

CUYAHOGA COUNTY
Cuyahoga County Regional Crime Laboratory Project
11001 Cedar Avenue, Cleveland, Ohio 44106

ARCHITECTURAL AND ENGINEERING SERVICES
- REQUEST FOR QUALIFICATIONS -
October 15, 2010

The **Cuyahoga County Board of Commissioners** in concert with the **Cuyahoga County Coroner** intends to renovate the 3rd floor of the Coroner's Building to house the Cuyahoga County Regional Crime Laboratory. The scope of work shall include the architectural and engineering services (programming, pre-design, schematic design, design development, construction documents, construction administration, bid and award, construction administration) to renovate the space to accommodate Evidence Storage, Fingerprint Laboratories and Offices, Fingerprint Storage, Automated Fingerprint and Information System (AFIS), and a Drug Laboratory. Projected services include but are not limited to: architectural, interior design, structural, plumbing, fire protection, HVAC, electrical, technology, and audio/video.

In this regard, the County through Robert Madison International as the County's contracted A/E partner prepared a feasibility study dated July 30, 2010 outlining the preliminary needs. This report will serve as the County's starting point for the scope of work and is available to firms interested in submitting qualifications for this project. The study may be obtained by e-mailing the contact below at jross@cuyahogacounty.us, who will send an electronic version to interested parties. This study is necessary to develop a formal proposal and submittal of a proposal without requesting a copy of the study will be grounds for rejecting any proposal.

In order to expedite the selection process and emphasize our intention to retain a firm/team with expertise in Coroner/Crime Laboratory work or a related specialty, we ask that only firms with at least five (5) years experience in this specialized area submit a qualification statement.

Solicitation for architectural services for this project shall ensue in a single phase, with firms submitting a **Qualifications Statement** regarding experience and a **Formal Proposal** based on the feasibility study. The County will shortlist for interview purposes based on the submitted information, with between three and five firms anticipated for inclusion in an interview process. Based on the interview process, the County will rank the top three firms in numerical order and authorize negotiations with the recommended firm. Board policy conforms to the Design Professional Selection Law – Ohio Rev. Code 153.65-.71.

The County is seeking 30% Small Business Enterprise (SBE) participation through the County's SBE program. An SBE packet may be obtained from the County's Office of Procurement and Diversity, and questions regarding SBE participation may be directed to Nancy Mercado, Senior Contract Compliance Officer, at (216) 443-7230.

**Cuyahoga County Regional Crime Laboratory Project
Architectural and Engineering Services Request for Qualifications**

Interested parties are asked to provide the *Qualifications Statement* and *Formal Proposal* in the following manner.

- 1. Describe the expertise and experience of your firm in institutional Coroner/Crime Laboratory or related specialty work. Firms that can show evidence of experience in the \$1-2 million construction value in these areas shall be vigorously pursued.**
- 2. Describe the performance record of your firm with regard to quality, ability to conform to schedules, cost estimation and control thereof.**
- 3. Provide an organizational chart identifying the key personnel and firm for this project.**
- 4. Based on your review of the feasibility study. Provide a tentative project schedule.**
- 5. Include at least three (3) letters of reference from previous clients of not earlier than 2008. Letters should include confirmation that the project was of a Coroner/Crime Laboratory or related specialty.**
- 6. Provide a formal proposal (no fee estimate) based on the Robert Madison International feasibility study. This proposal should explain the firm's process for design and construction, noting key issues that should be considered and a recommended schedule.**
- 7. The formal proposal must incorporate your SBE participation efforts. Your efforts to meet the SBE participation goal must be documented by the submission of completed SBE forms.**

The *Qualifications Statement* should be confined to not more than five (5) pages. Reference letters and photo/brochures may be included as addenda. The formal proposal should be no than 10 pages. Six (6) copies of the packet should be forwarded by 2:00 P.M. on Tuesday, December 14, 2010 to the attention of:

**JAY ROSS, DIRECTOR
CUYAHOGA COUNTY CENTRAL SERVICES
1642 LAKESIDE AVENUE
CLEVELAND, OHIO 44114**

Proposals received after the above deadline will be returned unopened to the vendor.

Thank you for your interest in working with Cuyahoga County and questions may be directed to Jay Ross at (216) 443-6992.