



# Public Restroom

Centennial Plaza Operational Support Facility

## Request for Proposal Qualified Firm(s)

Final  
September, 2021



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# Request for Proposal

## City of Canton

Public Restroom and  
Centennial Plaza Operational Support Facility



Prepared For

### Consulting Firm(s)

with Strong Urban Design, Landscape Architectural and Planning Expertise

by

### The City of Canton

**Mayor's Office | Department of Planning  
Zoning, Urban Design, Annexation and Historic Preservation**

Canton City Hall  
218 Cleveland Avenue SW, 6th Floor  
Canton, Ohio 44702

Donn B. Angus, APA, ASLA  
Director of Planning

and

The Department of Purchasing  
218 Cleveland Avenue SW, 4th Floor  
Canton, Ohio 44702

Andrew Roth  
Director of Purchasing

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# Request for Proposal

## Mutual Non-disclosure Agreement

Responses to the Request for Proposal (RFP) shall become the sole exclusive property of the City of Canton. The City of Canton reserves the right to notify, reject or use without limitation any or all of the ideas from the response to the RFP. The City of Canton will not disclose respondent's confidential information to any party other than the representatives in connection with the evaluation of the responses to the RFP, except as may otherwise be required by law or regulation.

# Project Description

The Department of Planning is soliciting proposals from qualified firms with strong architectural and urban design expertise to provide professional architectural services for the design of a public restroom and Centennial Plaza operational support facility.

1.0



## 1.0 Background



Downtown Canton

The City of Canton is committed to improving the quality of life for its residents by strengthening our neighborhoods, managing the public realm and making Canton a desirable safe city in which to live, work and plan; raise a family and grow old in.

### 1.1 Introduction

The City of Canton is seeking a “Request for Proposal (RFP)” from qualified firms with strong architectural and urban design expertise to provide professional architectural services for the design of a public restroom and Centennial Plaza operational support facility to be located at Court Avenue NW and 4th Street NW, downtown Canton, Ohio.

### 1.2 Administration

The Mayor’s Office, Department of Planning provides leadership towards Canton’s future and is responsible for the implementation of the city’s Comprehensive Plan.

The Director of Planning will administer the design and serve as project manager for the proposed Public Restroom and Centennial Plaza Support Facility; and act as the point of contact for the Consulting Team.

### 1.3 Partnership

Within the City administration, the Department of Planning (Project Manager) will coordinate with key City departments that will have a role in the design’s development. These include the Mayor’s Office, departments of Planning and Engineering; as well as coordination with local stakeholder entities outside of the City government integral to the design. Including the Pro Football Hall of Fame, Jerzee’s Cafe and the Canton Regional Chamber of Commerce.

### 1.4 Purpose

The Downtown Canton Special Improvement District (SID) is a top priority of the City of Canton office of the Mayor and the Department of Planning. The design services sought within this RFP builds upon the success from the development of, and the subsequent activation and programming at Centennial Plaza; located within the SID.

The City of Canton is requesting RFP’s from selected qualified firms for design services, specifications and bid documents for the construction of a public restroom and Centennial Plaza operational support facility which will enhance the public realm, and improve the functionality and day to operations of the plaza.

## 1.5 Project Area

The project area is approximately 0.09 acres, located at the corner of Court Avenue and 4th Street NW; located in the downtown central business district; within the Center City Planning Area of the 2nd Ward (refer to Figure 1 & Image 1).

## 1.6 Site Conditions

Downtown Canton has experienced trans-formative urban revitalization in the past few years, and a bold new public venue located along the Court Avenue corridor, within Downtown Cantons Special Improvement District optimizes this change. Unveiled to a national television audience on September 17, 2020 — the 100th anniversary of the NFL's founding — the state-of-the-art Centennial Plaza celebrates Canton's football heritage while projecting a bold vision for the city's future.

The existing site can be characterized as a surface parking lot.

## 1.7 Scope of Services

Qualified firm(s) shall provide fully stamped / sealed plans and specifications by an Ohio registered architect and/or an certified engineer to meet following components and criteria; but not limited to (Refer to Diagram 1):

- The design services shall incorporate an understanding of the existing conditions and utility inventory and analysis.
- The design services shall include architectural articulation, innovation, design concepts and recommendations of an approximately 1,600 SF structure.
- The design services shall be inclusive of mechanical, electrical, storm / sanitary sewer and all utilities required.
- The design services shall incorporate site / landscape requirements as necessary.
- The design services shall develop probable costs.
- The design services will include the preparation of full construction /bid documents.
- The facility shall be "ADA" compliant and meet all state and local building and regulatory codes.
- The facility shall contain the following components:
  - Male and female restrooms with multiple stalls.
  - A mechanical / utility room.
  - Two storage rooms with independent entrances.
  - A studio / live production room that will house existing City owned equipment presently located within the Canton Regional Chamber of Commerce building located at the corner of 3rd Street NW and Market Avenue N (Refer to Image 2).
- The specifications shall include
  - Fixtures, toilets, sinks, toilet paper dispensers, interior and exterior lights, grab bars, hand dryers, changing tables and any and all additional fixtures required.
  - Exterior masonry roofing, doors, frames, hardware, floor and wall tile; and any other materials required to establish a fully functional, secure public facility.

### Figure 1: Project Area

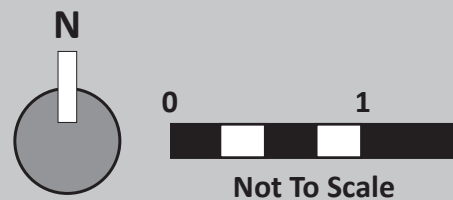
#### Legend



Image 1 - Project Area - existing parking lot located at the corner of Court Avenue & 4th St. NW



Image 2 - Existing City owned live production equipment





Map 1 - Project Area / Limits of Work

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# Potential Layout

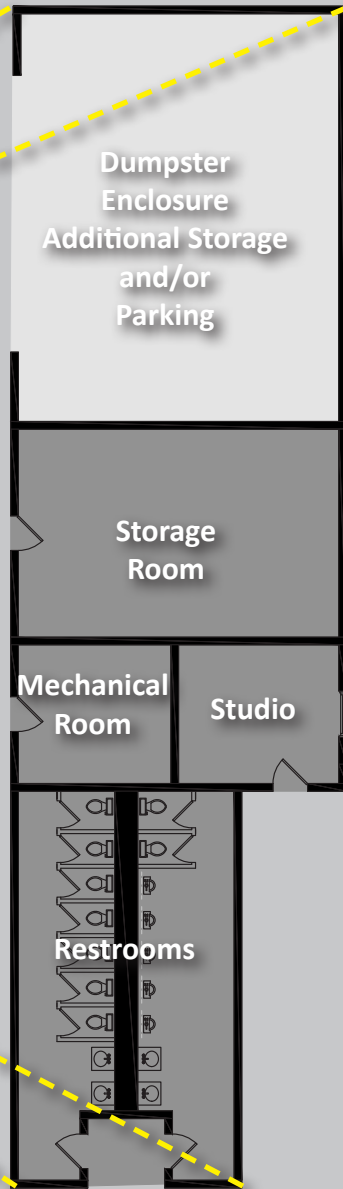
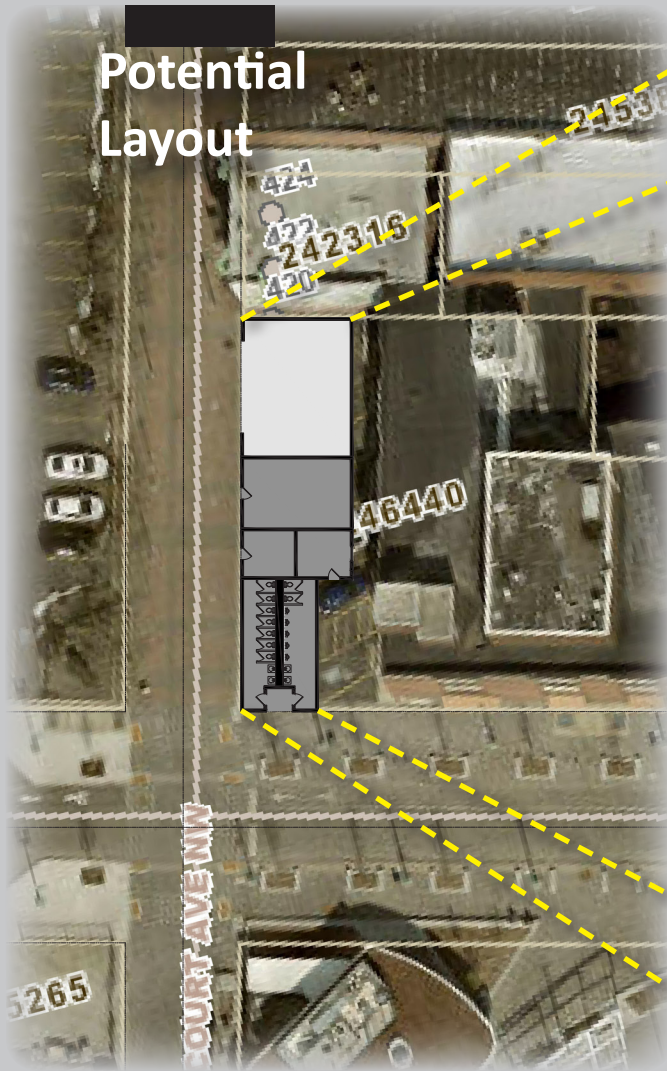


Diagram 1 - Public restroom and Centennial Plaza operational support facility programmatic / conceptual plan

# Requirements

The City of Canton is seeking experienced qualified Firm(S) with strong architectural and urban design expertise to provide architectural services for the design of a public restroom and Centennial Plaza operational support facility.

Please direct all questions regarding this “Request for Proposal (RFP)” in writing to the Director of Purchasing.

2.0

## 2.0 Requirements

### 2.1 Overview

Requests for Proposals 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, design development/documentation, cost estimating, specifications and bid documents.

### 2.2 Selection Procedures

Each qualified firm shall submit its proposal in the number, form, and manner, and by the date and time; and at the location required in this solicitation.

Firms interested in being considered for selection should respond by submitting an original and three (3) complete duplicates of your Letter of Interest; 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 Wednesday, October 6, 2021; as outlined in the schedule/time-line here-within.

Canton City Hall  
Department of Purchasing  
218 Cleveland Avenue SW, 4<sup>th</sup> Floor  
Canton, OH 44702  
Attn: Andrew Roth, Director of Purchasing

Responses received after 4:00 PM on the response due date will not be considered.

### Familiarity, Responsibility, and Interpretation

By submission of a proposal, the qualified firms(s) acknowledge that it is aware of and understands all requirements in this advertisement and that its failure to become familiar with all the information outlined prior to the proposal submission deadline, will not relieve it from responsibility for all parts of its proposal; and, if selected for contract, its complete performance of the contract in compliance with its terms. Qualified firms(s) acknowledge that the City of Canton has no responsibility for any conclusions or interpretations made within the Letter(s) of Interest.

The City of Canton is not responsible for providing any explanation, clarification, or interpretation concerning this advertisement, except by written request for information.

If questions arise, or if an intended meaning of any part of this is unclear or in doubt, send a written request for clarification or interpretation via the City's bid and proposal tool, Vendor Registry. <https://vrapp.vendorregistry.com/Bids/View/Bid-sList?buyerId=7dbbbd5b-4400-4d33-af3d-8d355f5c754e>.

### Scope of Services

Each qualified firms(s) shall carefully read, and provide all information requested. The Letter of Interest must be organized to address each of the elements outlined in the 'Scope of Services,' and in the order listed here-within.

### 2.3 Requirements for Proposals

#### Preparing and Submitting Proposals:

- Provide the information requested within this document, in the same order listed, and signed by an officer of the firm. Do not send additional forms, marketing brochures, or other material.
- Each proposal shall include the following parts in the below order. Please separate and identify each part by tabs for quick reference. Each proposal should be organized so as to facilitate its evaluation. Proposal is 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).

#### Proposal Content:

##### Cover Letter:

The cover letter shall identify and introduce the firm and provide other general information about firm's business organization including, at least, in one or more attachments or in the proposal, firm's name, principal address, telephone number and email address.

If a corporation, provide the state of incorporation, and full name, title and experience of each high level corporate officer. If the firm is not an Ohio corporation, please state whether or not the firm is qualified to do business in the State of Ohio. A foreign corporation must provide evidence prior to execution of a contract that it is qualified to do business in the State of Ohio or it must register with the state.

If the firm is a sole proprietorship, state the name of the proprietor doing business. If a partnership, state the full name, address, of each partner; whether the partner is a general or limited partner, and whether active or passive; state each partner's experience and the proportionate share of the business owned by each partner. Principal officer of each firm; each officer's experience and the proportionate share of the joint venture owned by each joint venture partner.

If using subcontractors, state the name of each firm participating in the proposal, each subcontractor's responsibilities, and each subcontractor's experience related to their proposed responsibilities.

**Executive Summary:**

The executive summary should provide a complete and concise summary of the qualified firms(s) background, areas(s) and level(s) of expertise, relevant experience and ability to meet the requirements of this advertisement, and should briefly state why the qualified firms(s) is the best candidate for the engagement. The summary should be organized so it can serve as a stand-alone summary apart from the remainder of the proposal.

**Proposal:**

In the proposal section, each qualified firms(s) should state in detail its qualifications, and experience, and how its services and/or approach are unique and best suited to meet the requirements and intent of this proposal. Qualified firms(s) may include as much information as needed to differentiate its services and product(s) from other submissions.

