

Public Announcement

Request for Statements of Qualifications

Union County Sheriff's Office and Garage Facility

Marysville, Ohio

The Board of County Commissioners, Union County, Ohio (the Board) will use a qualifications-based selection process to select design professionals to further develop the plans and design, and to develop complete plans for bidding and construction of a new office and garage facility for the Union County Sheriff. The Board has a preliminary design, scope of design and cost budget for the facility. Based upon a review of the Statements of Qualifications, the Board may elect to award a design services contract to one of the submitting firms.

The Board invites firms interested in providing design services for the Project to submit a Statement of Qualifications. The Board will review Statements of Qualifications and staffing proposals and select one firm in accordance with Revised Code §§153.65 to 153.73. The Board will make its selection based upon the Statements of Qualifications and staffing proposals received and the availability of the firm determined most qualified to provide the required services within the Board's timelines for completion.

The Board reserves the right to reject any and all Statements of Qualifications submitted and the right to waive any informalities or irregularities in the selection process.

Project Definition

The Board desires to obtain professional design services to complete fieldwork, perform design services, and to prepare construction plans, specifications, cost estimates, and project bid documents for facility improvements to provide a garage area for the Sheriff Department's vehicle storage, environmentally controlled evidence storage, the detective's offices, Coroner's offices, related meeting and ancillary spaces, parking, and impound lot (exterior vehicle storage).

The Project site is in the City of Marysville on the east side of Woodview Drive, between the County Engineer's Operations Facility and the Marysville Decker Fire Station. The site is within Parcel No. 2900090200010.

The Board will complete this project with local, general fund dollars; the Board anticipates no state or federal grants to attach to the project.

Preliminary Budget

The Board's preliminary budget for the work on the Project, including any and all expenses related to the design, development, and construction to be approximately \$7 Million. This budget includes all costs associated with the project, including costs for architectural and engineering site and building design and plan preparation services, project management, site and utility development and construction, building construction, and all interior finishes.

Submission Requirements

Statements of Qualifications must be received not later than Friday, March 20, 2026, at 12.00 noon (EST). Responders must submit a single paper submission on 8.5" x 11" paper, submitted in a three-ring notebook, or binder and a digital copy submitted on a USB-A portable drive. Electronic

submissions must be in PDF format. A single PDF file is preferred. Identify the file by the submitting party's name and the project name, "Union County Sheriff's Facility."

Submit Statements of Qualification to:

Jimmie Inskeep
Facilities Manager
Union County Board of County Commissioners
233 West Sixth Street, 1st Floor
Marysville, OH, 43040-1562

Statements of Qualifications

Statements of qualifications should include:

1. Information regarding the firm's history;
2. Education, technical training, and experience of owners and key personnel;
3. The firm's experience in designing substantially similar projects in Ohio—*i.e.*, construction and renovations to office facilities;
4. The firm's experience with construction management firms;
5. Ability of the firm to staff the Project so completion of the Project can be accomplished to meet the Owner's needs. To assist in the evaluation of the firm's staff and resource availability, include a list of current similar publicly owned projects, including projects for which the firm has submitted statements of qualification and is being considered to provide design services, and the status of each;
6. The firm's equipment and facilities;
7. Past performance as reflected in evaluations of previous and current clients regarding factors such as control of costs, quality of work, and meeting deadlines. The firm should include a list of similar projects, which the firm has designed during the past five years. These projects should be the firm's most recent projects. This information should be included for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project;
 - c. Year completed or anticipated completion date;
 - d. Construction cost;
 - e. Other relevant information about the project and the firm's services;
 - f. Reference contact person and phone number;
8. The firm's experience with the Board of Union County Commissioners, if any;
10. The ability of the individuals identified by the firm who will be responsible for document production and communication with the Owner during the Project to communicate with the Owner;
11. The services provided by the firm in-house (such as civil engineering, mechanical, electrical, interior design, technology, acoustics, etc.) or the consultants used by the firm to provide these design services;
12. The experience of the individuals identified by the firm who will be responsible for the design and construction administration phases of the Project; and
13. Location of the firm's major and any branch offices, with an explanation of the firm's ability to respond to the Board's needs and to be present during all phases of the project.

Proposal for the Project

In addition to the qualifications and information listed above, the firm's proposal should include:

1. Identification of the partner, principal, or owner in charge of the Project and the Project Architect, and any other personnel assigned to the Project, together with the education, training, and experience of these individuals, to the extent it has not been provided in the firm's statement of qualifications.
2. Description of the steps the firm will take to coordinate design and work on the Project with the Board regarding scheduling the Project, maintaining the construction schedule, and close-out of the Project.
3. The firm's practices regarding site visits and oversight of the Project.
4. Proposed internal timeline for completion of the Project and the services to be provided by the firm for pre-construction (pre-bond issue, programming, and design), construction, and close-out phases of the Project.
5. Explain the firm's experience, approach and specific expertise in planning for technology, as applicable to the Project.
6. Provide specific information on project budget development and the firm's experience with preparation of project estimates over the past 5 years.
7. List a maximum of four (4) specific qualities that set your firm apart from others as it relates to this project.

As required by Ohio Revised Code Sections 153.65 through 153.71, The Board will evaluate and rank firms submitting statements of qualifications and proposals for the available contract in order of their qualifications. Following this evaluation, The Board may ask the firms determined to be most qualified to meet with the Union County Officials and staff to present the firm's qualifications and proposals regarding the Project. The Board will select the firm(s) determined to be most qualified to provide the requested design services for the Project, and the Board will then begin contract negotiations for the required services.

Evaluation Criteria

The County will evaluate and rank responding firms based on several criteria. Union County may hold discussions with individual firms to explore further the firms' statement of qualifications, the scope, and nature of the services the firms would provide, and the technical approaches the firms may take toward the project.

The qualifications for each firm and the basis for evaluating its proposal will include but not be limited to:

Competence to perform the required facilities assessment and study as indicated by 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/references of previous clients, and the Board if relevant, regarding ability to meet owner's vision; quality of work; control of costs; and meeting schedules and deadlines.

Firm's understanding and familiarity of similar projects with government entities.

Quality, thoroughness, and clarity of proposal regarding the Project description.

Strategies proposed to obtain pertinent information and evaluate findings.

The Board reserves the right to reject any or all submissions and to cancel at any time for any reason this solicitation, any portion of this solicitation, or any phase of the Project. The Board shall have no liability to any firm arising out of such cancellation or rejection. The Board reserves the right to waive minor variation in the selection process.

After the date for submitting Statements, neither the Board nor its staff will meet directly or indirectly with an interested person to discuss the selection process except in a formal interview, if the Board determines that an interview is necessary.