

## **REQUEST FOR QUALIFICATIONS FOR CRITERIA ARCHITECT/ENGINEER SERVICES**

The Village of Kelleys Island (the "Owner") in accordance with Ohio Revised Code Sections 153.65 through 153.71 intends to contract with a professional design firm for criteria architect/engineer services ("Criteria Architect Services") in connection with the Project as described below:

### **I. Project Description**

The "Project" will consist of an expansion to the existing pre-package WWTP with an additional 80,000 GPD pre-package WWTP to treat the area depicted on the attached service area.

The components shall include the following items but not be limited to:

- Influent Augar Screen
- 36,000 Gallon Flow Equalizer
- 20,000 Gallon Sludge Holding
- 80,000 Gallon Aeration/Clarifier
  - designed to be scaled down to meet varying flows
- 5,000 Gallon Dosing Tank
- MFC Cloth Filder in Fiberglass Building
- UV/Post Aeration

### **II. Scope of Criteria Architect Services**

The Criteria Architect Services may include but are not limited to: assessing the needs of Owner; development of conceptual plans, specifications and design criteria and construction documents; assisting the Owner in evaluating statements of qualifications from design build contractors, local, state and federal permitting as required, review and evaluation of technical pricing proposals of a design-builder; evaluation of a design-builder's guaranteed maximum price proposal; construction phase, closeout phase and post-closeout phase services; and such additional services as may be necessary or appropriate.

### **III. Evaluation Criteria for Selection**

Statements of qualifications should separately describe the firm's capabilities to provide the Criterial Architect Services, and the statements of qualifications should include:

- a) a cover letter that provides the name, address and phone number of the office where the personnel assigned to the Project will be based and principal contact person;
- b) company overview including the number of years of existence, legal form of firm, location of home office, number of licensed professionals and general firm history;
- c) the technical training, educations and experience of the firm's owners and key personnel who will be assigned to perform services on the Project;
- d) the technical training, education and experience of the firm's current staff;
- e) relevant past work and performance of the firm's prospective consultants and the firm's previous experience when working with its proposed consultants;
- f) the firm's experience in performing engineering studies and construction administration;
- g) availability of staff;
- h) the firm's equipment and facilities and the location, availability and accessibility of facilities and equipment to support staff activities on the Project;
- i) experience in new construction, renovations and additions;
- j) specification writing credentials and experience;
- k) experience with the design-build delivery method;
- l) services that the firm typically performs in-house versus services that the firm typically performs through a consultant;
- m) the firm's record keeping, reporting, monitoring and other information management systems, including scheduling and cost control systems;
- n) any previous work performed in connection with the Owner or any other political subdivisions;
- o) the firm's experience with the governmental and quasi-governmental entities with jurisdiction over the Project and their requirements;
- p) proximity of the firm to the Project site;

q) the firm's track record and ability to deliver a project on scope, on time and within budget; and

r) other similar information.

#### **IV. Questions and Inquiries**

Questions regarding interpretation of the content of this Request for Qualifications must be directed by e-mail to:

David Lambros, Village Solicitor  
Village of Kelleys Island  
Email: dalambros@gmail.com

The subject line of the e-mail should clearly read "Request for Qualifications for Criteria Architect Services".

It is therefore imperative that firms provide full and accurate contact information to the Owner, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record.

Firms considering responding to this Request for Qualifications are strictly prohibited from communicating with any member of the Owner's staff or representatives of the Owner except as set forth in this Part IV.

#### **V. Submittal Instructions**

Firms interested in being considered should submit one electronic copy of the firm's statement of qualifications by e-mail to:

David Lambros, Village Solicitor  
Village of Kelleys Island  
Email: dalambros@gmail.com

The subject line of the e-mail should clearly read "Statement of Qualifications for Criteria Architect Services". Statements of qualifications must be submitted not later than 2:00 P.M., Eastern Time, on May 23, 2024. Statements of qualifications submitted after this date and time will not be accepted.

#### **VI. Selection Process**

Responding firms will be evaluated separately by the Owner's selection committee and ranked in order of their qualifications. The selection committee's recommendation will be forwarded to the Owner for final approval. As part of this evaluation, the Owner may hold interviews with individual firms. The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed.