

REQUEST FOR QUALIFICATIONS

GUERNSEY COUNTY JAIL, DESIGN FOR INSTALLATION OF HOUSING ADDITION

COUNTY of GUERNSEY

RFQ #__25-01__

INTRODUCTION

The County of Guernsey is soliciting Statement of Qualifications from Professional Architectural / Engineering Service Companies as defined in O.R.C. 4733.01 for professional services for the purpose of designing an inmate housing addition at the Guernsey County Jail.

PRE-SUBMITTAL INQUIRIES

Pre-submittal procedural or technical inquiries may be directed to:

Jennifer Douglas, Clerk
Guernsey County
627 Wheeling Ave, Suite 300
Cambridge, OH 43275

Office Phone: (740) 432-9200
Office Fax: (740) 432-9359
jdouglas@guernseycounty.org

Guernsey County requires that other Guernsey County management and employees not be contacted by vendors during the evaluation process. Failure to comply with this requirement may disqualify those proposals from further consideration. Contact is limited to the Guernsey County RFP Representative listed above for technical and procedural inquiries.

BACKGROUND

Due to the increased inmate population at Guernsey County Jail and to remain in compliance with the State of Ohio jail standards the County needs to increase the number of available beds for all classification levels. This project has received funding from the State of Ohio through the Bureau of Adult Detention.

The project includes an approximate 8,007 sf, 66-Bed dormitory addition. This addition is proposed to be along the southeast of the existing jail with a connection corridor passing through the existing outdoor recreation area.

RFQ REQUIREMENTS

The Statement of Qualifications shall be complete and address each of the following sections. The Statement must be typed or computer printed on 8.5" x 11" paper with each answer or description in the order given below. Submit one (1) copy of the complete Statement of Qualifications in pdf format via CD or USB storage device. A fee for the report shall not be provided in this proposal. The fee for the report will be negotiated with the selected Company.

1. **Organization Chart** — Provide an organization chart of the proposed team, which identifies the Company employees and any Sub-consultants specific to this project. The chart should show the organizational structure of the team; the scope of services provided by each team member and provides names of all key personnel. Include specialty Sub-consultants that you would expect to use on this type of project Also include a brief description of the experience that this team has had working together on previous projects.
2. **Firm Description** — Provide a complete description for each firm on the Organization Chart including name, address, telephone and web site of the firms; firm history and organization; If the firm has more than one office, provide a general description of the overall firm with detailed information about the specific office assigned to this project.
3. **Key Personnel** — Identify the key personnel, and their backups, for the Company and each Sub-consultant that will be assigned to this project, including project principal, project manager, and lead Engineer. Include resumes and project experience of each person with emphasis on experience with similar projects: responsibilities, years of experience in total and with current firm, and contact information for 2 (two) references for each key person. The reference names shall be of the person who the key person interacted with on the most recent sanitary sewer projects.
4. **Experience** - Describe the 3 (three) most current jail facility or similar installation projects the specific team proposed by the Company has successfully provided their services. The descriptions should include:
 - client name, contact person, address, email address, and telephone number
 - Project Scope
5. **Project Approach** - Describe the approach you would use in providing services for this project. Include the techniques, procedures, documents and tools you would use, and the effort, input and/or information you would need from the County.

SUBMISSION REQUIREMENTS

- A. The statement of Qualifications shall be submitted in a sealed envelope clearly marked:
Guernsey County Jail, Design for New Housing Addition, RFP # __25-01_____, to:
Guernsey County Board of Commissioners
627 Wheeling Ave, Suite 300
Cambridge, OH 43275
Attn: Jennifer Douglas, Clerk

- B. Documents must be received, regardless of the postmarked date, no later than **12:00 noon, August 6, 2025**. Late or facsimile proposals will not be accepted. It is the Firm's responsibility to ensure that its proposal is delivered and received at the location specified herein, on or before the date and time set. Proposals received after the date and time specified will not be considered.
- C. All documents received shall remain confidential until the contract(s), if any, resulting from this RFQ, are awarded. Thereafter, all information submitted in response to this RFQ shall be deemed public record. In the event that a Firm desires to claim portions of its Proposal as exempt from disclosure, it is incumbent on the Firm to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. The County will consider a Firm's request for exemption from disclosure. However, the County will make its decision based upon applicable laws. An assertion by the Firm that the entire Proposal is exempt from disclosure will not be honored.
- D. The Firm is solely responsible for the costs incurred in preparing its Statement of Qualifications. The County of Guernsey will provide no compensation for such costs.
- E. The County of Guernsey reserves the right to reject any or all Proposals for any reason, to withhold consideration of incomplete responses, to waive informalities or request additional information of the Firms at its discretion and reserves the right to terminate the solicitation and/or evaluation process at any time.
- F. Acceptance of a Statement of Qualifications Proposal response, or other material during the selection process, does not constitute a contract and does not oblige the County of Guernsey to award funds. Funding is subject to final contract approval by the Guernsey County Board of Commissioners. The County also reserves the right to reject any or all Proposals without penalty and to act in the best interest of the County as may be required.

EVALUATION AND SELECTION CRITERIA

The County shall analyze the proposals and the Firm's qualifications and select the most qualified professional company based on a compilation of standards, knowledge, familiarity, experience, personnel and reputation. An evaluation committee made up of a commissioner, sheriff representative, county engineer representative, and the chief building official will grade each proposal, and an overall number grade will be assigned to the submitting Firms proposal. The highest-ranking firms may be called in for interviews after submission and grading.