

# Request for Qualifications

**City of Canton, Ohio**  
Purchasing Department  
218 Cleveland Ave. SW, 4<sup>th</sup> floor  
Canton, Ohio 44702

Architectural/Engineering Design Services – Canton City Hall Building Assessment

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**Item/Project**

Service Director

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**Responsible Department**

May 17, 2022 at 4:00 pm local time

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**Proposals Due By**

**Proposal Submitted By:**

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**Company Name**

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**Street Address**

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**City**

**State**

**Zip**

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**Contact Person**

**Phone No.**

**Email Address**

## **Overview**

The City of Canton (City) is seeking a statement of qualifications from firms or individuals to provide professional architectural/engineering services to develop a building assessment of City Hall. The successful company will provide a building condition assessment report (hereafter referred to as "Assessment") for City Hall and determine the functional adequacy of the building in the short- and long-term future. The purpose of the assessment is to incorporate identified needs in the Capital Budget Plan and provide narratives that summarize assessment observations. The assessment must provide a consistent and comprehensive survey of the facility by a highly qualified firm that identifies the current status of the building and components, provides information on the lifecycle and useful remaining life of the building, building elements and systems, identifies and prioritizes major maintenance needs, and provides cost estimates to repair or replace major systems.

**Project Name:** Canton City Hall Building Assessment

### **Project Description:**

Provide an assessment of City Hall, the existing facility and its needs. Prepare a report complete with recommended preliminary building improvements and/or renovations including preliminary cost estimates. City Hall currently houses approximately 16 administrative departments and, the Municipal Courts and Police Department.

The objectives of the assessment are to:

- A. Identify major defects or deficiencies in the building.
- B. Provide a basis for forecasting funding requirements for capital improvement of the facility over the next 10 years.
- C. Provide a baseline for setting priorities for the maintenance, repair, enhancement of the building and its component systems.

### **Professional Services Needed**

Included but not limited to:

- Provide a review and analysis of City Hall including but not limited to:
  - Inspect facilities and properties. Specifically, the assessment will focus on the following components:
    - 1) Heating System; identify boilers, and major labeled equipment.
    - 2) Ventilation System; identify the ventilation systems and assess overall condition.
    - 3) Roofing System; identify the material roof systems, including roof type, reported age, slope, drainage, or any unusual roofing conditions. Observe for evidence of material repairs, significant ponding, or evidence of material roof leaks.
    - 4) Electrical System; identify the electrical service provided and distribution system at the subject property. Observation and evaluation will include switchgear, transformers, emergency generator and main distribution panels. Excluded are step down transformers.
    - 5) Plumbing; identify the material plumbing systems at the subject property, including domestic water supply, domestic hot water production over 80 gallons, sanitary sewer, primary backflow preventer or any special or unusual plumbing systems (such as fuel systems, gas systems).
    - 6) Vertical Transportation; identify the existing vertical transportation equipment and provide an overall assessment. Detail deficiencies for each elevator and provide an analysis

of the remaining useful life, along with budgets for any expected expenditures up to and including modernization or replacement.

7) Building Envelope; identify the material elements of the building exterior, to include walls, doors, windows, and fire escapes. This will also include the façade, curtain-wall systems, glazing, exterior sealant, exterior balconies, and stairways.

8) Structural Components; evaluate the footings, foundations, slabs, columns, floor framing system, and roof framing system as part of the structural inspection for soundness. Observations will be subject to grade and visibility of components. This is to be an inspection only and no structural testing of components or materials will be undertaken at this time.

9) Site Paving; observe and evaluate the site paving components including paving, curbs, drains and sidewalks.

- The successful Company will collect, document, and analyze the facilities assessment data and will provide reports for following:
  1. A separate report section will be prepared for each category as listed previously (9).
  2. Provide individual cost estimate tables for each category.
- Identify and provide an assessment of any current environmental matters.
- Space Utilization; review and assess current utilization, identify deficiencies and opportunities to maximize functionality.
- Inspection of systems and equipment is not limited to “visual only” however, all inspection other than visual must be approved in advance by the Director of Building Maintenance, Cliff Graves.
- Provide financial analysis to determine current operational costs of the building as compared to projected costs if recommendations are fully implemented.

### **Location**

This project is located at 218 Cleveland Ave SW, Canton, Ohio 44702.

### **Questions**

Please direct all questions regarding this request for qualifications in writing by **May 9, 2022 at 4:00 PM** to:

Andrew Roth, Director of Purchasing  
[andrew.roth@cantonohio.gov](mailto:andrew.roth@cantonohio.gov)

## **Statement of Qualifications**

Qualifications will be ranked based on the following information:

### **Firm's Background (10 Points)**

- Information regarding the firm's history
- Types of services offered by the firm
- Information regarding the firm's available equipment and facilities

### **Similar Project Experience (25 Points)**

- The firm's experience with similar projects, including at least three (3) examples of completed projects of a similar nature and scope

### **Past Project Performance (10 Points)**

- Previous work performed for the City of Canton,
- Past project performance with regard to quality of work, experience with Canton's water treatment plants, along with experience with Ohio's regulatory procedures and policies
- References

### **Project Team (25 Points)**

- Education and experience of owners and key technical personnel who will be assigned this project. Project teams shall identify the proposed project manager, individuals anticipated to perform the work, and other in-house capabilities appropriate for this kind of work. Identification of possible outside sub-consultants shall be included.
- The technical expertise of the firm's current staff
- Current projects underway and availability of staff

### **Project Technical Approach (25 Points)**

- Summary of approach to complete the CIP
- Project objectives clearly defined and understood.
- Details and project specific ideas offered

### **Submittal Presentation (5 Points)**

- Overall appearance and quality of the submittal.

The submission must not exceed 20 single-sided, numbered pages that are double-spaced with a 12-point font, including attachments. The cover page will not count towards the total number of pages, but all others will. The qualification package must provide adequate information needed to rank the capability of a firm on each of the preceding categories. The City may short list firms based on any combination of categories noted above. The City reserves the right to require an oral technical presentation to aid in the ranking process.

**Deadline and Submission Procedures**

Firms interested in being considered for this design work must provide a statement of qualifications by **4:00 pm on May 17, 2022**. Statements received after this deadline will not be considered. Please submit your statement of qualifications through the City's bid tool, Vendor Registry.

Electronic copies of your statement of qualifications must be submitted via the City's sourcing tool, Vendor Registry. Vendor Registry is free for your use with City sourcing events (<https://www.cantonohio.gov/448/Purchasing-Procurement>).

**Evaluation and Next Steps**

Responding firms will be evaluated and ranked pursuant to Ohio Revised Code Sections 153.65-153.73 based on the above criteria. Short-listed firms will then be requested to submit a technical proposal and/or present an oral technical presentation.

The City will then commence fee and contract negotiations with the firm selected most qualified to perform the services for the project. The final scope of engineering services will be established during these negotiations.

The City of Canton reserves the right to reject any and all proposals and to accept the proposal deemed most beneficial to the City of Canton.

**By order of the Service Director  
John Highman**

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