



**PIKE COUNTY
SOLID WASTE MANAGEMENT DISTRICT**

REQUEST FOR QUALIFICATIONS

FOR

**PIKE COUNTY
SOLID WASTE MANAGEMENT DISTRICT
DESIGN PROJECTS**

MAY 15, 2022

**PIKE COUNTY SOLID WASTE MANAGEMENT DISTRICT
REQUEST FOR QUALIFICATIONS**

Table of Contents

I.	Instructions for Responding to the Request for Qualifications	1
A.	Receipt and Opening of Responses	1
B.	Preparation of Responses	1
C.	Project Understanding	2
D.	Names, Address and Legal Status of Proposing Parties	2
E.	Awarding the Contract	3
F.	Information Required to be Submitted in the State of Qualifications and Experiences	4
G.	Disqualification of Proposals	6
H.	Form of Proposal	6
I.	Performance	7
J.	Performance Assurance	7
K.	Environmental Indemnification	7
L.	Court and Law	8
II.	Scope of Work	8
A.	Design	8
1.	Project Schedule	8
2.	Project Scope	8
3.	Project Tasks	12
Task I – Kick off Meeting		12
Task II – Data Collection and Review		13
Task III – Prepare Detailed Construction Plans and Specifications		13
Task IV – Architect Services During Construction		14
III.	Contract Items	15
A.	Compliance with Laws	15
B.	Scope of Work.....	15
C.	Effective Date	15
D.	Nondiscrimination	15
E.	Indemnification	15
F.	Insurance Requirements	16
G.	Equal Employment Opportunity (EEO)	16
H.	Basis and Method of Payment	16
I.	Transferability of Contract	16

Attachments

Attachment A	Architect Information Sheet
Attachment B	Hour Rate Schedule
Attachment C	Attach Copy of Workers Compensation Certificate
Attachment D	Attach Proof of Professional Liability
Attachment E	Equal Opportunity Certification
Attachment F	Sample Contract
Attachment G	Architect Evaluation
Attachment H	Non-Collusion Affidavit
Attachment I	Property Aerials

I. INSTRUCTIONS FOR RESPONDING TO THE REQUEST FOR QUALIFICATIONS (“RFQ”)

A. Receipt and Opening of Responses

The Pike County Solid Waste Management District (the “District”) requests Qualifications from any interested party (referred to herein as the “Architect”) for the provision of a design contract for the design of the Pike County Solid Waste Management District Projects on the forms attached. All information must be appropriately and permanently completed. It is the responsibility of the Architect to submit its response at the main office of the District at 116 S. Market Street, suite 103, Waverly, Ohio 45690 prior to the time scheduled for the opening of responses.

Responses will be received on or before June 3, 2022, at 10:00 a.m. at the Pike County Solid Waste Management District office at which time they will be publicly opened. The public opening of responses is for informational purposes only and is not to be construed as an acceptance or rejection of any response that is submitted.

The proposal must be submitted in a sealed envelope labeled “STATEMENT OF QUALIFICATIONS AND EXPERIENCE”. The proposal package will be submitted to:

Pike County
Solid Waste Management District
116 S. Market Street, Suite 103
Waverly, OH 45690
Phone: 740-947-4104
Fax: 740-941-4308

B. Preparation of Responses

Qualifications must address all specification requirements in the Statement of Qualifications. The successful Architect will be required to comply with all requirements of the Contract, regardless of whether the Architect had actual knowledge of the requirements and regardless of any statement or omissions made by the Architect which might indicate a contrary intention. Provide billing rates for all personnel and/or categories of employees as well as any overhead or other special charges (Attachment B). If applicable, Architect’s Statement of Qualifications (SOQ) should include estimates for certain standardized components of the architectural and/or engineering services process. Provide architect’s typical hourly fee schedule as applicable as well as any sub-architects fees or services that may be needed.

Architect will **propose** an **all-inclusive** hourly fee for all of the services described in the RFQ. Architect's fee should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, and all other expenses the Architect will incur in providing the services of architectural and/or engineering consultant.

