

Request for Qualifications for Architectural and Engineering Services  
Allen County Department of Job and Family Services

The Allen County Board of Commissioners, on behalf of the Allen County Department of Job and Family Services, is requesting Statements of Qualifications for Architectural-Engineering services. Allen County seeks assistance from architectural/engineering firms with the development of building programming and schematic designs for a potential lease or building to suit facility to accommodate the needs of Allen County Department of Job and Family Services..

Allen County desires to have an architect/engineering firm create program requirements and specification that outlines the needs of Allen County Job and Family Services so Allen County can solicit proposals for new lease or build to suit space in the Lima area. Once proposals for new lease or build to suit facility are received, the architect/engineer would assist Allen County Job and Family Services in analyzing the offered space as to whether it fits the organization's needs.

Expected deliverables from this project will include:

- A space program indicating required square footage, desired features such as location, customer and employee access, parking etc.) and partner agencies.
- A specifications documents that outlines the Job and Family Services space needs, time frame, quality and budget requirements that can be used to solicit competitive proposals from potential landlords, development and design-builders.

Statement of Qualifications received will be evaluated and ranked based on the following information to determine the firm most qualified to provide the required services in the manner determined in the best interest of Allen County.

It is our intention to provide for open competition for the afore-mentioned professional design services, where firm's qualifications are evaluated, and once a firm is selected, fair and reasonable compensation is negotiated. We are inviting interested individuals and firms to submit a Statement of Qualifications which shall evidence their professional qualifications, and related information as follows:

1. General Background of the Firm -- Number of years in business, firm location(s), number of employees by office location, key personnel and disciplines represented (i.e. architects, engineers).
2. Technical Experience -- List experience with County facilities. Provide a detailed description of at least five (5) projects with services provided and contact information of owner.
3. Local Experience -- Provide project experience with local area projects.

4. Process – Provide a description of services and process that will be used to accomplish Allen County Job and Family Services goals.

5. Staff -- Provide names and project roles of staff to be assigned to this project. Include detailed resumes of the assigned staff.

6. Litigation – Provide any recent or current litigation or legal disputes that the firm has in the last ten (10) years.

7. References – Please provide five references that the agency can contact.

To be considered, all Statements of Qualifications must be received in our office on or before 12:00 p.m. on March 11, 2016 at the following address:

Allen County Department of Job and Family Services  
Attn: John C. Folk, Business Administrator  
1501 S. Dixie Hwy.  
P.O. Box 4506  
Lima, Ohio 45802-4506

Statements received after this deadline shall not be considered.

Questions are to be submitted in writing to John C. Folk, Allen County Department of Job and Family Services, via email: [john.folk@jfs.ohio.gov](mailto:john.folk@jfs.ohio.gov). No phone calls please.

Responding firms will be evaluated and ranked in order of their qualifications. As part of the evaluation, Allen County may hold interviews with individual firms. Following this evaluation, the Allen County Board of Commissioners will enter into contract negotiations with the most highly qualified firm.

It is our intent to give reasonable consideration to at least three (3) firms based on their qualifications so as to have one or more alternative firms which could be asked to enter into negotiations, if negotiations with the preferred firm are not satisfactory.

By Order of the Board of Allen County Commissioners

Kelli A. Singhaus  
Clerk of Board

\*\*Please advertise February 19, 2016 and February 26, 2016.