

**ANNOUNCEMENT OF AVAILABLE CONTRACT(S) FOR
PROFESSIONAL DESIGN SERVICES**

**ADVERTISEMENT FOR PROFESSIONAL DESIGN
SERVICES**

Pursuant to Section 153.67 of the Ohio Revised Code, the Board of County Commissioners, Butler County, Ohio, announces its plan to contract for professional design services for annual general aviation services and encourages professional design firms to provide or update statements of qualifications to provide the required professional design. A general description of the scope of work, a statement of the specific professional design services required, and a description of the qualifications required for the scope of work may be obtained by telephone request to the offices of the Butler County Community Development Division (513) 785-5391, or from the Board's Bid Opportunities webpage at <http://www.butlercountycommissioners.org>. To be considered for award of a contract, interested firms must submit Statements of Qualifications which must be received by the Board no later than 5:00 P.M. on January 25, 2019. Statements of Qualifications may be submitted by U.S. Mail to Butler County Community Development, Attn: Desmond Maaytah, 130 High St., 6th Floor, Hamilton, OH 45011, or by electronic mail to Desmond.Maaytah@bcoho.us.

LEGAL NOTICE



Butler County

BOARD OF COUNTY COMMISSIONERS

BUTLER COUNTY, OHIO

Community Development Division (513) 785-5391

130 High St., 6th Floor, Hamilton, OH 45011

Desmond.Maayah@bcOhio.us

Pursuant to Section 153.67 of the Ohio Revised Code, the Board of County Commissioners, Butler County, Ohio, (“Board”) announces that it plans to contract for professional design services described below and encourages professional design firms to provide or update statements of qualifications in accordance with the following:

Project Name:	Butler County Regional Airport, Hogan Field, General Design Services
SOQ Submission Deadline:	January 25, 2019
Project Description:	<p>Assistance with preparation of federal Disadvantaged Business Enterprise plans. Preparation of Environmental Reviews. Pre-Application for Federal Assistance for projects involving funding from the Federal Aviation Administration and the 10-year Airport Capital Improvement Plan. Preparation of an ODOT Office of Aviation Grant Applications. Preparation of FAA “Notices of Proposed Construction or Alteration” for construction. Assistance with preparation of minimum standards for airport operators, airspace height zoning, and leases for airport operations. Assistance regarding compliance with FAA or State of Ohio requirements. Assistance in obtaining a new or revised instrument approach procedures. Assistance responding to letters from the FAA or ODOT regarding obstructions to approach surfaces or other civil imaginary surfaces defined under FAR Part 77. Surveys to determine heights of objects in the airport area. Attendance at planning and strategy meetings. Other similar types of service requested by the Board.</p> <p>It is the Board’s intention to retain a professional engineering firm to provide design services. Accordingly, and pursuant to ORC 153.67, the Board hereby invites you to submit a Statement of Qualifications (SOQ) for its consideration. After review and ranking of the submitted SOQs, Department of Development staff will enter into negotiations with the most highly ranked firm leading to a detailed scope of services and a fee schedule.</p>
Required Professional Design Services:	The Board expects that the engineering firm will be authorized to begin work in February 2019. Upon award of the professional design services agreement, the selected professional design firm will assist with specific projects as directed by the Airport Administrator.