Note: the District does not reimburse travel expenses to and from the District offices and/or project sites.

The District may consider informal any response not prepared and submitted in accordance with the provisions hereof, and may waive any informality or reject any or all RFQs. Any proposal may be withdrawn prior to the opening of the responses. Any proposal received after time and date set for the opening of as determined by District shall not be considered.

The Architect must respond to all specifications contained in this document in the Architect's STATEMENT OF QUALIFICATIONS AND EXPERIENCE package.

C. Project Understanding

The District is contemplating the design of three separate projects.

1. **Project 1 – Recycling Center Truck Dock**
2. **Project 2 – Recycling Center Office and Restrooms/Locker Rooms**
3. **Project 3 - New Office Building**
Project 3 will have two parts to it.
 - A. **Part A - Design with Clinical Space**
 - B. **Part B - Design without Clinical Space**

The Pike County Commissioners own 7.6 acres where the building and supporting roadways, parking, and exterior storage areas would be located, as well as additional acreage located adjacent to this property at 274 Progress Drive, Waverly, Ohio 45690.

D. Names, Address and Legal Status of Proposing Parties

Architect's proposal must be properly signed in ink and the address of the proposing party given. The legal status of the proposing party, whether corporate, joint partnership, or individual, shall also be stated in the response.

Responses by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign the proposal) and attested by the secretary or assistant

secretary of the corporation. The corporate address and state of incorporation must be provided. Each corporate Architect must also submit evidence of good standing in the Architect's state of incorporation and that the Architect is qualified to conduct business in the State of Ohio, or that the Architect will take all necessary steps to qualify to conduct business in the State of Ohio if the corporation is awarded the Contract. Failure to submit evidence of qualification to conduct business within the State of Ohio within fourteen (14) days after issuance of the Notice of Award shall terminate the award.

RFQs by a partnership or an individual will be required to state in the RFQs the names of all persons interested therein. Proper evidence of the authority of the partner who signs the proposal must accompany the submission. The official address of the partnership must be shown below the signature. The place of residence of an individual Architect, or the office address in case of a firm company, with county and state and telephone number, must be given after his signature.

If the proposing party is a joint venture consisting of a combination of any or all of the above entities, each joint venture shall execute the proposal.

Anyone signing a proposal as an agent of another or others must submit with the proposal legal evidence of his or her authority to do so.

E. Awarding the Contract

The District shall award the Contract to the party whose proposal is determined to be the most advantageous to the District by the District's Board of Directors (the "Board"), in the exercise of the Board's sole and absolute discretion. In determining which proposal is most advantageous to the District, the Board may consider any and all relevant criteria, regardless of whether one or more such criteria are specified in this RFQ.

The District will review all valid submittals received and evaluate the submittals on the following criteria.

Evaluation Criteria		
Item	Description	Percentage
1	Firm and Individual Qualifications Number of years in business, number of employees, and who will be the project manager. Litigation history.	20%
2	Location of Offices Amount of work to be performed by project team locally.	5%
3	RFQ Responsiveness Architects compliance with RFQ provisions and adherence to minimum qualifications.	10%

4	Similar Project Successes Evidence of similar project success as outlined in RFQ	15%
5	Project Control Project Schedule. Describe current commitments and individuals assigned to those commitments. Cost Control techniques: For last five projects, provide your final design costs.	
6	Project Costs Firms proposed cost of design. Billing Rates and Reimbursable expenses. Complete Hourly Rate Schedule – “Attachment B”	40%
	Total	100%

After review of submittals, the District may designate several Architects as “finalists”. These finalists may be invited to make oral presentations and participate in a question and answer session with the District. The District shall deem one best responsive Architect to negotiate a contract with.

The Board reserves the right to reject any and all Qualifications, to waive any irregularities or informalities, and to negotiate final terms and conditions of the Contract, including, but not limited to, the Contract price with the Architect that is selected by the Board to receive the Contract.

The District will enter into contract negotiations with the highest ranked successful proposer. Negotiations may include additions or subtractions from the proposed building and shall cover such terms, provisions, conditions, scope of work and other matters that the parties deem appropriate.

