

# Request for Qualifications (Design-Build) City Hall 1<sup>st</sup> Floor Corridor Restrooms

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

Design-Build Services: City Hall 1st Floor Corridor Restrooms

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**Item/Project**

Municipal Courts

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**Responsible Department**

November 3, 2021, 4:00 PM local time

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**Proposals Due By**

## 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**

## **Overview and Brief Project Description**

The City of Canton intends to enter into contract with a design-build firm (or team) for design-build services for the Design-Build Services: City Hall 1st Floor Corridor Restrooms Project. The project will involve the installation of ADA compliant restrooms including all necessary electrical, plumbing, HVAC, fixtures and furnishings. The designs must include all needed modifications to existing infrastructure and compliance with all applicable ADA laws and regulations. The selected firm will both design and serve as the general contractor for the project. This project has a maximum budget of \$300,000.00 for all design, construction, installation, fixtures and furnishings.

## **Services Needed**

The services needed under the resulting contract for this request for qualifications are design services, pre-construction services, construction services, and/or construction oversight services. The selected firm will both design and serve as the general contractor for the project. The selected firm will be required to have an engineer of record who will serve as the point person for the project. Additionally, the selected firm will be required to work with the City on the approval process and any required permits to construct the restrooms. The construction component of the project will be subject to a Project Labor Agreement (PLA). The PLA that will be used for this project is attached as Exhibit A for reference. The awarded firm will follow the scope of the PLA and sign the Letter of Assent. The awarded firm must also comply with all State of Ohio Prevailing Wage Rates.

## **Questions**

Please direct all questions regarding this request for qualifications in writing by **October 26, 2021 at 4:00 PM** to:

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

## **Statement of Qualifications Requirements**

Statements of qualifications will be ranked based on the requirements outlined below. Please note that per Section 153 of the Ohio Revised Code, the City is only focusing on the qualifications of interested firms. Specific project information will be shared with selected firms pursuant to the applicable next steps outlined below.

Please provide information regarding the following:

### **Firm's Background (10 Points)**

1. Information regarding the firm's history
2. Types of services offered by the firm
3. Information regarding the firm's available equipment and facilities

### **Past Project Performance (35 Points)**

1. Previous work performed for the City of Canton
2. The firm's experience with similar projects, including at least three (3) examples of completed projects of a similar nature and scope

3. Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines
4. At least three (3) references

**Project Team (45 Points)**

1. The education and experience of the proposed engineer of record
2. The education and experience of firm owners and/or key technical personnel who will be assigned to the project
3. The qualification, education, and experience of possible outside sub-consultants/contractors
4. Any other information regarding in-house capabilities appropriate for this kind of work.
5. Compliance with sections 4703.182, 4703.332, and 4733.16 of the Ohio Revised Code, including the use of licensed design professionals for all design services.

**Submittal Presentation (10 Points)**

1. Overall appearance and quality of the submittal.

The submission must not exceed twenty (20) single-sided, numbered pages, including attachments. The cover page and/or transmittal letter and section dividers (if utilized), will not count towards the total number of pages. The qualification package must provide adequate information needed to rank the capability of a firm on each of the preceding categories.

**Deadline and Submission Procedures**

Firms interested in being considered for these services must provide a statement of qualifications by **4:00 P.M. on October 29, 2021**. Statements received after this deadline will not be considered. Please submit four (4) hard copies of your statement of qualifications clearly labeled in a sealed envelope or other similar container and a thumb drive with a pdf version 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 153.693 based on the above criteria. Dan Moeglin, P.E., Canton City Engineer will serve as the Criteria Engineer (Architect) for the project and will facilitate the ranking process. The top 3 ranked qualifying firms will be requested to provide the City a design and fee proposal. They will be provided with the following information to aid in the preparation of said proposal:

1. A description of the project and project delivery
2. The design criteria produced by the Criteria Engineer
3. A preliminary project schedule
4. A description of any preconstruction services

5. A description of the proposed design services
6. A description of a guaranteed maximum price, including the estimated level of design on which such guaranteed maximum price is based
7. The form of the design-build services contract
8. A request for a pricing proposal that shall be divided into a design services fee and a preconstruction and design-build services fee. The pricing proposal of each design-build firm shall include at least all of the following:
  - a. A list of key personnel and consultants and contractors for the project
  - b. Design concepts adhering to the design criteria produced by the Criteria Engineer
  - c. The design-build firm's statement of general conditions and estimated contingency requirements
  - d. A preliminary project schedule

In combination with the firm's qualifications, the design and fee proposals will be used to rank the firms per the above requirements. The City will then enter into contract negotiations with the highest ranking firm pursuant to Ohio Revised Code 153.693.

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 Highman**

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