

# Board of Perry County Commissioners

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## Perry County Courthouse Master Plan and Renovation Request for Qualification (RFQ)

### Project Description

The Perry County Courthouse was constructed in 1887 and today remains as an architecturally significant structure being listed on the National Register of Historic Places. Although the courthouse has gone through various renovations and upgrades throughout the years, it is experiencing envelope, energy, security and space issues. Also, removing all of the 'non-court' offices from the courthouse is being considered to allow the building to focus solely on the courts.

In consideration of these issues, the County is soliciting Requests for Qualifications from architectural firms for a Comprehensive Facility Master Plan. The intent of the Master Plan is to identify deficiencies both in the physical structure of the building, as well as in space needs, and to provide recommended remedies with a prioritized timeline and associated costs.

### Scope of Services

- Complete a physical evaluation and assessment of the building, establish the remaining useful life of facility assets, identify major repairs and/or asset replacements, and prioritize these, including the cost.
- Develop a facilities master plan that:
  - establishes a plan to re-imagine the current court facility to meet emerging service patterns and to fulfill the current and future needs of the court.
  - increases and / or improves available space
  - integrates technology and automation providing visitors and staff the opportunity to utilize the latest digital advancements
  - identifies potential improvements to the current level of energy and resources conservation and overall sustainability. Identify potential for additional sustainability improvements
  - identifies and prioritizes future capital improvements - including cost estimates
  - provides valuable background data to support future decisions about capital improvements

### Submittal Instructions

Questions about this RFQ should be emailed to [perryco@perrycountyohio.net](mailto:perryco@perrycountyohio.net) by 10/28/20 and they will then be posted to the County's website for all applicants to review. The proposal is due 11/3/20 by 4:30 pm and should be emailed to: [perryco@perrycountyohio.net](mailto:perryco@perrycountyohio.net) or delivered to 212 South

Main Street, New Lexington Ohio (Lower Level). The proposal should be no longer than 25 single-sided pages using a font no smaller than 10 pts.

Proposals must include this information in the order in which it is shown:

- Cover letter that contains a brief summary of why you should be chosen for the Master Plan
- Identification of the proposed team, including consultants, with brief firm overviews
- Key team member resumes with clearly identified roles and an organizational chart
- Narrative project approach
- No more than four examples of similar, relevant project experience with references (prime firm only)
- Other important information as deemed necessary

Firms submitting statements of qualifications for the Master Plan will be evaluated and ranked in order of their qualifications based upon these factors:

- Relevant experience and success on comparable projects, including the level of satisfaction of current and past clients
- Prior experience working on public and civic buildings
- Experience working on historic buildings
- Demonstrated ability to meet deadlines and operate within budget

Following this evaluation, the firms determined to be most qualified may be asked to meet with County representatives to present the firm's qualifications and proposed approach for the Master Plan. Upon selection of the firm determined to be most qualified, a fee and proposed schedule will be requested. The County reserves the right to reject any or all proposals or portions thereof if the County determines that it is in the best interest of the County to do so.

*The County reserves the right to extend the contract with the selected firm to provide further design, cost estimating, environmental review, permitting, construction document development, and construction administration if it is deemed to be in the County's best interest.*