If negotiations with the highest ranked Successful Proposer fail to result in a contract the District may enter into negotiations with the next highest ranked Successful Proposer. Such process may continue until a contract has been successfully negotiated between the District and a successful proposer or until there are no Proposers left in which to hold contract negotiations.

The Architect must maintain its proposal for Ninety (90) days following the date that Qualifications are publicly opened as determined by the District.

At a minimum, the following document will be required of the selected Architect:

- W-(Form (IRS Form 1099)

F. Information Required to be Submitted in the State of Qualifications and Experience

The Architect will be required to provide all of the following information in the Statement of Qualifications and Experience.

1. A copy of the Architect's latest available financial statement (or its parent corporation if individual subsidiary or division financial statements are not prepared and generally available) certified by a highly-experienced and reputable firm of independent certified public accountants;
2. Evidence the Architect is in good standing in the State of Ohio, and in the case of corporation, organized under the laws of any other state, evidence the Architect is licensed to do business in the State of Ohio or a sworn statement that Architect will take all necessary action to become so licensed if its proposal is accepted. Include proof of State of Ohio workers compensation compliance.
3. Evidence in form and substance satisfactory to the District that the Architect and its principals have at least 10 years' experience in designing buildings. This evidence and demonstration will be presented for at least three building designs that the Architect has completed in the last three years.
4. The Architect must submit at least three references as a part of demonstrating compliance with this section. The reference information must contain the contact, phone, address, City/Village/Township, type of design build services provided, and any other pertinent information that demonstrates the necessary experience to perform satisfactorily a building design.
5. Identify all unresolved and ongoing claims and disputes against your firm in excess of \$50,000. Include any claims against the principals of your firm or any claims against the principals of your firm or any claims your company may have against a third party. Provide a history of litigation, including the outcomes, for past 5 years.
6. Describe current commitments and individuals within firm assigned to those commitments to ensure proposed project schedule can be achieved. Also, for last five projects provide your final bid amount, final construction costs, and number of change orders. Provide name of project manager and contract with name, title, address and phone number of all projects listed.
7. In the event the District shall require additional certified supporting data regarding the qualifications of the Architect, in order to determine whether the Architect is qualified, the Architect may be required to furnish any or all of the following information:
 - a. Evidence the Architect is capable of commencing performance as required in the Contract Documents.

- b. Such additional information as will satisfy the District that the Architect is adequately prepared to fulfill the Contract.
 - c. The Architect may satisfy any or all of the experience and qualification requirements of this paragraph by submitting the experience qualifications of a parent organization and subsidiaries of the parent.
8. Submission of all required information, certifications, and form as required by the specifications contained therein.

The District may conduct any investigation deemed necessary to assist in the evaluation of any proposal and to establish the qualifications and financial ability of any Architect to perform the obligations of the design.

G. Disqualification of RFQs

Any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Architect and the rejection of the proposal:

1. Evidence of collusion among Architects.
2. Lack of competency as revealed by financial statements, experience or equipment statements as submitted or other factors.
3. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
4. Default on any previous contract for failure to perform.
5. Non-responsive proposal.
6. Price quotation considerably and inexplicably lower than the median of other quotations received.

H. Form of Proposal

Prepare detailed construction plans, specifications and detailed construction costs. Detailed design shall include the following elements as applicable:

1. Civil
2. Structural
3. Mechanical
4. Electrical/Instrumentation
5. Architectural

I. Performance

The work shall be accomplished in such a manner so as not to create any nuisance.

If the Architect fails to perform any material terms, conditions or provisions of the Contract, the District shall provide notice to the Architect describing such failure and giving the Architect ten (10) days to cure the failure and provide the District with written confirmation of the Architect's cure and actions taken by the Architect to prevent a recurrence of such failure. If the Architect fails to cure within ten (10) days, then the District reserves the right to terminate the Contract and hold the Architect and its surety liable for any and all damages that the District may suffer by virtue of the termination of said Contract.

