

**REQUEST FOR PROPOSALS ("RFP")
FOR ARCHITECTURAL AND ENGINEERING DESIGN AND
CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES**

Ref: Evaluation, Recommendation and Design of Renovations, and Construction Administration and
Inspection Services for Renovations to the South Wing of the Administration Building
Cuyahoga County, Ohio

DESIGN PROJECT NO. 71-13-04

The Ohio Turnpike Commission ("Commission") will be issuing a RFP to select a qualified firm to provide the professional engineering and architectural services that are necessary to evaluate, recommend and design renovations to the South Wing of the Commission's Administration Building in Cuyahoga County, Ohio, and then perform subsequent Construction Administration and Inspection Services during the renovations of the Administration Building

Any firm interested in submitting a Letter of Interest ("LOI") to respond to the RFP is invited to do so by **5:00 p.m. (E.S.T.), on February 27, 2013**. LOI's should include general information as to why the Firm believes it is qualified to perform the services required for a project of this type. (See page 2 of this Notice for further details on content of the LOI). **One (1) original and three (3) copies of the LOI are required.** Once the Commission has reviewed the LOI's received, it will select several interested and qualified Firms in order to elicit sufficient responses to the RFP. The Selected Firms will then be invited to submit a response to the RFP. The deadline for responses to the RFP is **5:00 p.m. (E.D.T.), on March 27, 2013**.

Interested Firms are advised that, to be considered as a potential respondent to the RFP, a completed "Request For Qualifications" (RFQ) package for calendar years 2013-2014 must be on file with the Commission. If a Firm has not already responded to the RFQ, the RFQ package may be obtained from the Commission's Procurement Manager, Kevin Golick

Firms interested in receiving the RFP may request a draft copy from the Commission's Procurement Manager. Interested Firms may submit specific questions regarding the RFP and/or the LOI requirements. Any questions **shall** be addressed in writing and emailed to: **kevin.golick@ohioturnpike.org**, or faxed to **440-234-0232 Attn. Kevin Golick**. **Please do not contact the Commission by phone. Do not address your questions to anyone other than Mr. Golick.** The final Inquiry Deadline is **5:00 p.m. (E.D.T.), on March 20, 2013**. Answers to all questions will be compiled. A copy of each question and the Commission's response will be forwarded via email to Firms that so request (email address must be provided), and will also be posted on the Commission's Website, **www.ohioturnpike.org**.

LOI's must be submitted by **5:00 p.m. (E.S.T.) on February 27, 2013** to the following address (LOI's sent via email are not acceptable):

**Ohio Turnpike Commission
Attn.: Kevin Golick, Procurement Manager
682 Prospect Street
Berea, Ohio 44017**

LETTER OF INTEREST CONTENT FOR PROJECT NO. 71-13-04
(Not to exceed ten (10) pages)

1. List the types/categories of services for which your firm has a current Qualifications Statement on file with the Commission in response to the 2013/2014 RFQ.
2. List significant subconsultants, their categories of service and the percentage of work to be performed by each proposed subconsultant
3. List the Project Manager and other key staff members including key subconsultant staff. Address the experience of the key staff members on similar projects. Provide only the résumé of the proposed Project Manager. The proposed Project Manager must be a professional engineer or architect registered in the State of Ohio.
4. Provide references from three (3) governmental organizations other than the Ohio Turnpike Commission for similar projects for engineering and/or architectural design and construction administration/inspection services completed in the past five (5) years. For each reference/project listed, provide a contact name and phone number.
5. Describe the capacity of your firm's staff and its ability to perform the work in a timely manner relative to present workload and the availability of assigned staff.
6. Provide a description of your Project approach, not to exceed two (2) pages. Confirm the firm's proposed technical approach, cost containment practices, innovative ideas for this type of project and any other relevant information concerning your firm's qualifications to perform the services contemplated.

Items 1 through 6 must be included in the LOI, which should not exceed ten (10) pages on single sided, 8 1/2" x 11" sheets of paper. To be considered, **one (1) original and three (3) copies of the LOI must be submitted no later than 5:00 p.m. (E.S.T.), on February 27, 2013**