REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES FOR HCC INFORMATION TECHNOLOGY CENTER

Public Announcement of Contract for Professional Design Services

The Hamilton Clermont Cooperative (HCC) intends to contract for architectural services in connection with the remodeling of portions of the structure located at 1007 Cottonwood Drive, Loveland, OH 45140. Architectural firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications no later than **4:00 p.m. on January 3, 2018**. Statements received after this deadline will not be considered.

Statements of qualifications should include information regarding the following evaluation criteria:

1. Firm background and history
2. Team member qualifications and experience
3. Innovative Office, Training, and Conference facility design experience and expertise
4. Related project experience (maximum 5 projects)
5. Document quality of bid and construction documents on public projects
6. Estimating expertise and ability to meet budgets on public projects
7. Construction administration expertise and follow-up commitment
8. Previous experience with similar public and/or organizations
9. References

Statements of qualifications should be submitted electronically to Laura Gallogly, Assistant Director, HCC, 7615 Harrison Avenue, Cincinnati, OH 45231: **laura@mail.hccanet.org**. Submittals should be combined into one PDF file named: "**HCC RFQ - *your team's name***". Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. Please reduce the file size of the PDF.

As required by Ohio Revised Code 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the HCC will enter into contract negotiations with the most highly qualified firm.

The preliminary project description is as follows:

Name of Project: HCC Renovation

Location: 1007 Cottonwood Drive, Loveland, OH 45140

Description: This project involves design and construction of approximately 18,000 sq ft of renovated office and conference/training facilities in the existing building. Services required of the Professional Design firm include: programming, conceptual design and budget verification as well architectural, mechanical, electrical, plumbing, technology, interior design and landscape architecture. Other services are expected to include, but not be limited to: administering the public bidding process and construction administration assistance related to a single-prime General Contractor construction delivery model.