J. Performance Assurance

The Architect shall immediately report to the District any notice or order from any government agency or court or any event, circumstance or condition which may adversely affect the ability of the Architect to fulfill its obligations hereunder. If upon the receipt of such report or upon the District's own determination that any such notice, order, event, circumstance or condition adversely affects the ability of the Architect to fulfill its obligations hereunder, the District shall have the right to demand adequate assurance from the Architect that the Architect is able to fulfill its obligations. Upon receipt by the Architect of any such demand, the Architect shall, within ten (10) days of such demand, submit to the District a written response to the demand. In the event the District does not agree that the Architect's response provides adequate assurance of future performance to the District, the District may in the exercise of its sole discretion seek substitute or additional sources for the provision of design build services provided by the Architect, declare the Architect is in default of its obligations under the Contract, or take such other action the District deems necessary to complete the design build of the Pike County Recycling Center.

K. Environmental Indemnification

The Architect shall save, indemnify, and hold the District, its board of directors, employees and agents (collectively the District indemnitees) harmless from any and all liabilities, claims, demands, causes of action penalties, judgments forfeitures, liens, suits, costs and expenses whatsoever (including those arising out of death, injury to persons, or damage to or destruction of property), and the costs and expenses incident thereto (including but not limited to reasonable attorneys' fees), which any District indemnitee may hereafter incur, become responsible for, or pay out for, resulting from any contamination of or adverse effects on the environment, or any violation of governmental laws, regulations, or orders, in each case, to the extent caused by the Architect's negligence or willful misconduct

relating to the design of District Office Building. Any District indemnitee shall promptly notify Architect of any assertion of any claim against it for which it is entitled to be indemnified hereunder, shall give the Architect the opportunity to defend such claim, and shall not settle such claim without the approval of the Architect. This paragraph shall survive expiration or termination of the Contract.

L. Court and Law

The Pike County Court of Common Pleas shall be the exclusive jurisdiction for any action of proceedings concerning any agreement or performance under the Contract Documents or in connection with the Contract. In any such action or proceeding the Contract Documents shall be construed in accordance with the laws of the State of Ohio which shall be govern to the exclusion of the law of any other forum.

II. Scope of Work

A. Design

1. Project Schedule

The District proposes the following schedule:

- 1) RFQ Reponses received by 10:00am, June 3, 2022.
- 2) Pre-Proposal Questions due May 25, 2022, by 3:00 PM. Questions should be directed to daphne@pikecountydevelopment.com
- 3) Pre-Proposal Responses/Addenda will be issued by June 1, 2022
- 4) Review and decision on Architect selection by Board of County Commissioners based on District Review Team recommendations by June 10,2022.
- 5) Complete contract negotiations by June 17, 2022.
- 6) Projects start June 24, 2022.
- 7) Project 1 complete by September 1, 2022.
Project 2 complete by January 1, 2023.
Project 3 complete by May 1, 2023

The Architect may propose an alternative schedule to more effectively and efficiently complete the design.

2. Project Scope

The objectives of the RFQ is to select the best Architect for the District to complete the three (3) projects listed below.

- 1) The Architect will provide the design engineering, shop drawings submittals, surveying, permitting, and all other tasks associated with the 3 projects listed below.

a) Project 1 – Recycling Center Truck Dock

The first project is the design, specifications and cost estimate of a truck dock at the east end of the Pike County Recycling Center, located at 274, Progress Drive, Waverly, Ohio 45690, extending the security fence out to the perimeter of the property, adding an access gate, and concrete pads around the building for the forklift to drive on. This project is a priority project and will be the first project to proceed as soon as design and other information is complete.

b) Project 2 – Recycling Center office and Rest Rooms/ Locker Rooms

The second project is the design, specifications and cost estimate for an office addition, restrooms and locker rooms at the east end of the Pike County Recycling Center, located at 274 Progress Drive, Waverly, Ohio 45690. Once design is complete, this project may run simultaneously with project 1 depending on cost estimate.

c) Project 3 – New Office Building

Project 3 will have two parts to it.

i.)Part A - Design with Clinical Space for the Pike County General Health District

