



The City of Canton

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## Request for Qualifications

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

Civic Center Steam Coils (8 - 10) - ARPA

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**Item/Project**

Building Maintenance

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**Responsible Department**

4:00:00 PM, 8/28/2023

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**Bids Due**

### Statement of Qualifications 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**



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## LEGAL NOTICE

The City of Canton, Ohio is accepting qualifications from design-build firms for the design and construction of its Civic Center Steam Coils (8 - 10) - ARPAProject. The Request for Qualifications documents are on file and available from the City of Canton's web site (<https://cantonohio.gov/448/Purchasing-Procurement>). Qualifications may be uploaded through the same site prior to the closing at 4:00 pm on 8/28/2023.

Questions should be addressed in writing to Purchasing Department, at [purchasing@cantonohio.gov](mailto:purchasing@cantonohio.gov).

The City reserves the right to waive irregularities, reject any or all submissions, and conduct necessary investigations if needed.

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**CITY OF CANTON, OHIO  
REQUEST FOR QUALIFICATIONS FOR  
DESIGN-BUILDER SERVICES**

**Project Owner:** City of Canton, Ohio

**Project Name:** Civic Center Steam Coils (8 - 10) - ARPA Project

**Project Location:** 1101 Market Ave N, Canton, OH 44702

**Delivery Method:** Design-Build, in accordance with the Ohio Revised Code

**Questions Deadline:** 4:00 p.m., 8/22/2023

**RFQ Response Deadline:** 4:00 p.m., 8/28/2023

**Introduction**

The City of Canton, Ohio (the Owner or the City) wishes to use the services of a company experienced with the design-build delivery model for its proposed Civic Center Steam Coils (8 - 10) - ARPA Project (the Project). As required by Ohio Revised Code Sections 153.65 et seq., the Owner requests statements of qualifications (SOQs) from Design-Build firms (DBs) to provide Design-Build services for the Project. This Request for Qualifications (RFQ) includes criteria that will be used to evaluate the submitted qualifications to develop the short-list of firms. In the second phase of the selection process, a Request for Proposals will be issued to the short-listed firms. The short-listed firms will be asked to provide both pricing and technical proposals, which will be reviewed and evaluated to determine the Design-Build firm that will provide the best value to the Owner for the Project. The short-listed firms may also be asked to provide a proposal bond, guaranteeing their willingness to execute the contract form provided with the Request for Proposals.

Interested firms (Respondents) must submit their SOQ through the City's Sourcing Tool, Vendor Registry, <https://cantonohio.gov/448/Purchasing-Procurement>, no later than the Response Deadline above.

Submittals received after this time may be considered solely in Owner's discretion.

**Communication Protocol**

Direct all questions in writing, to Andrew Roth, by email at [purchasing@cantonohio.gov](mailto:purchasing@cantonohio.gov). Questions must be received by the Questions Deadline provided above. Verbal responses to questions, at any time, are not official and cannot be relied upon. Respondents should not seek to discuss any information directly relating to this procurement with any of the Owner's personnel or anyone affiliated with the Project, except during scheduled site visits, or as otherwise provided for in the RFQ. Violation of this provision may result in disqualification from eligibility for selection.

Only those persons or firms who have obtained an official copy of this RFQ through the City's Sourcing Tool will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a transmittal letter with the SOQ.



### PROJECT OVERVIEW AND OWNER BUDGET

- A. The Project is anticipated to consist of the design and construction of replace the steam coils (approx. 10) located within the Civic Center. (the “Work”).
- B. The Owner’s budget for design and construction of the Project is **\$130,000.00**, excluding legal and real estate acquisition fees and permitting fees (the “Owner’s Budget”).
- C. The Criteria Architect/ Engineer is James Benekos/City Engineer.

### SCOPE OF SERVICES

Design-Build services for the Project are anticipated to include, but not necessarily be limited to:

- 1. Preliminary Services (design phases may be combined, as appropriate and agreed to by Owner)
  - a. Integration of Owner’s needs as set forth in the RFP and accepted suggestions throughout the design phases
  - b. Schematic Design
  - c. Design Development
  - d. Construction Documents
  - e. Preconstruction services including but not limited to constructability review and cost estimating at all phases
  - f. Permit Acquisition / Approval
  - g. Development and submission of a Guaranteed Maximum Price Proposal
  - h. Prequalification of subcontractors for the Work
- 2. Construction Services
  - a. Solicit bids from prequalified subcontractors and recommend subcontractors to use for the Work.
  - b. Perform the Work through subcontractors or Design-Builder’s own forces.
  - c. Conduct construction supervision and quality assurance/quality control.
  - d. Conduct progress scheduling / compliance assurance
  - e. Conduct regular progress meetings
  - f. Conduct testing, inspection, and commissioning
  - g. Conduct Project close-out
- 3. Post-Construction Services
  - a. Warranty obligations

### Design Criteria

The Owner’s Design Criteria will be provided with the Request for Proposals.

