

**PUBLIC NOTICE**  
**REQUEST FOR STATEMENTS OF QUALIFICATIONS**  
**ARCHITECTURAL / ENGINEERING DESIGN SERVICES AS ARCHITECT-OF-RECORD**  
**CAPITAL IMPROVEMENT PROJECTS TO**  
**THE DELAWARE COUNTY FAIRGROUNDS**

**DELAWARE, OHIO**

The Delaware County Agricultural Society (Owner), in accordance with Section 153.67 of the Ohio Revised Code, wishes to receive Statements of Qualifications (SOQ) from experienced architectural/engineering firms to assist the Owner in the design and engineering for Capital Improvement Projects to the Delaware County Fairgrounds.

The work may involve, but is not limited to, physical assessments, planning, programming and conceptual design, budget estimating, detail design development, construction documents, construction contract administration, and other associated services.

The complete Request for Qualifications may be obtained at the Owner's web page, <http://www.delawarecountyfair.com> or by contacting the Delaware County Fair Office at (740) 362-3851, email [jen@littlebrownjug.com](mailto:jen@littlebrownjug.com), or in person at 236 Pennsylvania Ave., Delaware, Ohio during normal business hours.

Statements of Qualifications will be received at the Delaware County Fair Office, Attention: Jennifer McGowan, Fair Manager, **236 Pennsylvania Ave., Delaware, OH 43015** until **4:00 PM on Wednesday, October 30, 2024**. One (1) hard copy and one (1) electronic copy in PDF format of all submittals are to be included. Submittals pursuant to this invitation will not be received after the hour and date stated above.

*End of Advertisement*

**REQUEST FOR STATEMENTS OF QUALIFICATIONS  
ARCHITECTURAL / ENGINEERING DESIGN SERVICES  
AS ARCHITECT-OF-RECORD FOR  
CAPITAL IMPROVEMENT PROJECTS TO  
THE DELAWARE COUNTY FAIRGROUNDS**

The Delaware County Agricultural Society (Owner) is accepting Statements of Qualifications (SOQ) for the following:

**1. Project Name**

Capital Improvement Projects for the Delaware County Fairgrounds.

**2. Public Authority/Owner of Record**

Delaware County Agricultural Society.

**3. Project Location**

236 Pennsylvania Ave., Delaware, Ohio 43015

**4. General Description**

The Delaware County Agricultural Society received \$2.5M dollars from the State of Ohio for improvements to the Grandstands. In addition the Agricultural Society receives a 3% bed tax for capital improvements to the Fairgrounds. Bed tax projects may include renovations, additions, and/or new barns/buildings, covered or enclosed horse arena, new restrooms, general infrastructure improvements, etc.

**5. Budget**

Improvements to the Grandstands project budget is \$2.5M. Additional bed tax projects are to be determined.

**6. Project Delivery Method**

The project delivery method is to be determined by project.

**7. Scope of Architectural / Engineering Services**

The anticipated services are to include normal structural, mechanical and electrical engineering services in conjunction with the basic architectural services such as, but not limited to:

- Planning
- Program Validation
- Concept Design

The following services are anticipated to be included, but are not limited to:

- Design Development
- Construction Documents
- Bid and Award Support
- Construction Contract Administration
- Post-Construction/Closeout

Design services will also include civil engineering, landscape architecture, and interior design services for these phases as required by the Owner.

## **8. Content of Consultant's Statement of Qualifications**

Statement of Qualifications should include, but is not limited to the following:

- 8.1 Name of firm, address, contact person, email, and telephone number.
- 8.2 Names, qualification and experience of principals and key personnel who are to be assigned to the project. Provide detailed information on these individuals so as to indicate their availability to the project. This information should include, but not limited to the following for each individual:
  - Number and type of projects in which individual are involved.
  - A graphical or tabular representation of hours available for key personnel.
  - Key personnel being defined as project engineers, design engineers, designers and other professionals needed by the project.
- 8.3 Number and composition of staff available for the project, including a table of organization. Composition should be broken into professional, sub-professional, technicians, administrative and clerical.
- 8.4 Name of the responsible firm member and project manager.
- 8.5 Listing of all sub-consultants whose qualifications are being used to obtain qualifications in any of the areas identified.
- 8.6 Listing of previous projects with Agricultural Societies and/or other projects of similar type and scope of services. Include the scope of the project, square footage, budget, and completion date.
- 8.7 A brief statement of the firm's intended approach to the project and the services the firm would recommend, including, but not limited to the services requested.
- 8.8 A statement of the firm's overall operating philosophy and organizational characteristics.
- 8.9 An outline of the firm's Quality Assurance or Quality Management Program.

## **9. Schedule**

Work is to proceed expeditiously upon the approval of the contract.

## **10. Submittal Deadline**

Statements of Qualifications will be received until **4:00 PM on Wednesday October 30, 2024** at:

Delaware County Fair Office  
Attention: Jennifer McGowan, Fair Manager  
236 Pennsylvania Ave.  
Delaware, OH 43015

One original and one electronic copy (**in PDF format**) of all submittals are to be included. Submittals pursuant to this invitation will not be received after the hour and date stated above.

Any proposals submitted to the Delaware County Agricultural Society are to be prepared at the submitter's expense. The Agricultural Society reserves the right to reject any and all proposals in whole or in part. Acceptance of a proposal shall not constitute an agreement between the submitter and the Agricultural Society. The Agricultural Society shall have no liability whatsoever to any submitter whose proposal is not accepted.

## **11. Inquiries**

Questions regarding this Request for Qualifications should be submitted in writing to:

Delaware County Agricultural Society  
Email: [jmelvin@co.delaware.oh.us](mailto:jmelvin@co.delaware.oh.us) (preferred)  
Attention: Jennifer McGowan, Fair Manager  
236 Pennsylvania Ave  
P.O. Box 1278  
Delaware, OH 43015  
Fax: (740) 363-4132

## **12. Evaluation of SOQ**

Statements of Qualifications will be evaluated on the following criteria:

- Competence of the professional design firm and all consultants 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.
- Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously.
- Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines.
- Knowledge or past experience in the construction and design of like projects.
- Location of the firm in relation to the project site.
- Any other relevant factors as determined by the public authority.

As required by the Ohio Revised Code Sections 153.65 to 153.71, responding firms will be evaluated and ranked in order of their qualifications by a selection committee based on proposals and any conducted interviews. Depending on the total number of proposals submitted, the selection committee may short list the top firms and conduct interviews with the short listed firms only. Upon ranking of at least the top three firms, Delaware County Agricultural Society may enter into contract negotiations with the firm ranked most qualified. If no agreement can be reached with the first firm, Delaware County Agricultural Society may enter into negotiations with the firm ranked to be the next most qualified firm.