The design, specifications, and cost estimate to build a County office building, which will include an estimated lease price per square foot. The building will be constructed on 220 near the Pike County Recycling Center at 274 Progress Drive, Waverly, Ohio 45690. Since we are a Solid Waste District, we would like to go green wherever possible for the building. The property has a pond located on it and the District would like to keep the pond to utilize for classes on water testing and other classes and projects. There will need to be security doors and cameras, access from State Route 220, access from Progress Drive, access from the parking lot to the Recycling Center on Progress Drive, and landscaping. Several County Offices are interested in leasing space in the new building, but the final design comes down to cost of building and lease price of office spaces. Since the final design depends on the cost estimate and estimated lease price, the District will need to submit this information to the District's Board and the Pike County General Health Board for review. Please see below for the list of rooms and spaces for **Part A of Project 3.**

Solid Waste & Recycling

4 offices 15x10. One with walk up window from Lobby
Supply/Copy Room 15x10
Storage room 20x20

Sewer District

1 office 15x10 with walk up window from Lobby
Storage Room 15x10
Drive up drop box for sewer payments

Community & Economic Development

2 offices 15x10
Records Room 20x20

Public Health

Waiting room 20x15
Med room 15x10
Storage room 15x10
2 Clinic Rooms 15x10
Records Room 15x10
One office 20x20
Nurse Station Approx. 600 sq. ft. room for 3 nurses and 1 clerk with walk up window to waiting room.

Environmental Health

10 offices. 8-15x10, 2-20x20
Supply Room 15x10
Records Room 15x10
Storage Room 15x10

Large Storage Area

30x30 area to put shelving/drive-in with roll up door.

Additional Agencies

3 offices 20x20 One with walk up window from Lobby
2 offices 15.10 One with walk up window from Lobby
Two Storage Rooms 20x20

Combined Area with other Agencies?

Lobby
Kitchenette/Break Room
Conference Room
Private Restrooms. Men and Women's large enough for 3 stalls each and wheelchair accessible

Public Restrooms. Men and Women's large enough for 3 stalls each and wheelchair accessible

Outdoor Storage for grounds keeping supplies

Back Parking lot with 30 parking spaces

Front Parking lot with 30 parking spaces

ii.) **Part B - Design without Clinical Space**

If the Pike County General Health District's Board determines that it will not be able to lease space at the new facility due to cost estimate, a second design, with specifications and cost estimates will need to be drawn up that will not include the Health Department's clinical area but additional office spaces instead. Please see below for the list of rooms and spaces for **Part B of Project 3.**

Solid Waste & Recycling

4 offices 15x10. One with walk up window from Lobby

Supply/Copy Room 15x10

Storage room 20x20

Sewer District

1 office 15x10 with walk up window from Lobby

Storage Room 15x10

Drive up drop box for sewer payments

Community & Economic Development

2 offices 15x10

Records Room 20x20

Additional Agencies

7 offices 15x10. One with walk up window from Lobby

3 offices 20x20. One with walk up window from Lobby

2 Storage Rooms 15x10

1 Storage Room 20x20

Combined Area with other Agencies?

Lobby

Kitchenette/Break Room

Conference Room

Private Restrooms. Men and Women's large enough for 3 stalls each and wheelchair accessible

Public Restrooms. Men and Women's large enough for 3 stalls each and wheelchair accessible

Outdoor Storage for grounds keeping supplies

Back Parking lot with 30 parking spaces

Front Parking lot with 30 parking spaces

- 2) The projects shall be designed to allow for future expansion. This shall include sufficiently sized layout to accommodate additional building expansion.
- 3) Project Survey work shall provide Appropriate Baseline with control for construction staking to be accomplished by the Architect.
- 4) Storm water design shall follow the established Policies of Seal Township and Pike County and integrate into the existing campus and buildings.
- 5) Delegated design: Design and calculations by an Engineer of Record Licensed in the state of Ohio as required to provide all design and secure permits for the office building.