### Anticipated Procurement Schedule

RFQ PHASE	DATE (approximate)
Short-List of Qualified Design-Build Firms Announced	9/1/2023



<b>RFP PHASE</b>	<b>DATE</b>
Request for Pricing and Technical Proposals issued to Short-Listed Firms	9/6/2023
Pre-Proposal Meeting at Project Site with Short-Listed Firms (at Owner's option)	TBD
Deadline for Submitting Pricing and Technical Proposals	9/27/2023
Interviews	10/4/2023
Selection of "Best Value" Proposal	10/7/2023

The Owner reserves the right to modify any or all of the dates herein.

**Rights of the Owner**

The issuance of this RFQ constitutes only an invitation to present qualifications. The rights reserved by the Owner, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted.
2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.
5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.
6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
8. Issue one or more amendments to this RFQ extending the due date for the SOQs.
9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the Owner's responses, to all Respondents.
10. Cancel this RFQ in whole or in part with or without substitution of another RFQ if determined to be in the best interest of the Owner.
11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interest of the Owner.
12. Make public any and all documents associated with the Project, including documents submitted to the Owner by Respondents.



## SOQ REQUIRED FORMAT AND INFORMATION

### A. SOQ Format

The format of the SOQ must be as outlined below. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged with a maximum page limit of 50 single-sided pages (or 25 double-sided pages), not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ.

### SOQ Required Information

Provide the following information for consideration by the Owner as part of the evaluation of Respondent's qualifications. The SOQ must be separated into **tabbed sections** as follows:

1. **Competence.** When providing the following information, if the firm is a national firm with a branch office in Ohio, provide information limited to the firm's Ohio office projects and experience. Include:
  - a. An Executive Summary of the DB Team proposed for the Project, including the Architect or Engineer of record, Architect or Engineering ("A/E") firm, if applicable, and other key consultants.
  - b. Provide a description of the Describe the DB Firm and proposed DB Team in more detail, building from the Executive Summary – i.e., in-house, full-time employees and in-house professional disciplines. Include consultants to be used for the Project and the firm's experience with each on past projects, including the Architect or Engineering firm proposed to serve as the architect or engineer of record for the Project.
  - c. The DB Firm's project team qualifications/credentials/experience/education; provide bios for Project Executive/Project Manager, Project Administrator (Site Level), and Construction Technical Staff (Estimating, Budgeting, Scheduling) only. Limit bios to one page in length.
  - d. The A/E firm's project lead's qualifications/credentials/experience/education; provide bios (only as applicable) for Architectural Project Design Lead, MEP Project Design Lead, Structural Project Design Lead, and Civil Project Design Lead only. Limit bios to one page in length.
2. **Capacity in terms of Workload.**
  - a. Include a list of current projects and the status of each and relevant information (i.e., budget, location, type of work, stage of completion, anticipated completion, committed staff and consultants).
3. **Past Performance.**
  - a. DB Firm's relevant project experience within recent history.
  - b. A/E's relevant project experience within recent history (including but not limited to experience involving similar work.)
  - c. DB Firm's project experience with DB delivery method, especially on public projects.
  - d. A/E's project experience with DB project delivery method, especially on public projects.



- e. Previous collaboration of the DB Team members on any project type, sample projects on which a significant number of individual team members have collaborated previously.
- f. Provide representative project experience detailed information. Provide detailed project information including project name, project location, project completion year, project owner, owner contact name, owner contact phone number/email, brief description of the project and its relevance to this RFQ, firm(s) and team members from DB Team associated with project and their role on the project, construction cost, project size. Up to 10 projects may be listed.

**4. Meeting legal requirements for compliance with architectural and landscape architectural services, design-build construction, and professional engineering and surveying services.** Demonstrate that the DB Firm and its consultants have the required professional licenses and certifications to perform the services and Work required for the Project.

**5. Financial Strength.** Demonstrate DB Firm's bonding capacity as evidenced by a recently dated letter from the DB Firm's surety agent listing current available bonding capacity, as well as total maximum bonding capacity. The letter should also state the surety agent's commitment to provide the required payment and performance bonds for the DB Agreement if the DB Firm is determined to be the firm that will provide the best value for the Project.

**6. History of Performance with goals of diversity and inclusion.** Describe the DB Firm's history of performance with goals of diversity and inclusion. Identify all projects where the firm has been denied a contract for failure to meet goals for Disadvantaged Business Enterprise ("DBE") or other diversity and inclusion participation or to demonstrate good faith compliance towards meeting DBE goals.

