

# Request for Qualifications

**City of Canton, Ohio**

Purchasing Department

218 Cleveland Ave. SW, 4<sup>th</sup> floor

Canton, Ohio 44702

The Historic Geo D. Harter Bank Building Atrium Adaptive Re-use  
Canton Central Plaza Market and Maker-space

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## **Item/Project**

Planning Department

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## **Responsible Department**

September 14, 2021, 4:00 pm

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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**

## City of Canton

### The Historic GEO D. Harter Bank Building Atrium Adaptive Re-use

# Request for Qualifications

The City of Canton is seeking a “Request for Qualifications (RFQ)” from qualified firms with strong architectural, interior design expertise to provide professional architectural services for the programmatic and conceptual design of Canton Central Plaza Market and Maker-space to be located within the Historic Geo D. Harter Bank Building Atrium located at 126 Central Plaza N.; downtown Canton, Ohio.

## Requirements

### 1.1 Prequalification Overview

This is a request for Qualifications (RFQ) for qualified firms interested in providing architectural services for the City of Canton, Department of Planning. The scope of services will include project coordination, site investigation, data collection, programmatic and conceptual design, cost estimating, and illustrative drawings.

Qualifications will only be accepted from those firms demonstrating a minimum of five (5) years of experience and who have completed projects providing the services requested in this RFQ. References that will verify project experience should be provided.

Successful respondents to this RFQ must present a team of individuals with a diversity of skill sets in order to provide and manage all required areas of the scope work. A combination of Prime Consultant and Sub-consultant’s prequalification in Design Services with experience in architecture and interior design is being sought. Some respondent consulting firms may be multi-disciplinary enough to offer all of the necessary skills “in house.” The City strongly encourages respondents to consider inclusion of team members that are Northeast Ohio-based and/or otherwise have a substantive body of knowledge or experience within the City of Canton. The following is a detailed list of consultant team qualifications, organized by area of expertise:

#### Project Management

- Consultant Firms shall have technical ability to oversee and manage efficient, timely decision making and successful project execution.
- Demonstrates organizational excellence, assessment of range of urban design issues, financial evaluation, and architectural leadership.

#### Architecture and Interior Design

- Demonstrate experience with technical design components such as infrastructure, utilities and interior design; and the ability to work within the existing contextual design vernacular; and demonstrated understanding of historic structures.
- Demonstrate design excellence, technical competence, and innovative architecture design as well as best management practices and experience with sustainable design strategies.
- Demonstrate the ability to provide graphic design techniques and 3D illustrative illustrations of design concepts.

### 1.2 Selection Procedures

Interested consultant team/firm(s) must submit a letter of Interest and three (3) complete qualification packages; in hard copy (double-sided) and an electronic PDF copy on USB Flash Drive or CD-ROM to the following address by 4:00 p.m., Eastern Time on, September 14, 2021.

Canton City Hall  
Purchasing Department  
218 Cleveland Avenue SW, 4<sup>th</sup> Floor  
Canton, OH 44702

Attn: Andrew Roth, Director of Purchasing

Consultant Team/Firm(s) will be ranked based on:

- Project Team qualifications;
- Prior experience with similar projects; and,
- General presentation of the submittal.

All sub-consultants on the project team must be identified and their role described.

### **1.3 Requirements**

#### **Preparing and Submitting Qualifications:**

- Provide the information requested in the advertisement, in the same order listed, and signed by an officer of the firm. Do not send additional forms, marketing brochures, or other material.
- Each qualifications package shall include the following parts in the below order. Please separate and identify each part by tabs for quick reference. Each qualifications package should be organized so as to facilitate its evaluation. Qualification packages are limited to 50 pages (i.e. 25 double-sided pages).
- Please adhere to the following requirements in preparing and Letters of Interest:
  - Utilize a minimum font size of 12-point and maintain margins of 1" on all four sides.
  - Page numbers must be centered at the bottom of each page.
  - Use 8½" x 11" paper only (11" x 17" fold-out pages are acceptable).

#### **Qualifications Package Content**

- Letter of interest.
- How Consultant Team/Firm(s) meets the qualifications.
- A description of the nature of the firm's experience in providing the service(s) and/or deliverable(s) sought.
- List significant sub-consultants, and their anticipated role.
- List the Project Manager and other key staff members, including key sub-consultant staff.
- The total number of such engagements and the comparable clients for which the firm has provided like or similar services within the last five (5) years.
- The names of at least two (2) references for the firm's capabilities. Include name and contact information.

### **1.4 Schedule/Time-line**

The plan is to be completed and on file with the City of Canton within six (3) months from the date of authorization. It is anticipated that the selected Consultant Team/Firm(s) will be authorized to proceed by November 1, 2021.

### **Questions**

Please direct all questions regarding this Request for Qualifications in writing by September 7, 2021 at 4:00 PM to:

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

## **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. The City will then issue an RFP; then commence fee and contract negotiations with the selected firm most qualified to perform the services for each separate project as described above. The final scope of design services will also 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 Director of Public Service:  
John M. Highman, Jr., Director of Public Services

Published in The Repository: August 27 and September 3, 2021

### Rating Sheet

Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
Project Manager	15	See a, below.	
Strength/Experience of Assigned Staff, including Subconsultants	25	See b, below.	
Firm's Current Workload/ Availability of Personnel	10	See c, below.	
<b>Consultant's Past Performance</b>	25	See d, below.	
<b>Project Approach</b>	25	See e, below.	
TOTAL	<u>100</u>		

#### a. Project Manager

The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance with the City of Canton.

#### b. Strength/Experience of Assigned Staff, including Subconsultants

The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored in a similar manner as noted for item a. above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

#### c. Firm's Current Workload/ Availability of Personnel

In instances when a consultant is simultaneously being considered for selection on multiple projects, or a consultant's current workload may impact their ability to complete the work as proposed, the firm's current workload and availability of qualified personnel shall be considered. In the selection rating form, the full value of the "Firm's Current Workload/Availability of Personnel" rating category (ten points) shall be allocated to the selected firm to indicate the Department's quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest

#### d. Consultant's Past Performance

The consultants' past performance on similar projects, including subconsultant performance, shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points.

Note: The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

#### e. Project Approach

Evaluation of the firm's project approach shall consider:

- (1) Whether the firm has visited the site (If applicable).
- (2) The firm's technical approach and understanding of the project.
- (3) The firm's qualifications for the project including knowledge and experience concerning relevant City of Canton standards, procedures and guidance documents.
- (4) Any innovative ideas.

When considering this factor in rating firms, the type of project and the relevance of this factor to the project must be considered. For task order and construction inspection projects, and small, uncomplicated design projects, the possibility for innovation may be very limited. Larger, more complex projects will generally offer more opportunities for innovation. Consultants that identify truly innovative ideas should receive credit in the selection rating, but this factor can be disregarded when projects offer little opportunity for innovation.

- (5) The firm's project specific plan for ensuring increased quality, reduced project delivery time, and reduced project costs.

Note: These factors will be relatively more important and relevant to a complex City project, and much less important for a construction inspection or task order contract. Please remember that Federal rules prohibit consideration of overhead rates, wage rates or any other cost data submitted voluntarily by the consultant.