3. Project Tasks

The design services are separated into Four (4) Tasks as follows:

- Task I Kick off Meeting
- Task I Data Collections and Review
- Task II Prepare Detailed Construction Plans and Specifications
- Task III Architect Services During Construction

Task I Kickoff Meeting

Architect shall schedule and facilitate a project kick-off meeting within first two weeks of notice to proceed. The meeting shall cover both technical and administrative project issues. The Architect shall include all key team members covering each major project element. An agenda shall be prepared and submitted for review that will, at a minimum, contain the following items for discussion:

- Introduction of team members.
- Summarize scope for each project, schedules and key issues.
- Develop a list of key information requirements from the District, including dates information is needed.
- Proposed format for progress reports and invoices.
- Develop communication protocols.
- Schedule for monthly progress meetings.
- Protocols and procedures for field review activities.

1.1 Progress reports

Prepare and submit a monthly report and invoice which includes the following:

- A narrative of work performed by major task.
- A summary in percentages of overall project completion.
- An updated project work schedule depicting the current status of the project, including revisions to the schedule and detailing any modifications or impacts to milestone dates.
- A list of issues and/or anticipated problems to be discussed.
- A copy of all correspondence, logs of significant telephone conversations.

Task II Data Collection and Review

The Architect shall collect and analyze the data necessary for the completion and subsequent tasks.

2.1 Review of Preliminary Alignments and Right of Way

The Architect shall develop and submit an initial prioritized list of required data and information to the District and the County. The Architect shall then meet with District/County staff to determine the specific material to be reviewed. Collect and review all relevant Drawings, easements and preliminary alignments done for and /or by the county. All requests should be submitted well in advance of the dates that data are needed.

2.2 Evaluation

The Architect shall evaluate all relevant data and make recommendations for additional data to be collected to complete projects.

Task III Prepare Detailed Construction Plans and Specifications

The Architect's design task shall include the following:

3.1 Field Investigation

Architect shall as required meet individual project scope complete topographic field investigations to obtain detailed site requirements, including topographic surveys to determine existing structure and piping locations.

3.2 Geotechnical Investigation

Soil borings are the responsibility of the Architect.

3.3 Prepare Preliminary Design Drawings

Prepare preliminary design drawings for review and approval by District staff, the local governing authority and utility approving personnel.

3.4 Prepare Detailed Construction Plans and Specifications

Prepare detailed construction plans and specifications. Detailed Design shall include the following elements as applicable; Civil, Structural, Electrical, Process, Traffic Control, Roadway, and Storm Water. Each set shall be complete as to plans and specifications. The detailed construction plans shall be in accordance with the Ohio Building codes.

Task IV Architect During Construction

4.1 Participate in Preconstruction meeting

4.2 Attend Progress Meetings

Attend progress meetings, as project requires, with the District inspector and Contractor to address any issues with respect to the design and contract documents.

District Responsibility

The District will:

- Assign a project manager who will be the duly authorized representative of Pike County Solid Waste District for the purpose of coordinating the project, issuing instructions, giving approvals and to generally facilitate the work.
- Provide all available data, maps, reports, records and other pertinent material as necessary to accomplish the required services.

- Cooperate with the Architect in the preparation of the construction work.

Supplementary Services

The District may desire to have some other services provided by the Architect. These supplementary services might include significant changes in the general scope of the project or its design; furnishing additional copies of plans and specifications; preparing to serve or serving as an expert witness for the District in any litigation or resident inspection. Compensation services shall be based on the Architects actual project cost.

III. CONTRACT ITEMS

A. Compliance with Laws

The Architect shall conduct operations under this Contract in compliance with all applicable laws.

B. Scope of Work

The Architect agrees to perform the services embodied in the Scope of Work.

C. Effective Date

The Contract shall be effective upon the execution of the Contract and, unless otherwise agreed to in writing by the Architect and the District.

D. Nondiscrimination

The Architect shall not discriminate against any person because of race, sex, age, creed, color, religion or national origin.

E. Indemnification

The Architect will indemnify, save harmless, and exempt the District, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorney fees incident to any work done in the performance of this Contract arising out of a willful or negligent act or omission of the Architect, its officers, agents, servants, or employees; provided that the Architect shall not be liable for any suits, damages, cost, expenses and attorney fees arising out of willful or negligent act or omission of the District, its officers, agents servants, and employees.