**7. Other qualifications consistent with the scope and needs for the Project.**

- a. **History and philosophy of the firm.** What is it that makes the firm unique? Describe the aspects of the firm's approach to the DB delivery method specifically that have made it successful.
- b. **Number of years in business.** How long has the DB Firm been in business, either as a general contractor, construction manager, or design builder and how long have key employees and principals been associated with the firm?
- c. **Average Revenue.** DB Firm's average annual revenue for construction projects (Average of past 7 years) – List average revenue only.
- d. **Proximity to the Site.** Proximity of the DB Firm's primary office where the majority of the Project work will be managed/performed to the Project site – List distance in miles, straight-line method.
- e. **Value Added Experience.** Demonstrate the DB Firm and DB Team's unique qualities that set the firm apart from others as it relates to the required services for the Project. To what extent is the DB Firm or any of the DB Team familiar with the Owner's existing facilities? Has the DB Firm or any of the DB Team provided value added components through creative or innovative design, construction techniques, etc. in previous design-build projects? Provide specific examples and for each example, include a brief one-paragraph summary.
- f. **Insurance and Claims History.**
  - (1) Professional Liability coverage of the DB Firm and the proposed A/E firm for the Project, plus history of claims against either entity in excess of \$75,000 for the last 10 years;
  - (2) Commercial General Liability coverage of the DB Firm and the proposed A/E firm for the Project, plus history of claims against either in excess of \$100,000 for the last 10 years.





- g. **Prior Performance with the Owner.** Has the DB Firm or any of DB Team ever worked on Projects for the Owner in the past? Was the relationship successful?
- h. **Familiarity with Local Area.** Knowledge of the local area and working relationships with local subcontractors and suppliers.

### **SOQ EVALUATION PROCESS**

The Owner's Evaluation Committee will review the qualifications received and will notify firms if they are included on the short-list of qualified firms.

#### **A. Conformance Review**

Respondent shall be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ. Each Respondent that is rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding in writing.

#### **B. Qualifications Criteria**

The qualifications criteria which may be the basis for evaluation of submitted SOQs are:

1. Competence to perform the required design-build services as indicated by the technical training, education, and general experience of the DB's personnel, especially the technical training, education, and experience of the design-build firm's employees and consultants who will be assigned to the Project, including the proposed architect or engineer of record;
2. Capacity in terms of workload and the availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously;
3. Past performance of the DB Firm as reflected by the evaluation of previous clients with respect to factors such as control of costs, quality of work, dispute resolution, administration of subcontracts, meeting deadlines, and past performance of the design-build firm's proposed architect or engineer of record;
4. Compliance with ORC Sections 4703.182 (unauthorized practice of architecture and landscape architecture), 4703.332 (DB construction), and 4733.16 (business authority to practice professional engineering and professional surveying services), including the use of a licensed design professional for all design services;
5. Financial responsibility including evidence of the capability to provide the payment and performance bonds in accordance with OAC 153:1-4-02(A);
6. History of performance with meeting goals of any diversity and inclusion programs required by a public authority or by applicable law, and compliance with applicable affirmative action programs, if applicable; and
7. Other qualifications that are consistent with the scope and needs of the Project, including, but not limited to:
  - i. History and philosophy of the firm
  - ii. Number of years in business
  - iii. Average revenue
  - iv. Proximity to the site
  - v. Value added experience
  - vi. Insurance and claims history
  - vii. Prior performance with the Owner



- viii. Knowledge of the local area and working relationships with local subcontractors and suppliers

**Additional Instructions**

During the RFQ phase, Respondents may visit the site, after submitting a written request that is approved in advance by the Owner. Such written request must be made to the Owner via e-mail at [purchasing@cantonohio.gov](mailto:purchasing@cantonohio.gov). The Owner reserves the right to have a representative present or to schedule a single time to make the site available for all potential Respondents.

These two items will be provided as part of the RFP specifications if applicable.

Prevailing wage is required on this project.

A Project Labor Agreement is or is not required on this project. YES



Name of Project: Civic Center Steam Coils (8 - 10) - ARPA

Name of Design-Build Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Criteria	Points Possible	Score
Conformance to RFQ	Y/N	
Competence - education, technical training, and experience of owners, key personnel, individuals assigned to the Project, and proposed consultants, if any	10	
Capacity in Terms of Workload – firm’s ability to perform services within the proposed schedule (Availability of current personnel? Are resources currently available or fully committed to other projects?)	10	
Past Performance – similar projects, budget and schedule performance, prior collaborations, references	25	
Compliance with Ohio Revised Code requirements for design professionals	Y/N	
Financial strength	5	
History of compliance with D&I goals	Y/N	
Firm’s history (number of years in business, average revenue etc.)	5	
Firm’s proximity to the site	5	
Value added experience (unique qualities that set the firm apart from others as it relates to the required services for the Project, e.g., familiarity with Owner’s existing facilities)	15	
Insurance coverage/claims history	5	
Prior performance with Owner	15	
Familiarity with local area/subcontractors/suppliers	5	
<b>TOTAL</b>	<b>100</b>	_____

Evaluation Committee:

*Printed Name*

*Signature*

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