*From*:

John C Thatcher, Judge

Mount Vernon Municipal Court

5 North Gay Street, 3rd Floor

Mount Vernon, Ohio 43050

*Date*: August 16, 2024

*To:* Prospective A/E Firms,

The Mount Vernon Municipal Court is seeking a proposal from a qualified, professional, and registered architectural and/or engineering firm for a comprehensive facility assessment of the current Courthouse facility at 5 North Gay Street, Mount Vernon, Ohio (a.k.a. the Plaza Building). The intent of this facility assessment is to provide the Municipal Court with an evaluation of the current condition of the subject facility with an assessment of the maintenance and improvement needs projected approximately 10 years to the future in order to maintain its viability as a public courthouse.

*Description of Current Facility*:

The Plaza Building consists of a three-level parking structure with a footprint of roughly 16,200 sf (48,579 sf total) and a three-level government building with a footprint of roughly 10,494 (31,482 sf total). The facility was constructed in 1974 and much of the infrastructure is existing including the HVAC system.

*Scope of Requested Proposal*:

The proposal being requested herein is for a useful life feasibility study of the existing facility from current through the next 10 years. The study will include approximate, projected costs for repairs and/or suggested improvements to allow the facility to remain viable as a public courthouse. The scope of the study is as follows:

* Structural Integrity—basic analysis of the integrity of the current structure, including concrete stairways and access points.
* Building Enclosure—basic analysis of the integrity of the current enclosure, including roof, façade, window systems, and HVAC devices (grills, intakes, exhaust fan relief, etc.) communicating through the roof or façade.
* Vertical Transportation—basic analysis of the integrity of the current elevator and stairs.
* HVAC Systems—basic analysis of the integrity of the current heating and air conditioning systems.
* Normal Electrical Power Distribution Systems—basic analysis of the integrity of the current normal power electrical distribution gear and devices.
* Emergency Electrical Power Distribution Systems—basic analysis of the integrity of the current emergency power electrical distribution gear and devices.
* Public Ingress and Egress—basic analysis of building occupant flow into and out of the building for the intended uses of the facility over the next ten years; this analysis will include options for safe and reasonable flow during the planned construction of the new facility.
* Accessibility and Code Compliance Evaluation—the study will include a high-level commentary on where the existing facility is not in compliance with current code regarding accessibility, life safety functions, and general code compliance for the purposes of understanding risk.

The deliverable of this study is to be in both hard copy and electronic format. Three hard copies and three flash drives with the electronic version in pdf format are required.

*Proposed Team*:

The response to this RFP should include a list of proposed team members to satisfy the requirements of the requested study. The disciplines required are:

* Architectural/Code Analysis
* Structural
* Façade/Enclosure
* HVAC and Controls
* Electrical

*Summary of Qualifications of Proposing Firm*:

The response to this RFP should include a brief summary of the qualifications of the proposing team including team members for each discipline. Qualifications are to include:

* Relevant number of years experience in the proposed discipline
* Previous experience/involvement in producing a similar study

*Timeline for Response to the RFP*:

It is desired by the Mount Vernon Municipal Court for the requested proposal to be submitted in electronic format no later than **COB on October 18th, 2024**. There will be a Pre-Proposal meeting to walk through the facility and answer RFP questions during the **week of August 30th, 2024**. The meeting will be scheduled in coordination with the Court and the interested responders.

*Timeline for Proposed Study Deliverable*:

The timeline for the proposed study and deliverable will be established upon negotiation of an agreement between the Mount Vernon Municipal Court and the chosen firm. It is the intent of the Mount Vernon Municipal Court that the Mount Vernon City Engineer’s Office provide as much background information to the selected firm as is needed and reasonable to facilitate the study.

*Form of Agreement*:

It is the intent of the Mount Vernon Municipal Court to enter into a purchase order agreement between the selected firm and the Mount Vernon Municipal Court. Terms will be negotiated and agreed upon prior to commencement of any work.