

RESOLUTION ORDERING STATEMENTS OF QUALIFICATIONS TO ESTABLISH A FILE OF QUALIFIED DESIGN PROFESSIONALS AND PRE-QUALIFY ARCHITECTURAL/ENGINEERING FIRMS FOR ASHTABULA COUNTY

WHEREAS, this Board of County Commissioners seeks to solicit Statements for Qualifications for Architectural/Engineering Services in accordance with ORC 153.68 for contracts for the following services:

Architect and engineering planning services (may include conceptual planning, feasibility studies and facilities plans for renovation/construction of County facilities); for detail; production of construction contract documents; estimation of construction costs; and construction administration of the proposed project; and Mechanical and/or electrical design of equipment installation or modification within a facility (may include preparation of detailed plans, specifications, material lists, schematic drawing or process design memorandums).

WHEREAS, this Board would concur to order Statements of Qualifications to pre-qualify firms beginning June 23, 2025 through June 22, 2026; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the Requests for Qualifications will be received until 2:00 p.m. on June 12, 2025 for Architectural/Engineering services in accordance with specifications now on file in this office. The Clerk of the Board is hereby ordered to advertise in the newspaper, post notice as required by law and on the website at www.ashtabulacounty.us/bids.

BE IT FURTHER RESOLVED, If a firm fails to submit a Statement of Qualifications by the deadline of June 12, 2025 at 2:00 p.m., the Board of Commissioners reserves the right to place any subsequently received SOQ on file and, at their discretion, pre-qualify the firm at a later date.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2025-241

May 21, 2025

**RESOLUTION ORDERING STATEMENTS OF QUALIFICATIONS TO ESTABLISH A
FILE OF QUALIFIED DESIGN PROFESSIONALS AND PRE-QUALIFY
ARCHITECTURAL/ENGINEERING FIRMS FOR ASHTABULA COUNTY**

Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

Kathryn L. Whittington

Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

**STATEMENT OF QUALIFICATIONS (SOQ)
TO ESTABLISH A FILE OF QUALIFIED DESIGN PROFESSIONALS AND
PREQUALIFY
ARCHITECTURAL/ENGINEERING SERVICES
For
ASHTABULA COUNTY**

The Ashtabula County Board of Commissioners is requesting qualified design professionals and professional architectural/engineering (A/E) services, Statements of Qualifications in accordance with ORC 153.68. Statements of Qualifications will be received at the Ashtabula County Board of Commissioners, Attn: Lisa Hawkins, Clerk of the Board, 25 W. Jefferson St., Jefferson, OH 44047 until 2:00 p.m. on Monday, June 9, 2025, for contracts to provide Architect and Engineering planning services on an “as needed” basis. The Board of Commissioners of Ashtabula County is requesting that the architect/engineer submit a current statement of qualifications annually. These services are of a professional and noncompetitive nature.

It is in your best interest to submit your Statement of Qualifications (SOQ) by the deadline of June 9, 2025, at 2:00 p.m. If you fail to submit your SOQ by this deadline, please be advised that the Board of Commissioners reserves the right to place any subsequently received SOQ on file and, at their discretion, pre-qualify the firm at a later date.

Consultants will be selected and pre-qualified to provide services for the following purposes:

Architect and engineering planning services (may include conceptual planning, feasibility studies and facilities plans for renovation/construction of County facilities); for detail; production of construction contract documents; estimation of construction costs; and construction administration of the proposed project; and Mechanical and/or electrical design of equipment installation or modification within a facility (may include preparation of detailed plans, specifications, material lists, schematic drawing or process design memorandums).

Submittals shall comply with the standards set forth in the Statement for Qualifications for Architectural/Engineering Services (SOQ), available for download from the Ashtabula County website at www.ashtabulacounty.us/bids.

Questions will be accepted in writing only, to the attention of Ashtabula County Commissioners, Attn: Katelin Lamson, Senior Project Manager, 25 W. Jefferson St., Jefferson, OH 44047 or via email at: kmlamson@ashtabulacounty.us.

EVALUATION CONSIDERATIONS

The following are the primary evaluation considerations that the County plans to utilize to select the best qualified firms. Selection is subjective in many areas and the decision of the County selection committee will be final and not subject to re-evaluation by the firms

submitting a Statement of Qualifications. Interested consultants shall submit four (4) copies of their SOQ's with the following information:

1. Firm name, address, telephone number and e-mail address.
2. Firm profile and history
3. Names of principals of the firm and state in which they are registered.
4. Types of services for which the firm is qualified and wishes to be considered for
5. Technical Training, Education and Experience of Key Personnel
6. Experience with government projects
7. Number of staff available for assignment.
8. Outside consultants and associates usually retained, identify known MBE's.
9. Examples and lists of similar completed projects on which the Firm was principle consultant.
10. Demonstrated ability to produce designs requiring minimal change orders
11. Experience with renovation, repair, energy conservation and sustainability
12. Experience with interior and exterior building components and systems
13. Construction administration experience
14. References
15. Sample listing of projects

STATEMENTS OF QUALIFICATIONS

The specific format of the Statement of Qualifications (SoQ) shall be per the responding firm's judgment. In general, SoQ's shall be organized in a manner that will facilitate the evaluation of the responding firms under the considerations stated herein. It is desirable that the responding firms SoQ's specifically address each evaluation consideration. Additional information over what is listed for each criterion in the preceding section that is deemed relevant may be submitted. The County requests that in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope for a detailed project description. The selected project shall be a project that has been completed for at least three years but no more than ten years.

INTERVIEWS

The County reserves the right to conduct face-to-face interviews with any, all, or none of the responding firms. In the event the County selection committee deems interviews necessary to select the best firms, the County will establish a meeting at a mutually acceptable time. The County selection committee will meet with key members of the firm's proposed project team. It shall be the selection committee's sole decision on which firm's interviews are held.

The qualified firms shall be considered pre-qualified and shall be selected on an "as needed" basis to provide architect and engineering and planning services until June 22, 2026. Statement of Qualification's may be submitted at any time to be kept in the file of qualified design professionals and pre-qualified at the Board of Commissioners discretion.

The above selection process does not preclude the Ashtabula County Board of

Commissioners from going through a separate qualifications-based selection process for individual projects, if deemed necessary.

NOTICE OF POLICY

The County retains the option of rejecting or accepting any Statements of Qualifications. County and any selected firm may negotiate a contract or contracts based on the contract templates approved by the Ashtabula County Prosecutor. Should a firm be selected and the County cannot negotiate a contract with the selected firm, the County shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm it deems next best qualified. If negotiations again fail, the same procedure shall be followed with each next best qualified firm selected until a contract is negotiated. However, the County retains the right to reject all SoQ's and initiate the process of obtaining Statement of Qualifications from qualified firms at a later date.

It is the policy of the County that all original design documents, construction tracings, legal documents, reports, studies, and other data produced as a direct result of the services performed under the contract shall become the property of Ashtabula County. Any copyrighting of material produced as a result of the services performed shall be in Ashtabula County's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the County as a licensed user and shall provide the County with one complete copy of the licensed material.