

Request for Qualifications

City of Canton, Ohio

Purchasing Department

218 Cleveland Ave. SW, 4th floor

Canton, Ohio 44702

Stadium, Monument, Waterworks and City Field Parkland Comprehensive Priority Improvement Plan and strategy

Item/Project

Planning Department

Responsible Department

March 15, 2021 at 4:00 PM local time

Proposals Due By

Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

City of Canton

Stadium, Monument, Waterworks and City Field Parkland Comprehensive Priority Improvement Plan and Strategy

Request for Qualifications

The City of Canton is seeking a “Request for Qualifications (RFQ)” from experienced Consultant Team/Firm(s) with strong urban design, landscape architectural and park planning expertise to provide planning and design services for Canton’s Stadium Park, Monument Park, Waterworks Park and City Field Park (Mother Goose Land). The primary goal is to develop a community supported, comprehensive action strategy that will serve as a guide for investment, implementation and set forth the City’s vision for this network of city parkland.

The purpose of this plan is to: identify and inventory current programs and facilities; provide long and short term guidance; delivery of recreation services; and, generate a sustainable and implementable action plan for the development and maintenance of a series of sequenced, priority improvement plans for Stadium Park, Monument Park, Waterworks Park and City Field Park (Mother Goose Land). All the while building upon and implementing the recommendation of the 2015 City of Canton Parks Master Plan.

Requirements

1.1 Prequalification Overview

This is a request for Qualifications (RFQ) for consultant teams/firm(s) or organizations interested in providing a comprehensive strategic parks and recreation priority improvement plan and strategy for the City of Canton Parks and Recreation Department. The scope of services will include project coordination, site investigation, data collection, public engagement, a design charrette workshop and plan preparation; including an inventory and Analysis and recommendations.

Qualifications will only be accepted from those consulting teams/firm(s) 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 consult team of individuals with a diversity of skill sets in order to provide and manage all required areas of scope work. A combination of Prime Consultant and Sub-consultants prequalification in Design Services with experience in urban design, landscape architecture and park planning is being sought. Some respondent consulting firm(s) may be multi-disciplinary enough to offer all of the necessary skills “in house”; however, the requested scope of work and primary deliverable is complex and its end product will require expertise from multiple fields and sectors. 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 cities similar to Canton. The following is a detailed list of consultant team qualifications, organized by area of expertise:

Project Management

- Consultant Team/Firm(s) shall have technical ability to oversee and manage efficient inter-agency processes and recruit stakeholders to facilitate timely decision making and successful project execution.
- Demonstrates organizational excellence, assessment of range of planning issues, financial evaluation, and cross-sector leadership.

Engagement

- Consultant Team/Firm(s) shall be able to provide successful engagement in communities of low income and/or depressed markets and have extensive experience sensitively integrating communities in planning processes.
- Demonstrate a competent aptitude in researching and critically analyzing prior community planning recommendations and inclusively establishing park and recreation goals with community stakeholders.
- Demonstrate ability to propose and inspire a vision and implementable strategies that inclusively integrate park and recreation goals, strengthen community assets, improve the quality of life, and support the revitalization of residential neighborhoods.
- Demonstrate ability and creative capacity to communicate complex planning and engineering ideas and designs into informative and understandable presentations for a variety of audiences, as well as providing public presentations and exhibits in a variety of forums.
- Enthusiasm and willingness to work with local groups that have established relationships and trust to achieve community engagement goals.
- Commitment to incorporating Canton Board of Park Commissioner preferences and directives.

Planning

- Consultant Team/Firm(s) must show qualifications experience in developing comprehensive Master Plans, urban design guidelines, and park and help guide the department's vision, goals and strategies for providing high quality park and recreation facilities and programs for the public realm.
- Consultant Team/Firm(s) shall have experience working with local municipal departments.

Urban Design and Landscape Architecture

- Demonstrate experience with technical design components such as infrastructure, land-use, utilities and streetscape design; and the ability to identify physical assets worthy of preservation or adaptive reuse.
- Demonstrate design excellence, technical competence, and innovative landscape architecture design as well as green stormwater infrastructure (GSI), best management practices and experience with sustainable design strategies that effectively manage underutilized assets.
- Demonstrate the ability to provide graphic design techniques and 3D illustrative illustrations of neighborhood area development master plans and urban design concepts.

1.2 Selection Procedures

Interested consultant team/firm(s) must submit a letter of Interest and five (5) 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, March 15, 2021.

Canton City Hall
Purchasing Department
218 Cleveland Avenue SW, 4th 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 (6) months from the date of authorization. It is anticipated that the selected Consultant Team/Firm(s) will be authorized to proceed by Friday, April 16, 2021. Refer to the following schedule/time-line summary as outlined below:

- Request For Qualifications Advertised: 02/26/2021 & 03/05/2021
- Letters of Interest/Qualifications Due: 03/15/2121
- Consultant Short Listing Notification: 03/19/2021
 - Request for Proposal Issued
- Request for Proposals Due: 03/31/2121
- Consultant Oral Presentations: 04/07/2021
- Consultant Selection/Award: 04/09/2021
- Authorization to Proceed 04/16/2021
- Project Coordination/Kick-off Meeting: 04/19/2021
- Planned Project Completion 09/24/2021

Questions

Please direct all questions regarding this Request for Qualifications in writing by **Monday, March 8, 2021 at 4:00 PM** to:

Andrew Roth, Director of Purchasing
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 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 engineering 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: February 26 and March 5, 2021