

Request for Qualifications

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

Architectural/Engineering Design Services – Canton Service Center Master Plan

Item/Project

Service Director

Responsible Department

Monday, December 30, 2019 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

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 Master Plan for the City's Service Center.

Project Name: City of Canton Service Master Plan

Project Description:

Included in the Master Plan are, but not limited to (a) provide an assessment of existing facilities and needs; (b) recommend preliminary site improvements; (c) recommend building renovations and/or new buildings; and (d) provide preliminary cost estimates. The facilities/departments included in the plan are Engineering, Police (SWAT facility and Impound Lot), Public Works (Streets & Storm), Sanitation, Sewer Collections, Department of Motor Vehicles (Vehicle Maintenance), Parks & Recreation and Water.

The total project is anticipated to be constructed in phases. The successful firm will work with the City to prioritize phases and develop a plan and schedule for minimal disruption of all departments during construction of the various phases.

In addition to the needs of the various departments that will be determined during the process, is the need for an overall plan for the safety/security of the overall facility.

Professional Services Needed

Included but not limited to:

- Provide a review and analysis of current City facilities
- Prepare conceptual plans and/or specifications
- Review various environmental constraints and possible impacts to the proposed project.
- Provide financial analysis to determine operational costs of the current facilities as compared to projected costs of proposed facilities
- Investigate the options for using Construction Manager-at-Risk (CMR), Design Build, etc. for design & construction

Location

This project is located at 2436 30th St NE

Questions

Please direct all questions regarding this request for qualifications in writing by **Wednesday, December 18, 2018 at 4:00 PM** to:

Andrew Roth, Director of Purchasing
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 Monday, **December 30, 2019**. Statements received after this deadline will not be considered. Please submit six (6) copies of your statement of qualifications to the following:

Andrew Roth, Director of Purchasing
City of Canton Purchasing Office
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. 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 Mayor
Thomas M. Bernabei

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