



## **Municipal Courthouse Design REQUEST FOR QUALIFICATIONS**

**10-09-2024 Posting Date**

**PID No. 2040701**

**City of Mount Vernon, Ohio**

**Response Due Date: 11-12-2024 3:30 PM**

### **Design Report Available - NDA Required**

A Design Report is available upon request with the completion and submission of the [Non-Disclosure Agreement](#) to [DSM@MountVernonOhio.org](mailto:DSM@MountVernonOhio.org). The printed Design Report can be shipped via UPS, with a valid UPS account number for third party billing.

### **Communications Restrictions**

**Please note the following policy concerning communication between Architects and the City of Mount Vernon during the announcement and selection process:**

During the time period between advertisement and the announcement of final architect selection, communication with architects (or their agents) shall be limited as follows:

#### **Communications which are strictly prohibited:**

Any discussions or marketing activities related to this specific project.

#### **Allowable communications include:**

Technical or scope of services questions specific to this project or Lol requirements.

#### **Allowable communications but limited:**

Each architect is allowed three (3) "just checking in" communications. After three (3), points will be deducted.

### **Project Description**

Background:

- 1) This project will be funded by USDA/RD (United States Department of Agriculture Rural Development).
- 2) The Architect shall comply with Rural Development Regulations and submittals requirements.
- 3) This project shall comply with the Build America, Buy America Act's requirements for domestic purchasing preference.
- 4) This project may be funded by FEMA (Federal Emergency Management Agency)



- 5) The Architect shall comply with FEMA Regulations and submittals requirements.

**The services include the following:**

- 1) Design and permitting of new Municipal Courthouse at 3 N Gay St, Mount Vernon, OH 43050.
- 2) Grant applications for USDA Rural Development, FEMA Safe Room, and others.
- 3) Support during construction.
- 4) Conduct environmental studies (if necessary).
- 5) State Historic Preservation Office coordination.

**Selection Subfactors**

After the Response Due Date each applicant is allowed up to three total of the following: check-in call, email, or stop-by. Exceeding this limit shall reduce the applicant's score.

**Estimated Date of Authorization**

It is anticipated that the selected Architect will be authorized to proceed by December 31, 2024.

**Completion Schedule**

The contract for design purposes is expected to be awarded in 2024.

The Construction Management At-Risk is expected to be awarded in 2025. (Note: advertisement for Construction Management At-Risk is Not part of this solicitation.)

**Suspended or Debarred Firms**

Companies and individuals included on the current Federal list of companies or individuals suspended or debarred are not eligible for selection.

**Compliance with Title VI of the Civil Rights Act of 1964**

The City of Mount Vernon (the City), in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

**Selection Procedures**

The City will directly select an architect based on the Letter of Interest (LoI), reference checks, and interviews. The requirements for the LoI and the Architect Selection Rating Form that will be used to select the architect are shown below.

40 Public Square  
Mount Vernon, OH 43050  
engineer@mountvernonohio.org



Phone 740-393-9528  
Fax 740-397-6595  
www.MountVernonOhio.org

Firms interested in being considered for selection should respond by submitting four (4) paper copies and one (1) Portable Document Format (PDF) of the Letter of Interest to the following address **by 3:30 PM on the response due date** listed above.

Brian W. Ball, P.E.  
City Engineer  
engineer@mountvernonohio.org  
Room 103  
40 Public Square, Mount Vernon, OH 43050

Responses received after 3:30 PM on the response due date will not be considered.

### **Completed planning documents:**

The completed planning documents generally outline the selected alternative for this project. Completed planning documents are available as described in Exhibit 2.

### **Standard Terms and Conditions**

Architect must accept City standard Terms and Conditions. However, the standard Terms and Conditions will be open for comments.

### **Requirements for Letters of Interest**

- A. Instructions for Preparing and Submitting a Letter of Interest
1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
  2. Letters of Interest shall be limited to twenty-five (25) 8½" x 11" single-sided pages, including photos and exhibits, plus three (3) pages for the Project Approach (Item B.4 below).
  3. Please adhere to the following requirements in preparing and binding Letters of Interest:
    - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
    - b. Page numbers must be centered at the bottom of each page.
    - c. Use 8½" x 11" paper only.
    - d. Four (4) paper copies, 1 Optical Character Recognized Portable Document Format (PDF)
    - e. Binding of any type is allowed.



**B. Letter of Interest Content**

1. List all sub-consultants to architect with the type and percentage of work to be performed by each.
2. List the Project Manager and other key staff members, including key sub-consultants to the architect. Include staff members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted. Use of small business(s) in this project.

3. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
4. Provide a description of your Project Approach, not to exceed two pages. Confirm that a representative of the architect has visited the site. Address the architect's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Innovative ideas; 5) Project specific plan for ensuring increased quality, buildability, constructability, operability, environmental, and sustainability of this facility; 6) (See Exhibit 3).

Items 1 thru 3 must be included within the 10-page body of the Lol. Remaining space within the twenty-five (25) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

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 Mount Vernon, OH 43050  
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## Architect Selection Rating Form

**Project:** Municipal Courthouse Building Design

**PID No:** 2040701

**Project Type:** Design

**Selection Committee Members:**


**Architect Name:** \_\_\_\_\_

Category	Total Value	Scoring Criteria	Score
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Sub-Consultants to Architect	20	See Note 2, Exhibit 1	
Architect's Current Workload/ Availability of Personnel	10	See Note 3, Exhibit 1	
Architect's Past Performance	25	See Note 4, Exhibit 1	
Project Approach	20	See Note 5, Exhibit 1	
Excess Communication and following the Instructions of this Request	15	See Selection Subfactors	
<b>Total</b>	<b>100</b>		



### **Exhibit 1 - Architect Selection Rating Form Notes**

1. The proposed project manager for each architect shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City and other agencies. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including sub-consultants to architect, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring. Use of small business(s) in this project.

As above, other agencies may be contacted.

3. The architect's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of an architect (or architects) rated higher in other categories to complete the work with staff members named in the letter of interest.
4. The architect's past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked architect receiving a commensurately greater number of points.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

5. The architect's project approach shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider the architect's proposed timeline, attention to protecting the premises against damage, plans for reduction of waste, and innovation.
6. Approach to this project.



**Exhibit 2 – Completed planning documents:**

Mount Vernon Municipal Courthouse Design Report, October 5<sup>th</sup>, 2023 is available upon request from the City Engineer after signing a non-disclosure agree.

**Exhibit 3 – Required Design Criteria**

1. Well-insulated above minimum standards
  2. Sustainability
  3. Operations and Maintenance costs low
  4. Solar panels
  5. Retail spaces with security walls
  6. Historic look in accordance with downtown Mount Vernon, Ohio
  7. Outdoor staff spaces
  8. Quality breakrooms / lunch areas
  9. Ease of public use
  10. Ease of employee use
  11. Mechanical equipment to be easily serviceable
  12. Court 1 elevator must open to rooftop
  13. Design with LEED in mind
  14. Court security
  15. Threat resistant facility
- END OF LIST.