

# Request for Qualifications

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

Architectural/Engineering Services for Sears Building Renovations

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**Item/Project**

Water, Health, and Building Maintenance Departments

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**Responsible Department**

Tuesday, March 13, 2018 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 intends to contract with an architectural and/or engineering firm for the design of renovations needed at the Sears Building located at 420 Market Avenue, North, Canton, Ohio 44702.

## **Project Description**

The City of Canton Sears Building second floor contains approximately 17,000 square feet of unfinished and vacant space. The City intends to move its 24 person Utility Billing Department to approximately 6,500 to 7,000 square feet of this space. The City also intends to explore the potential renovation of the remaining second floor area into general office space to possibly expand the Canton Health Department and/or other department(s). The City may also explore other future building renovations including but not limited to the renovation of the first floor (Health Department).

## **Professional Services Needed**

- Design plans and specifications for the complete renovation of the second floor of the Sears Building to meet the above named objectives. The main concern initially will be the second floor which contains approximately 17,000.00 square feet. Depending on cost, this may include a single or multiphased bidding and project approach.
- Evaluate, and if needed, design plans and bid specifications for major building systems repairs and upgrades including but not limited to HVAC, plumbing, communications, and electrical systems.

## **Location**

City of Canton Sears Building  
420 Market Avenue, North  
Canton, Ohio 44702

## **Questions**

Please direct all questions regarding this request for qualifications in writing by **Tuesday, March 6, 2018 at 4:00 PM** to:

John Highman, Director of Public Service  
[john.highman@cantonohio.gov](mailto:john.highman@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 (10 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 (25 Points)**

- Previous work performed for the City of Canton,
- Past project performance with regard to quality of work, experience with 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

**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 P.M. on Tuesday, March 13, 2018**. Statements received after this deadline will not be considered. The Purchasing Department time stamp clock will be the official time used to determine if statements of qualifications are submitted on or prior to the time deadline. Please submit five (5) copies of your statement of qualifications to the following:

City of Canton Purchasing Department  
218 Cleveland Ave. SW, 4th floor  
Canton, OH 44702

**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 commence fee and contract negotiations with the selected firm most qualified to perform the services for the project described above. The final scope of construction oversight 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.**

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