



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

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Telephone (513) 695-1250

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**TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG**

22-0811

June 07, 2022

APPROVE AND ENTER INTO CONTRACT WITH CHAMPLIN ARCHITECTURE FOR THE WARREN COUNTY FACILITIES MASTER PLAN STUDY, ON BEHALF OF WARREN COUNTY FACILITIES MANAGEMENT

WHEREAS, pursuant to Resolution #22-0500, adopted April 05, 2022, this Board authorized Trevor Hearn, Director of Facilities Management, to initiate negotiations for architectural services with Champlin Architecture relative to the Warren County Facilities Master Plan Study; and

WHEREAS, said negotiations are complete and it is the recommendation of the Director of Facilities Management to enter into contract with Champlin Architecture relative to the Warren County Facilities Master Plan Study; and

NOW THEREFORE BE IT RESOLVED, to approve and enter into contract with Champlin Architecture, 720 Pete Rose Way, Cincinnati, Ohio, for architectural services for the Warren County Facilities Master Plan Study; as attached hereto and made a part hereof.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 7th day of June 2022.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: c/a—Champlin Architecture
Facilities Management (file)



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***TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG***

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

The Warren County Board of Commissioners is requesting sealed Statements of Qualifications from professional firms for the purpose of providing a Facilities Master Plan Study with ending product being a Facilities Master Plan.

The Master Plan Study will help the County improve the design, layout, and utilization of the County's Justice Drive Campus, Silver Street Campus, and multiple other facilities, all located in Lebanon, Ohio.

RFQ documents may be obtained by contacting Trevor Hearn, Director of Facilities Management, at Trevor.Hearn@co.warren.oh.us., or by visiting the Warren County Government website at:

<http://www.co.warren.oh.us/commissioners/Resources/Bids/Default.aspx>

Submissions will be accepted until 4:00pm EST on February 23, 2022

Please contact the Warren County Commissioners Office at (513) 695-1250 if you have trouble with this procedure or if you need additional information on accessing project information on our website. Please be aware that if you are downloading documents for this project, addendums to the scope may be issued prior to the bid date.

By order of the Board of County Commissioners, Warren County, Ohio.

Tina Osborne, Clerk

**Request for Qualifications (RFQ)
for
Professional Services**

Facilities Master Plan Study

The **Warren County Board of Commissioners** (hereinafter referred to as “County”) is requesting Statements of Qualifications (SOQ) from professional firms for the purpose of providing a Facilities Master Plan Study.

Project Description:

The Master Plan Study will help the County improve the design, layout, and utilization of the County’s Justice Drive Campus, Silver Street Campus, and multiple other facilities and grounds, all located in Lebanon Ohio.

The County’s goals to be achieved through this endeavor are as follows:

- Correlate operational space needs with current facilities to determine adequacy and opportunities for enhancement.
- Identify opportunities for changes in the built environment to improve operational efficiencies, enhance safety & security, and improve the quality of the public experience.
- Explore future growth projections and develop a proposed timeline of facilities enhancements to meet the needs resulting from those projections.
- Provide estimates of construction costs for proposed enhancements including any renovation, expansions, new construction, demolition, and site improvements, along with a general prioritization of development.
- Develop a final product of a full master plan inclusive of the above items.

Submittals:

Interested individuals or firms should submit 3 copies of their SOQs, enclosed in a sealed envelope. The envelope shall be plainly marked on the outside **"Warren County Facilities Master Plan Study RFQ"**

SOQs must be delivered to the following address, before the submittal deadline:

Trevor Hearn, Director
Warren County Department of Facilities Management
406 Justice Drive
Lebanon, Ohio 45036

The County reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

Submittal Deadline:

SOQs will be received until **4:00 pm EST on February 23, 2022.**

Anticipated Schedule:

It is anticipated that the Master Plan Study will begin immediately upon contract acceptance per resolution by the Warren County Board of Commissioners.

Questions, Clarifications and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Trevor Hearn, Director of Facilities Management, at **Trevor.Hearn@co.warren.oh.us**. Questions will be reviewed and the County will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers.

Qualifications:

Submittals should include the following:

1. Information about the firm's history.
2. Education, technical training, and experience of owners and key personnel.
3. The firm's experience in providing substantially similar services in Ohio.
4. Ability of the firm to provide services in an efficient and timely manner.
5. The firm's location and proximity to the site for the purpose of attending meetings.
6. List of consultants used to provide any services not performed by the firm.
7. Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of three (3) relevant projects involving similar services performed by the firm during the past eight years. Include the following information for each project:
 - a. Project owner, name of project and location
 - b. Brief description of the project
 - c. Year services were completed or anticipated completion date
 - d. Reference contact person and phone number
8. The ability of the individuals identified by the firm who will be responsible for providing services, to communicate with the Owner.
9. Professional Liability Insurance Coverage & Claims History – The firm's insurance coverage, including errors and omissions. Include:
 - a. The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
 - b. Specific information about any claims asserted against the firm or its professional liability carrier within the last 5 years, including the resolution of the claim(s)

Additional Information Requested for the Project:

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

1. Identify the principal in charge of the Project and the Project Manager, as well as any other individuals assigned to the Project, together with the education, technical training, and experience of these individuals, to the extent it has not been provided in the firm's qualifications.
2. Describe the steps the firm will take to coordinate and carry out the Study with the County.
3. The firm's practices with respect to site visits.
4. Proposed timeline for completion of the Project.
5. Provide specific information on the Facilities Master Plan Study development and the firm's experience over the past 5 years with preparing similar studies while staying within the initial budget.
6. Any statistics kept internally on change order history and project completion, recognizing that each change order is unique as to its causes. The County is interested in information that will show consideration of budget requirements.
7. List a maximum of three (3) specific and unique qualities that set your firm apart from others in relation to this Project.

Evaluation:

As required by Ohio Revised Code, Section 153.65 et. seq., responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the individual project teams from the firms determined to be most qualified may or may not be asked to meet with County representatives to present the firm's qualifications and proposed approach for the Project before final selection is made. Following this evaluation, Warren County will enter into contract negotiation with the firm deemed to be the most qualified.



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TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG

22-0500

April 05, 2022

SELECTION OF AN ARCHITECTURAL FIRM FOR THE FACILITIES MASTER PLAN STUDY

WHEREAS, this Board of County Commissioners (the "Board") of the County of Warren, Ohio (the "County") recognizing the need for a facilities master plan study of the Justice Drive Campus, Silver Street Campus, and other County facilities in Lebanon, Ohio, directed the Warren County Facilities Management Department on January 25, 2022, through Resolution 22-0155, to issue a Request for Qualifications for professional services for the study; and

WHEREAS, Section 153.65-71 of the Ohio Revised Code identifies the requirements and procedures for procuring the services of an architectural firm for the development of a master plan study; and

WHEREAS, eight qualification submittals from architectural firms were received on February 23, 2022; and

WHEREAS, this Board on March 15, 2022 adopted Resolution 22-0364 that appointed a committee to review qualification submittals from architectural firms and upon adoption, the submittals were reviewed and evaluated by said committee; and

WHEREAS, the Facilities Management Department requests authorization to begin negotiations with the top ranked architectural firm; and

NOW THEREFORE BE IT RESOLVED, to direct the Facilities Management Department to initiate negotiations with Champlin Architecture for the respective architectural services.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 5th day of April 2022.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: Facilities Management (file0
Bid file
Project file