F. Insurance Requirements

The Architect must have the ability to secure insurance coverage and provide Proof of Professional Liability Insurance.

Worker's Compensation Insurance shall be maintained, in accordance with provisions of the Ohio labor Code, adequate to protect any person, firm or corporation employed directly or indirectly in connection with the work of the Architect from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm or corporation, employed directly or indirectly by the Consultant upon or in connection with the work. A copy of Architect's Worker's compensation Insurance Certification will be returned with the SOQ as Attachment C".

G. Equal Employment Opportunity (EEO) Certification – “Attachment D”

Each responding Architect must certify that compliance with the federal EEO requirements met.

H. Basis and Method of Payment

Prepare and submit a monthly report and invoice which includes the following:

- A narrative of work performed by major task.
- A summary in percentages of overall project completion.
- An updated project work schedule depicting the current status of the project, including revisions to the schedule and detailing any modifications or impacts to milestone dates.
- A list of issues and/or anticipated problems to be discussed.

I. Transferability of Contract

No assignment of the Contract or any right accruing under this Contract shall be made in whole or in part by the Architect without consent of the District, which consent shall not be unreasonably withheld; in the event of any assignment, the assignee shall assume the liability of the Contract.

ATTACHMENTS

**ATTACHMENT A
ARCHITECT INFORMATION SHEET**

Local Service Center/Office Information:

Name of Company: _____ Local
Address: _____

Contact Person: _____ Title: _____
Phone: _____ Fax: _____
E-Mail: _____

Corporate/Headquarters Information:

Address: _____

Phone: _____ Fax: _____
President: _____ Controller:

Business Type: Corporation: _____ Limited Liability Company: ____
Joint Venture: _____ Other: _____
Publicly Held Company: ____ Privately Held Company: ____

Partnership: _____ List all Partners/Individuals with >10%
Interest: _____

If awarded this Contract, is the local office or corporate headquarters responsible and liable for the Contract? _____

Signed by Corporate Officer or Designee: _____

Date: _____

Attachment C

“Attach a copy of your Workman’s Comp Certificate here”

Attachment D
“Attach Proof of Professional Liability here”

**Attachment E
Equal Opportunity Certification**

Respondent: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Fax (____) _____

Number of Employees _____

This respondent is:

_____ Independently owned and operated

_____ An Affiliate of _____ Parent Company _____

_____ A Subsidiary of _____ Address _____

_____ A Division of _____

This is to certify that we are an Equal Opportunity Employer and have made a good faith effort to improve minority employment.

Signature _____

Title _____

Date _____

**ATTACHMENT F
CONTRACT**

THIS AGREEMENT made and entered into, this ___day of _____, 2022 by and between _____, hereinafter called the “Architect” and the Board of Directors of the Pike County Solid Waste Management District, State of Ohio, hereinafter collectively called the “Board” or the “District”

WHEREAS, the District has voluntarily conducted a Request for Qualifications for design build of the Pike County Recycling Center (the “Work”) for the purpose of awarding this Agreement to perform the Work; and

WHEREAS, the Request For Qualifications For Pike County Solid Waste District Office includes all of the Contract Documents, including the Instructions for Responding to the Request for Qualifications, General Specifications, the Architect’s proposal (Statement of Qualifications and Experience and Price Quotation), the Contract, proof of professional liability insurance, non-collusion affidavit, personal property affidavit and any addenda or changes to the foregoing documents agreed to by the District and the Architect, which are incorporated by reference in this Agreement as if fully set forth herein; and

WHEREAS, the Board evaluated the Qualifications submitted in response to the Request for Qualifications and determined that Architect’s proposal is the most advantageous to the District and the District’s residents.

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, the Architect and the District incorporate the foregoing recitals hereby agree as follows:

ARTICLE I. SCOPE OF WORK; TERM. The Architect shall furnish all of the materials and perform all of the services and do everything else reasonably required to complete the Work known as Solid Waste Management District Design Projects.

