

ROSS COUNTY BOARD OF COMMISSIONERS REQUEST FOR QUALIFICATIONS FOR ROSS COUNTY FACILITIES AND SPACE NEEDS ASSESSMENT

Dated: September 29th, 2025

Project Owner: Ross County Board of Commissioners

Project Name: Ross County Facilities and Space Needs Assessment

Project Location: Ross County, Ohio

Deadline to Submit Qualifications: 12:00 p.m. local time, Friday October 31st, 2025

Procurement: Qualifications Based Selection (ORC 153.65 through 153.71)

Project Summary:

The Ross County Board of Commissioners seeks Statements of Qualifications from individuals/firms for a comprehensive Facilities and Space Needs Assessment. This plan will evaluate current facility conditions, space utilization, and project future needs, identifying improvement, consolidation, or new construction opportunities. The assessment will inform strategic planning, capital budgeting, and facility investment decisions for the next 20 years. See attachment A Preliminary Scope of Services.

Qualifications received may be retained in a file maintained by the Owner for design professional qualifications, unless the firm specifically requests not to be included in this file; each firm is requested to provide annual updates to the qualifications to keep them current. The file may be used for projects or design needs for which design fees are estimated to be less than \$50,000.

Submittals:

Interested individuals or firms must submit **3 hard copies and 1 electronic copy in PDF format** on a flash drive, of their SOQs, enclosed in a sealed envelope. The envelope shall be plainly marked on the outside:

ROSS COUNTY FACILITIES AND SPACE NEEDS ASSESSMENT DESIGN PROFESSIONAL QUALIFICATIONS

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

Ross County Board of Commissioners
ATTN: Brad Cosenza
2 N. Paint Street, Suite H
Chillicothe, Ohio 45601

Hand deliveries must be made during the Owner's operating hours. Respondents are responsible for confirming current operating hours.

The Owner 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.

Questions, Clarifications and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Brad Cosenza, at bradcosenza@rosscountyohio.gov by **5pm, 7 days prior to the submittal deadline**. Questions will be reviewed, and the Owner 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.

Project Description:

This plan will inventory and evaluate existing county-owned or leased facilities based on programmatic needs, and space utilization, to project future needs, and identify improvement, consolidation, or new construction opportunities. The assessment will inform strategic planning, capital budgeting, and facility investment decisions for the next 20 years. See attachment A Preliminary Scope of Services.

The Owner anticipates that the selected Design Professional(s) will assist with planning and developing the scope for the project and participate in or lead meetings with the Owner's staff and to the extent feasible, incorporate their input. The Owner anticipates that the selected Design Professional will assist with developing the schedule for the project.

Qualifications:

Submittals should include the following:

1. Firm's History (10 points) – Information about the firm's history (number of years in business, etc.).
2. Education & Technical Expertise, and Experience of key personnel (20 points). Identify your firm's assigned team for the project. Provide the education, technical training, and experience of the principal in charge of the project, and the project manager, as well as any individuals assigned to the project, and proposed consultants if any. Detail the assigned team's experience in providing similar services.
3. Workload (10 points). – Describe the current workload and availability of the firm and personnel assigned to the Project team
4. Past Performance based on References and Client Satisfaction (20 points). Past performance as reflected in evaluations of previous and current clients. Please include at least three (3) relevant projects involving similar services performed during the past 10-years. Provide owner information, contact information, and a brief description.
5. Past Performance with Owner (10 points) – Describe the firm's past experience with the Owner, if any.

6. Proximity to the Ross County (10 points) – The firm's location and proximity to Ross County for purposes of site visits and attending meetings with the Owner.
7. Understanding of Project and Proposed Approach (10 points)
8. Professional Liability Insurance Coverage & Claims History (10 points) – Include:
 - The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
 - Specific information about any claims asserted against the firm or its professional liability carrier within the last five years, including the resolution of the claim(s);
 - Any statistics kept internally on change order history, project completion, and budget considerations, recognizing that each change order is unique as to its causes. The Owner is interested in information that will show consideration of budget requirements; and
 - Specific information about any claims asserted by the firm within the last five (5) years, including the resolution of the claim(s).

Pre-Submittal Site Visit:

During the RFQ phase, Respondents may visit the site, after submitting a written request that is approved in advance. Such written request must be made by email to Brad Cosenza, at bradcosenza@rosscountyohio.gov. The Owner reserves the right to have a representative present.

Evaluation & Selection:

Firms submitting SOQs will be evaluated and the Owner will select and rank no fewer than three firms which it considers to be the most qualified to provide the required professional design services, except when the public authority determines in writing that fewer than three qualified firms are available in which case the public authority shall select and rank those firms. Such evaluation and selection is subject to the Owner's absolute right to stop the process and refrain from entering into any contract.

The Owner may require additional information from one or more Respondents to supplement or clarify the SOQs submitted. The individual project teams from select firms may be asked to meet with Owner representatives to present the firm's qualifications and proposed approach for the Project before final ranking and selection is made. The individual team members that will be involved with the Project must attend such meeting.

Upon selection of the firm determined to be most qualified to provide the requested services, the Owner reserves the right to negotiate the price for services to be provided. If the Owner and the selected firm agree to a price and scope of services, The Owner reserves the right to take any action affecting the RFQ process or the Project that it deems to be in its best interest. Qualifications received may be retained in the file maintained by the Owner for design

professional qualifications; each firm is requested to provide annual updates to the qualifications to keep them current.

The final scope, fee, contract, and schedule will be negotiated upon selection of the most qualified firm. The County and the Consultant will execute a formal agreement, including provisions for termination, liability, ownership of work product, confidentiality (if needed), etc.

ATTACHMENT A: PRELIMINARY SCOPE OF SERVICES

The selected firm will be expected to perform services including, but not limited to:

1. Inventory and assess all applicable county facilities (including building conditions, code compliance, capacity, and functionality).
2. Conduct stakeholder engagement with department heads, elected officials, and facility users.
3. Analyze current space utilization and operational workflows.
4. Develop future space requirements based on population trends, department growth, and service demands.
5. Identify facility gaps, redundancies, and underutilized spaces.
6. Develop a comprehensive Facilities Master Plan including:
 - a. Executive summary
 - b. Existing conditions analysis
 - c. Space needs projection
 - d. Facility recommendations (improvements, consolidation, new construction)
 - e. Conceptual layout options (as applicable)
 - f. Phasing plan
 - g. Cost estimates
 - h. Prioritization matrix
7. Ensure Integration and/or Compatibility with Comprehensive Plan(s)
8. Present findings and recommendations to the Ross County Commissioners, other Elected Officials, and Department Heads.