

## **Request for Qualifications for Architectural and Engineering Services Allen County Courthouse Clock Tower**

The Allen County Board of Commissioners (the "Board") is requesting Statements of Qualifications from Architectural-Engineering firms to evaluate the Allen County Courthouse clock tower.

The County Courthouse, completed in 1884, is a three-story historical structure built of limestone in the second empire architectural style.

The preliminary focus of the evaluation is to determine and suggest improvements to correct issues related to water penetration (leaking) in and around the clock tower. The Board wishes to contract with an experienced architectural design firm for technical assistance in the design and implementation of a solution to this issue. A selection of a firm will be based upon specialized experience or technical expertise of the firm and its personnel in connection with similar projects, and also, the firms past record of performance on contracts with this community and other similar clients including quality of work, timeliness and cost control.

It is our intention to provide for open competition for the afore-mentioned professional 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, located within a reasonable distance from the proposed project, to submit evidence of their professional qualifications, and related information as follows:

1. General Background of the Firm -- Number of years in business, firm location, number of employees, disciplines represented (i.e. architects, engineers).
2. Technical Experience -- List experience in evaluation of historic facilities, in particular historic county courthouses. Provide a detailed description of at least 5 projects with services provided, cost of construction and contact information of owner.
3. Local Experience -- Provide project experience in the Lima area and with Allen County.
4. Staff -- Provide names of staff to be assigned to this project. Include detailed resumes of the assigned staff.

To be considered, all Statements of Qualifications must be received in our office on or before 4:00 p.m. on Friday, October 11, 2013, at the following address:

Allen County Board of Commissioners  
Attn: Becky Saine  
301 North Main Street  
PO Box 1243  
Lima, Ohio 45802

Questions are to be submitted in writing to Becky Saine, County Administrator via email at [bsaine@allencountyohio.com](mailto:bsaine@allencountyohio.com). No phone calls please.

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.

\*\*\* Please advertise September 1, 2013 \*\*\*

\*\*\*Please send proof of publication and invoice to:

Allen County Commissioners  
301 N. Main Street  
P.O. Box 1243  
Lima, Ohio 45802

## Professional Services Rating Form

RFQ received from: \_\_\_\_\_

Date: \_\_\_\_\_

Project: Allen County Courthouse Clock Tower Evaluation

### 1.) Qualification of the Firm

Years of Operation

(0-5 years = 0 pts. 5-10 years = 5 pts. 10+years = 10 pts.) \_\_\_\_\_ of 10

Firm Location

(100+ miles = 0 pts. 50-99 miles = 5 pts. 0-49 miles = 10 pts.) \_\_\_\_\_ of 10

Number of Employees

(0-5 employees = 0 pts. 5-20 employees = 5 pts. 20+employees = 10 pts.) \_\_\_\_\_ of 10

Disciplines

(No Engineers on staff = 0 pts. Engineers on staff = 10 pts.) \_\_\_\_\_ of 10

### 2.) Technical Experience

Courthouse Experience

(0 projects = 0 pts. 0-3 projects = 5 pts. 3+projects = 10 pts.) \_\_\_\_\_ of 10

### 3.) Local Experience

Lima Area

(0 projects = 0 pts. 0-5 projects = 5 pts. 5+projects = 10 pts.) \_\_\_\_\_ of 10

Allen County

(0-2 projects = 0 pts. 2-5 projects = 5 pts. 5+projects = 10 pts.) \_\_\_\_\_ of 10

### 4.) Staff

( Poor = 0 pts. Fair = 3 pts. Good = 7 pts. Excellent = 10 pts.) \_\_\_\_\_ of 10

### 5.) Fee

( Poor = 0 pts. Fair = 3 pts. Good = 7 pts. Excellent = 10 pts.) \_\_\_\_\_ of 10

### 6.) Overall impression of firms capacity, ability and experience to perform and administer the services required.

( Poor = 0 pts. Fair = 3 pts. Good = 7 pts. Excellent = 10 pts.) \_\_\_\_\_ of 10

Total Score (Out of 100) \_\_\_\_\_

Comments:

Rated by: \_\_\_\_\_

Signature: \_\_\_\_\_