

**LEGAL NOTICE**  
**Request For Statement of Qualifications**  
**To Perform Engineering Services**

2/13/23

The Richland County Transit Board (RCTB) is seeking Statement of Qualifications (SOQ) from qualified engineering consultants to provide Engineering Design Services associated with the replacement heating, ventilation and air-conditioning (HVAC) and associated electrical systems for Richland County Transit (RCT) in accordance with RFQ specifications, which will be available in the RCTB office, 19 N. Main Street, Mansfield, Ohio 44902, or online at <https://www.rcrpc.org/rctb-rfp>.

The Richland County Transit Board will receive SOQs at the RCTB office, 19 N. Main Street, Mansfield, Ohio 44902, until **4 P.M., on March 6, 2023**. SOQs received after that time will not be accepted.

A contract will be awarded on the basis of ORC Section 153.65 Qualification Based Selection procedure.

## Request For Statement of Qualifications To Perform Engineering Services

The Richland County Transit Board (RCTB) is seeking Statement of Qualifications (SOQ) from qualified engineering consultants to provide Engineering Design Services associated with the proposed replacement of the heating, ventilation and air-conditioning (HVAC) and associated electrical systems for Richland County Transit (RCT) facilities located at 74 S. Diamond Street, Mansfield, OH 44902 and 232 N. Main Street, Mansfield, OH 44902,

A copy of this RFQ will be available in the RCTB office, 19 N. Main Street, Mansfield, Ohio 44902, or online at <https://www.rcrpc.org/rctb-RFP>.

Appropriate questions regarding this RFQ, or requests to tour the facility, must be submitted to the attention of Jean Taddie, RCT Transit Development Manager, and to no other transit employee or member of the Board. Any such unauthorized communication may, at the discretion of the RCTB, result in the rejection of such firm's Statement of Qualifications. A copy of the questions submitted and RCTB's response to the questions shall be posted as an addendum on the RFQ webpage: <https://www.rcrpc.org/rctb-rfp>. Consultants are responsible for monitoring the website at <https://www.rcrpc.org/rctb-rfp> for any updates pertaining to the RFQ. The RCTB will not be held responsible for any further communication beyond updating the website.

Jean Taddie  
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The Richland County Transit Board will receive SOQs at the RCTB office, 19 N. Main Street, Mansfield, Ohio 44902, until **4 P.M., on March, 6, 2023**. To submit a proposal, hand deliver or mail one (1) electronic copy (flash drive preferred) and three (3) printed copies of your proposal in a sealed package marked Design Engineering Services for HVAC and Electrical. Faxed or emailed copies will not suffice. Late submissions will not be accepted. The submittal must be signed by a responsible officer of the company.

The RCTB Review Team will evaluate each consultant submission based upon the Statement of Qualifications. Consultants may be invited for interviews. The top ranked consultant will be selected by the committee to begin negotiations. If negotiations are unsuccessful, RCTB reserves the right to start negotiations with the next ranked firm.

The following factors and criteria will be used to evaluate each timely submitting proposal. The factors and criteria are listed in order of relative importance with the first factor being the most important.

1. Competence to perform the required professional engineering design services as indicated by the technical training, education, and experience of the consultant's personnel, especially the technical training, education, and experience of the personnel on the team who would be assigned to perform the services.
2. Experience of the consultant in HVAC systems and a minimum of three examples of such work.

3. Past performance of the consultants as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines.
4. Ability of the consultant in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required professional services competently and expeditiously.

## Scope of Services for Design Engineering Services for HVAC and Electrical

### A. INTRODUCTION

Through this RFQ process, the RCTB is seeking Statements of Qualifications (SOQ) from qualified engineering consultants to provide Engineering Design Services associated with the replacement of heating, ventilation and air-conditioning (HVAC) and related electrical systems. The successful Consultant will meet and consult with designated staff as necessary to complete all work contemplated in this scope of services as noted in Section C – Tasks, below.

### B. OVERVIEW OF RCT SERVICES AND FACILITIES

RCTB does not operate services directly, but instead contracts with a private operator(s) for the provision of service and facilities management. RCTB owns all the facilities and vehicles. Currently the RCTB contracts with First Transit for fixed route and demand response transportation services and with Richland County Regional Planning Commission for planning and grant management.

RCT owns the following facilities

Richland County Transit Center

Location: 74 S. Diamond Street, Mansfield, OH 44902

Year Built: 1998

Approx. Sq. Ft: 2,960 sq. ft.

Note: Passenger transfer facility where all routes originate. No vehicles stored overnight.

Richland County Transit Maintenance and Operations Garage

Location: 232 N. Main Street, Mansfield, OH 44902

Year Built: 1990

Approx. Sq. Ft: 27,000 sq. ft.

Note: All vehicles, both revenue and support, are garaged inside. Fuel tanks located on premises

### C. TASKS

At time of RFQ, RCTB has the following project identified:

Replacement of heating, ventilation and air conditioning system (HVAC) at the Richland County Transit Center and the Richland County Operations and Maintenance Garage.

RCTB hopes to have the project completed by fall of 2024. The total construction budget is \$ 400,000. This project is subject to Davis Bacon Prevailing wages and Buy America/Build America provisions.

The proposal shall address the following items for the project at the two facilities:

1. Planning and Design/Engineering

- a) Site evaluation of the complete existing HVAC systems, mechanical rooms, and existing electrical distribution system related to the HVAC system. Perform field evaluations to identify the existing HVAC system components and calculate new heating cooling loads to ensure all new system components and end devices are sized correctly in both facilities.
- b) Prepare a technical memorandum identifying the deficiencies of the existing HVAC and electrical systems and make recommendations for upgrades/repairs by area/building and include a budgetary estimate.
- c) Construction document preparation and bidding using county bid package in accordance with federal, state and local guidelines
  - Written specifications to include general conditions, products, submittals, and detailed construction drawings.
  - Prepare construction cost estimate.
  - Any required permits
- d) Assist RCTB in soliciting and evaluating bids from contractors, including reviewing and tabulating proposals. Recommend contract awards on the basis of "lowest responsible and responsive bidder"

2. Consultation during Construction

- a) Attend pre-bidders meetings if needed
- b) Attend pre and post construction meeting with successful bidder.
- c) Prepare addendums of construction plans, as needed
- d) Review shop drawings and working drawings furnished by the contractor
- e) Provide periodic on site-project inspections and consultations, regarding problems and deficiencies
- f) Approve contractor payment requests for accuracy and submit to grant administrator
- g) Project close-out, final inspection and review warranty limitations.