At a minimum, please include, the following:

- Confirmation that the Consultant Team/Firm(s) has visited and/or is familiar with the study area;
- Qualified firms(s) shall describe in detail how the management and operating plan for delivery of the services outlined in this proposal will achieve the purpose, goals and objectives; and, In its response to this subsection, qualified firms (s) shall describe in detail:
  - An organizational chart identifying the project manager and key personnel that will serve an active role specific to this RFP;
  - Describe staff capacity and ability to perform the work in a timely manner, relative to present workload, and assigned staff availability;
  - Qualified firm(s) shall submit an anticipated timeline for completing this scope of services;
  - A project approach and operational plan describing in detail how qualified firms(s) will achieve the intent and purpose(s) of the scope of services;
  - Provide a description of project deliverables that meet the Scope of Services;
  - Project management tools to be used; and
  - Fee.

## 2.4 Schedule/Time-line

The plan is to be completed and on file with the City of Canton within four (4) months from the date of authorization. It is anticipated that the selected qualified firm(s) will be authorized to proceed by November, 2021. Refer to the following schedule/time-line summary as outlined below:

- Request for Proposals Due: 09/06/2021
- Consultant Selection/Award: 09/13/2021
- Planned Completion Date 03/17/2022

Note: The authorization to proceed is the official project start date – contract negotiation and execution phase commences. Furthermore, The planned kick-off meeting is tentative and is subject to change.

## 2.5 Proposal Evaluation, Selection and Rating Criteria

**Proposal Evaluation Methodology:**

The issuing Department of Planning will evaluate each Letter of Interest submitted and will present its recommendations to the Canton Administration including, but not limited to the Mayor. The Department of Purchasing will only consider proposals that are received on or before the submission deadline, and which meet all the requirements.

**Consultant Selection and Rating Criteria:**

The selection committee will score each proposal received in each of the following categories:

- Experience and Qualifications
- Project Management Plan
- Methodology, Work Plan, and Approach
- Deliverables
- Fee

The ratings are not intended or to be interpreted as a reflection of a qualified firm(s) professional abilities. Instead, they reflect the best attempt to quantify each qualified firm(s) ability to provide the services sought by the City of Canton and to meet the specific requirements, for comparison purposes.

**Experience/Qualifications:**

Each qualified firm(s) team will be evaluated in regard to their experience and qualifications appropriate to the proposed initiative. Scores will be based on each team's experience on similar projects and in similar project areas, as highlighted in the materials included within the . Important factors to consider include:

- Highlighted prime and/or sub-consultant project experience similar to this scope of services, or those that include applicable elements.
- Demonstrated knowledge and technical expertise critical to the proposed scope of services.
- Exhibited success in plan development, from site investigation/data collection to plan preparation.



**Project Management Plan:**

Each qualified firm(s) team will be evaluated based on demonstration of past project management and performance as evidenced in the submitted proposal. Important factors to consider include:

- Demonstration of effective past project management, resulting in the delivery of a high quality work product that engenders key stakeholder and community buy-in.
- Consulting firm size, capability, and resumes of key personnel, including appropriate credentials; such as education and professional certifications and work experience.

**Methodology, Work Plan, and Approach:**

Each qualified firm(s) team will be evaluated based on the approach presented in the to complete the project. Important factors to consider include:

- Demonstration of understanding of the purpose, goals and objectives of the scope of services.
- Proven methods and strategies to best accomplish all deliverables of the proposed initiative, creatively and sustainability.

**Deliverables:**

Each qualified firm(s) team will be evaluated based on the Scope of Services and deliverables outlined; including project components that will achieve the principles of the proposed initiative. Important factors to consider include:

- Project components highlighted in the scope of services, as well as additional components recommended.
- Outlined product form – graphically how will the deliverables for the proposed initiative be presented.
- Estimated completion dates that comply with the outlined project schedule/time-line summary and not extending beyond Friday, March 17, 2022.

**Fee:**

The negotiated fee for this proposal shall be competitively priced and address the full scope of deliverables to meet the design services necessary for the construction of a public restroom and operational support facility, including architectural, mechanical, structural, and electrical components; and all anticipated costs and expenses for the qualified firm(s).

**Table 1 Selection Rating Form**

Category	Value	Criteria	Score
Experience and Qualifications	20	Refer to Section 1.0 Requirements for Detailed Description	
Project Management Plan	10		
Methodology, Work Plan, and Approach	10		
Deliverables	20		
Fee	40		
<b>Total</b>	<b>100</b>		

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[www.cantonohio.gov](http://www.cantonohio.gov)

