

**Request for Qualifications  
for  
Design Build Services**

**Visitor Restroom and Shower Facilities at Hancock  
County Fairgrounds**

**August 21, 2023**

Hancock County Agricultural Society

**Proposals must be received by 4:00pm on September 8, 2023**

## **SUMMARY:**

The Hancock County Agricultural Society (the “**Society**”) is soliciting statements of qualifications for design-build services in connection with the proposed construction of visitor restroom and shower facilities at the Hancock County Fairgrounds in Findlay, Ohio (the “**Project**”), and is requesting interested firms to submit a statement of qualifications to provide services as a Design-Builder for the improvements.

This Project was made possible through support provided under the terms of the American Rescue Plan Act of 2021, Pub. L. 117-2 (“**ARPA**”), under which Hancock County, Ohio granted an unrestricted subaward to the Society on July 18, 2022 (the “**Award Funds**”). The Design-Builder will be required to comply with all terms and conditions imposed pursuant to ARPA due to the use of Award Funds for the Project.

## **SECTION A: SCOPE OF SERVICES**

The Project which is the subject of this Request for Qualifications (“**RFQ**”) will be conducted at the Hancock County Fairgrounds directly adjacent to the main building located at 1017 E. Sandusky St., Findlay, Ohio 45840. The total area for the Project is approximately 32’ x 80’.

The total maximum cost for the completion of the Project is \$450,000. If any additional costs are presented at the time of entering into a final agreement or Project implementation, the Society reserves the right to reject Design-Builder as the awardee and/or terminate any Project contract with that entity, in the Society’s sole and absolute discretion.

## **SECTION B: PROJECT DESCRIPTION**

Preliminary conceptual designs for the Project are attached as Exhibit A. These conceptual designs and suggested Project elements are to help guide the Design-Builder in the design and engineering. However, it is expected that upon completing site analyses and surveys, the selected Design-Builder will likely devise additional or alternative design concepts and elements, and recommendations for materials and other specifications to be used, that are more appropriate for the site conditions and desired outcomes.

The restroom and shower facilities building will be approximately 32’ x 80’. The new building is to be constructed in place of the existing building located on the property, which is described on the attached Exhibit B. The building will be used year round and will need heating and cooling capabilities, so it is anticipated that the shower and restroom areas will be separated for maintenance and efficiency. It is currently intended to be a concrete block building, but other options or recommendations that meet the goals of the Project will also be considered. The building must be designed to provide the maximum number of shower stalls, toilet stalls, and urinal stations as possible. The design and materials used should be as maintenance-free as possible, with epoxy or similar flooring material and the floor sloped to a central drain per each section.

**The Project must be completed no later than April 1, 2023.**

## **SECTION C: INTERVIEWS AND DESIGN-BUILDER SELECTION**

Firms submitting responses will be evaluated and ranked in order of their qualifications, subject to the Society’s right to stop the process and refrain from entering a contract. The Society reserves the right to

waive any defect or technicality in any response received or to eliminate any firm that submits a response that is not responsive to the requirements of this RFQ. A selection committee will evaluate and score each qualification in accordance with the following criteria (“**Qualification Evaluation**”):

1. Minimum Qualifications
2. Firm’s Experience and References
3. Available Staff’s Experience
4. Workload
5. Project Methodology
6. Past Performance

Upon completion of the Qualification Evaluation, the Society shall create a “short list” by ranking no fewer than three firms that it considers to be most qualified respondents. The Society may hold interviews with the top ranked firms, at the Society’s sole discretion. The Society reserves the right to interview multiple top-ranked firms prior to a final selection.

The Society may request clarifications from any firm during the evaluation process. The Society may also provide the firm an opportunity to correct defects in its qualifications if the Society determines it will not result in a competitive advantage for the firm and it is in the Society’s best interest. Any clarification or correction that is broader than the scope of the Society’s request may result in the firm’s qualification being disqualified.

Upon selection of the firm determined to be most qualified to provide the requested services for the Project, the Society reserves the right to negotiate the price for services in accordance with Ohio Revised Code §153.69. The respondent deemed most qualified by the Society will provide a form of written agreement for the final negotiations on all terms and conditions, including compensation.

### **SECTION C: SCOPE OF SERVICES AND SCHEDULE**

Respondents must analyze and respond to all articles of this RFQ, providing sufficient information to allow the Society to evaluate the Respondent’s proposal. By submitting its proposal, Respondent agrees that any costs or expenses it incurs in responding to this RFQ are to be borne by the Respondent and may not be billed to the Society.

### **SECTION D: MISCELLANEOUS REQUIREMENTS**

Compliance with Laws: In the performance of the Project, the Design-Builder shall comply with all federal, state, and local laws, regulations (rules), assurances, and orders, whether or not specifically referenced herein. The Design-Builder shall also comply with all terms and conditions of the conditions of the Award Funds under ARPA.

Public Information: Once the contract is awarded, all documents submitted to the Society as part of the qualification become public information. The Society does not encourage the submission of confidential/proprietary information in response to the qualification. However, written requests for confidentiality may be submitted to the RFQ contact. A qualification in its entirety, nor qualification price, will be considered confidential or proprietary. Under Ohio Revised Code §149.43, the Society will make a determination of application for disclosure on an ad hoc basis.