<p>Qualifications Required for Project:</p>	<ol style="list-style-type: none"> 1. Legally permitted to engage in professional design/ engineering services within the scope of practice of an architect registered under Chapter 4703. of the Ohio Revised Code or a professional engineer registered under Chapter 4733. of the Ohio Revised Code. 2. Demonstrated competence to perform the required professional design services as indicated by the technical training, education, and experience of the firm’s personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services. 3. Demonstrated ability to perform the required professional services competently and expeditiously when considering the firm’s workload and the availability of qualified personnel, equipment, and facilities. 4. Located within a reasonable proximity to the site so as to enable qualified employees of the firm to visit the site and to meet with the Board or its designated representatives in regards to the airport without unreasonable expense to the Board.
<p>Selection Process</p>	<p>After the SOQ Submission Deadline identified above, the selection committee designated by the Board shall evaluate the Statements of Qualifications submitted by professional design firms specifically regarding the scope of work, and may hold discussions with individual firms to explore further the firms’ Statements of Qualifications, the scope and nature of the services the firms would provide, and the various technical approaches the firms may take toward the project. The selection committee may also make inquiries to other persons or entities concerning any firm’s qualifications and prior experience.</p> <p>Following this evaluation, the selection committee shall, in accordance with Section 153.69 of the Ohio Revised Code, rank the firms, negotiate contract terms, and make a recommendation to the Board concerning the award of a contract, if any, for professional design services for the Project.</p>
<p>Submission of Statements of Qualifications</p>	<p>To be considered for a contract, qualified professional design firms may submit statements of qualifications by the SOQ Submission Deadline described above to:</p> <p style="padding-left: 40px;"><u>Regular Mail</u> Butler County Community Development Attn: Desmond Maaytah 130 High St., 6th Floor Hamilton, OH 45011</p> <p style="padding-left: 40px;"><u>Electronic Mail</u> Desmond.Maaytah@bcOhio.us</p> <p>Statements of Qualifications shall be submitted in the format described in the attached Exhibit “A.”</p>

Exhibit “A”

The format/content provisions listed below have been established to assist the Board in its review and evaluation of all firms’ qualification statements. All statements must comply with the following format to allow the selection committee to fairly evaluate submittals. The following is a brief description of the desired content for each Section of the Qualification Statement:

SECTION 1 – COVER LETTER: An introductory cover letter of not more than one (1) page.

SECTION 2 – EXECUTIVE SUMMARY: A one (1) page summary highlighting the contents of the qualification statement.

SECTION 3 – FIRM BACKGROUND: A description with the following information:

1. Name of the Firm
2. Location of firm’s office
3. Information regarding the firm’s history
4. Name and telephone number of firm’s contact person
5. The legal nature of the Firm (e.g., corporation, partnership, joint venture, proprietor).

SECTION 4 – PROJECT ORGANIZATION

1. Provide an organizational chart identifying key proposed personnel for this Project.
2. Provide detailed biographies/resumes of the partner in charge of the Project and the Project design professional, as well as any other personnel assigned to the Project. Biographies/resumes must detail all education, technical training and experience of the Project personnel. Key personnel may be named in the contract.
3. Identify each Project personnel’s respective role and how they will interface with the Board.
4. Identify the individual who will be responsible for communication with the Board.
5. Detail the firm’s current and anticipated workload for the years 2019 through 2023.
6. Describe the firm’s past and current employment of minority & small business and how minority & small business organizations will be involved.
7. Key Consultants – Identify proposed outside key persons, specialists or individual consultants to be utilized and provide a description of their qualifications. [The Board reserves the right to review, consider and approve all proposed Key Consultants at a later time (not as a part of this first proposal).]

SECTION 5 – PROJECT APPROACH: Describe the firm’s proposed methodology in providing Professional Services. Include within the description the following:

1. The ability of the firm to complete tasks in a timely fashion, including availability of the firm’s staff and other equipment and resources to achieve completion on a timely basis.
2. The firm’s equipment and facilities.
3. The firm’s practice with respect to site visits and oversight.
4. A general description of the firm’s methodology and approach to providing design services for a project of this nature.

SECTION 6 – EXPERIENCE/REFERENCES:

1. Provide a list of all project(s) that the firm has performed with the Board.

2. Provide a full description (fifteen page limit) of at least four (4) similar projects that best demonstrate the firm's experience and ability to provide professional design services for this Project, including the following:
 - a. Name of the project owner and contact information for the person designated as the owner's representative in regards to the project
 - b. Name of project and location
 - c. Description of the project

SECTION 7 – OPTIONAL INFORMATION: Include any additional information or description of resources (including any computer capabilities) supporting your firm's qualifications, or any other information you find appropriate to the Board's selection consistent with the announced selection criteria [Five (5) page limit].

NO INFORMATION SHALL BE PROVIDED IN THE STATEMENT OF QUALIFICATIONS CONCERNING THE FEES TYPICALLY CHARGED BY THE FIRM FOR PROFESSIONAL DESIGN SERVICES ON PROJECTS OF THIS TYPE.