews of Top Respondent(s)	Date to Be Determined
Selection of Architect	Date to Be Determined

Questions and Tour:

Questions may be submitted in writing to commission@clintoncountyohio.us. Questions may also be asked during the scheduled tour. Questions will be responded to through these venues only.

Proposal Content:

Proposals should be limited to no more than 30 pages including references and qualifications and should include the following:

- 1) Cover letter
- 2) Key staff assigned to project
- 3) Licenses or certifications held specific to the scope of this work
- 4) Company History
- 5) Disclosure of any Conflicts of Interest
- 6) Summary/Examples of similar work, in particular any work for public or historic buildings
- 7) Bonding/Insurance
- 8) Availability to begin project
- 9) References

Right to Reject:

The Board of Clinton County Commissioners reserve the right to reject any and all RFQ submittals or may select the firm with the best combination of pricing, value and qualifications.

The county reserves the right, at its sole discretion, to reject all submissions, re-issue a subsequent RFQ, terminate, restructure, or amend this process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms. The county may contact any RFQ respondent after receiving its submittal to seek clarification on any portion of their submission. The county may request additional information from any respondent and may select more than one respondent for the work. Submissions are public record at the point sealed bids are opened.

Non-Discrimination:

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance.

To effectuate compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.,) as amended, Clinton County is required to include the following in any solicitation or contract and these provisions will be incorporated into the contract between Clinton County and the selected consultant. The consultant will need to abide by these provisions as well as any other state or federally-required laws:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d *et seq.*) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color or national origin under programs or activities receiving Federal financial assistance.

2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 *et seq.*) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
3. The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 *et seq.*) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation.
4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance. For purposes of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), non-federal entities must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.
5. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 *et seq.*), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
6. Any other applicable non-discrimination law(s).

Selected Respondent agrees to abide by any and all local, state and federal laws.

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Full RFQ details @ [www.co.clinton.oh.us/directory of departments/county commissioners/bids/RFP's](http://www.co.clinton.oh.us/directory_of_departments/county_commissioners/bids/RFP's)

Request an RFQ from Lisa Hipke, Clerk at hipke.lisa@clintoncountyohio.us. Qualifications will be accepted until 4:00 p.m. on Friday, May 31, 2024, by mailing 6 copies to County Commissioners, 1850 Davids Drive, Suite 208, Wilmington, Ohio 45177. Submittals may also be dropped off in person prior to the deadline between 8am – 4pm Monday – Friday excluding holidays.