## SECTION E: INSTRUCTIONS

In responding to this RFQ, please include all the following items:

1. A cover letter including an executive summary of the plan elements, not to exceed two pages in length. The cover letter shall be signed by a person legally authorized to bind the Respondent, and shall include (a) name, address and phone number of the office where the personnel assigned to a Project will be based, and (b) name, title and phone number of the principal contact person.
2. A firm profile which must include: (a) years of existence; (b) legal form of firm, (c) location of home office; and (d) general firm history. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified.
3. Evidence of capacity to provide bonding and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
4. Information regarding relevant Projects of similar nature. Include: (a) description of the Project and the services your firm provided for the Project; (b) start and completion dates for each Project; and (c) name, title and telephone number of the client contact most familiar with your services on the Project.
5. Organizational chart containing the names and titles of the proposed staff for the Project, including the architect or engineer of record. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.
6. Description of the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the Project, as well as the scheduling and cost control systems the firm would propose to use.
7. Description of any prior experience with the design-build project delivery method.
8. Indicate whether the firm intends to self-perform any work on the Project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.
9. Demonstrate capability of in-house estimating on projects and value engineering, and track record of performance of managing projects to the original schedule.
10. Description of the firm's in-house safety program and any employee workplace screening programs.
11. Complete listing of any public or private construction Projects for which the firm has been declared in default.

12. Description of the firm's history of compliance with federal, state and local laws, rules and regulations, and any EPA, OSHA or other regulating entity issues or citations in the last ten (10) years.
13. Copy of the proposed contract with all applicable contract terms for the Respondent's performance of the activities contemplated under this RFQ.
14. Technical and price proposal for the Project.

**AWARD FUNDS:** Any contract awarded under this RFQ will be financed partially or in whole through the Award Funds described in the Summary of this RFQ. The Society's receipt of such funds shall be a condition precedent to its obligation to make any payment to the Design-Builder.

**SITE ACCESS:** The Society will provide site access, upon request, to all parties interested in submitting a proposal. Please send an email to the address noted above to request access to the site and specifically reference this RFQ.

**DISPOSITION OF PROPOSALS:** All material submitted in response to this RFQ will become the property of the Society and may be returned only at the option of the Society, and at the expense of the Respondent. The Society reserves the right to retain a copy of any materials returned. Successful and unsuccessful Respondents will be notified in writing. The Society shall not be obligated to detail any of the results of its evaluation.

**RESTRICTED COMMUNICATIONS:** To avoid situations where a potential or perceived conflict of interest could occur or where an unfair competitive advantage could be obtained or perceived, all inquiries or other communications regarding this RFQ shall be exclusively directed to the Society as directed above. Respondents are hereby expressly instructed not to otherwise communicate with the Society or any other persons regarding this RFQ. This prohibition is also applicable to Respondent's affiliates, officers, employees, agents, subcontractors, consultants and proposing team members.

**CONFLICTS OF INTEREST AND ETHICS COMPLIANCE:** To avoid situations where a potential or perceived conflict of interest could occur or where an unfair competitive advantage could be obtained or perceived, it is necessary for each Respondent to disclose names and information relating to people who work, directly or indirectly, to respond to this RFQ, as well as people who will do the resultant work if the Respondent receives the contract. The information will be kept confidential and given out only on a "need to know" basis.

Respondent represents, warrants, and certifies that it and its employees engaged in its submission in response to this RFQ are knowledgeable of and understand the Ohio Ethics and Conflicts of Interest laws and Executive Order No. 2007-01S ("Executive Order"). Respondent further represents, warrants, and certifies that neither Contractor nor any of its employees will do any act that is inconsistent with such laws and/or the Executive Order.

**CONTINGENCIES TO AWARD OF CONTRACT:** The Society shall not be required to award a contract to any Respondent that submits a proposal in response to this RFQ. The Society shall, in its sole and absolute discretion, determine which Respondent, if any, shall receive the award. Reasons for non-award of this contract may include, but are not limited to, the Society's dissatisfaction of the submitted proposals, insufficient interest from respondents, withdrawal of one or more of the grants described above that are being used to fund the Project, and/or inability of the Society to get one or more permits necessary

to complete the Project. The final award of the Project is conditional on the Design-Builder executing a written contract acceptable to the Society, in its sole and absolute discretion.

**SUBMISSION DEADLINE:** All Submissions must be received by the Society no later than 4:00 pm on September 8, 2023. Proposals received after this date will not be accepted or considered. The Society expects to award the contract and commence the Project as soon as possible after successful execution of a contract for services between the Design-Builder and the Society.

**CONTACT:** All questions and responses to this RFQ must be emailed to [darrell.baird@hancockfairground.org](mailto:darrell.baird@hancockfairground.org). Questions must be received by August 28, 2023 to allow adequate response time prior to the submission deadline.

The Society reserves the right to reject, in its sole and absolute discretion, any and all proposals, for any reason, to waive technicalities, and to pursue procurement that it deems to be in the best interest of the Society.

Exhibit A

[see attached]

Exhibit B

[see attached]