ARTICLE II. CONTRACT SUM. For the performance of the Work, the District shall pay to the Architect, the price quoted in Architect’s proposal, subject to additions, deductions and adjustments provided therein and in the Request For Qualifications. The board will hold a 8% retainage and final payment until project is complete. Monthly invoices shall be compiled in a format acceptable to Pike County including design services.

ARTICLE III. COMPONENT PARTS OF THE CONTRACT. This Agreement consists of the attached Contract Documents which are as fully a part of this Contract as if set out verbatim.

ARTICLE IV. REPRESENTATIONS. By signing this Agreement, Architect represents and warrants that it has all requisite authority to enter into this Agreement as its binding legal obligation.

ARTICLE V. Architect agrees to have project completed by _____, 2022. The date can be changed after contract is signed if both parties agree to the change. For the change in date to become effective, the change must in writing and signed by Architect and the District.

Firm: _____

Pike County Solid Waste Management District

By: _____

By: _____

Date: _____

Date: _____

**ATTACHMENT G
ARCHITECT EVALUATION**

Qualifications and Experience Check List

DOCUMENTS	PROPOSAL #1	PROPOSAL #2	PROPOSAL #3
Submitted Architect Information Sheet			
Submitted Hourly Rate Schedule			
Proof of State of Ohio Workers Compensation Compliance			
Submitted Equal Opportunity Certificate			
Submitted Insurance Information			
Submitted Non-Collusion Affidavit			
Financial Stability of Architect			
3 Positive Reference Review			
10 Years of Experience Company 10 Years of Experience PM			
Licensed to Work In Ohio In Good Standing with the State of Ohio			
Listing Litigation last 5 years in excess of \$50,000.			
Proposed Material Recycling Facility and Capacity			
Capability to Perform Commitments and cost control			
Deficiencies			
Approved for Price Quotation Evaluation			

* This check list is not intended to be exhaustive. The District reserves the right to consider any and all relevant information whether or not it is listed above.

Attachment G Continued

Qualifications and Experience Check List

DOCUMENTS	PROPOSAL #4	PROPOSAL #5	PROPOSAL #6
Submitted Architect Information Sheet			
Submitted Hourly Rate Schedule			
Proof of State of Ohio Workers Compensation Compliance			
Submitted Equal Opportunity Certificate			
Submitted Insurance Information			
Submitted Non-Collusion Affidavit			
Financial Stability of Architect			
3 Positive Reference Review			
10 Years of Experience Company 10 Years of Experience PM			
Licensed to Work In Ohio In Good Standing with the State of Ohio			
Listing Litigation last 5 years in excess of \$50,000.			
Proposed Solid Waste District Office and Capacity			
Capability to Perform Commitments and cost control			
Deficiencies			
Approved for Price Quotation Evaluation			

* This check list is not intended to be exhaustive. The District reserves the right to consider any and all relevant information whether or not it is listed above.

**ATTACHMENT H
NON-COLLUSION AFFIDAVIT**

State of Ohio

County of _____

Proposal Identification: Pike County Recycling Center.

ARCHITECT _____, being
first (Name)

duly sworn, deposes and says that he is _____ of
(sole owner, a partner, president, etc.)

(company name)

the party making the foregoing Proposal; that such Proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such Proposal is genuine and not collusive or sham; that said Architect has not directly or indirectly induced or solicited any other Architect to submit a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Architect or anyone else to submit a sham Proposal, or that any one shall refrain from offering a proposal; that said Architect has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the proposed price of said Architect or of any other Architect, or to fix any overhead, profit, or cost element of such proposed price, or of that of any other Architect, or to secure any advantage against the OWNER awarding the contract or anyone interested in the proposed contract; that all statements contained in such Proposal are true; and, further, that said Architect has not, directly or indirectly, submitted his Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid any will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said Architect in his general business.

Signed: _____

Subscribed and sworn to before me this ____ day of _____, 20 ____

Seal of Notary

Notary Public _____
My commission expires _____

Attachment I
Property Aerials



Recycling Center
274 Progress Drive, Waverly



Site for Solid Waste Management Office Building

