

**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL / DESIGN SERVICES**

CANTON TOWNSHIP BOARD OF TRUSTEES, STARK COUNTY, OHIO

I. INTRODUCTION:

The Canton Township Board of Trustees, Stark County, Ohio is soliciting Statements of Qualifications from qualified firms interested in providing professional architectural or design services relating to the design of facilities. Individuals or firms with relevant design experience and qualifications are encouraged to submit. The purpose of the Request for Qualifications (RFQ) process is to identify the most qualified respondents. The Board reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview process. The individual or firm selected by the Board will provide architectural design and planning for multiple projects referenced in the project objectives, as directed by the Board including bid documents. The RFQ is available on the Canton Township website: www.cantontwp-oh.gov or by contacting Chief Christopher D. Smith, Canton Township Fire Department, 210 38th Street SE, Canton, Ohio 44707, (330) 484-6165.

II. PROJECT OBJECTIVES:

Architecture Design- Various projects

III. CRITERIA FOR SELECTION:

The purpose of this RFQ process is to identify a qualified individual or firm that is the most capable of providing the described project design services. The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications;

- A. Design philosophy and approach to design in general
- B. Prior design service experience with projects of similar scale and complexity. Specifically township and or municipal construction of administration, public works, maintenance, service, fire, and park facilities.
- C. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
- D. Current understanding of the requirements of public bidding under the Ohio Revised Code, Ohio Administrative Code and the public sector labor, prevailing wage rate and similar applicable laws that may impact the overall costs and feasibility of the projects.
- E. Professional qualifications of individuals who will actually be assigned to the project.

- F. History of effective schedule and budget management for projects of similar scale and complexity.
- G. Use of processes that creatively engage appropriate stakeholders in all stages of design.

IV. EVALUATION AND SELECTION SCHEDULE:

The Board will evaluate all Statement of Qualifications received by the deadline and will determine a short list individuals or firms that it may wish to interview.

A. *SCHEDULE:*

RFQ advertisement publication date:	July 31, 2017
Deadline for submission of Statement of Qualifications	August 21, 2017
Notification of short listed individuals or firms for interview	_____
Discretionary interview	_____
Anticipated appointment date	September 19, 2017

B. *SELECTION CRITERIA:* The response to this RFQ will be evaluated on the criteria set forth in the attached RFQ evaluation form.

C. *INTERVIEWS, SELECTION:* After qualifications are reviewed and ranked a short list may be compiled. Additional requests for information may be made by the Board after the short list is compiled. Interviews, at the discretion of the Board, may be scheduled. Negotiations will begin with the individual or firm determined to be the most qualified for the project.

D. *Disqualification:* An individual or firm may be disqualified and their responses not considered for any of the following reasons:

1. Reason to believe collusion exists among the individuals or firms
2. Reason to believe that:
 - a. Involvement with any litigation against the Board
 - b. Default on any previous or current project
 - c. Delinquent taxes owed by the individual or firm
 - d. Lack of competency as revealed by financial statements, references, questionnaires, or other relevant third-party information
 - e. Uncompleted work which, in the discretion of the Board, will prevent or hinder the prompt completion of the project, if awarded.

V. SUBMITTAL REQUIREMENTS:

A. Four (4) paper copies of the Statement of Qualifications along with one (1) digital copy in Microsoft Word compatible format submitted by the submittal date to:

Ron Smith, Fiscal Officer
Canton Township Board of Trustees

4711 Central Avenue SE
Canton OH 44707

- B. The Statement of Qualifications must be submitted in a sealed envelope clearly marked "Statement of Qualifications for Architectural / Design Services for Canton Township, Stark County".
- C. The Statement of Qualifications should summarize why the individual or firm is the most qualified.
- D. The Statement of Qualifications should state to the best of the submitter's abilities all information contained in the submittal is complete and accurate.
- E. The Statement of Qualifications should authorize the Board and its representative's authorization to contact any previous client or the submitter's team member for purpose of ascertaining an independent evaluation of the submitter's performance.
- F. Each Statement of Qualifications should address:
 - 1. History including years in business, services offered and locations.
 - 2. Technical expertise of current staff. The project manager should be clearly identified. Identify the key members that will be involved in the project describing the individual's area of expertise and what role he or she will perform on the project, as well as their availability for the project schedule.
 - 3. Experience on relevant projects previously completed or currently underway along with reference and reference contact information.
 - 4. Project approach and proposed schedule including an overall description of methods the submitter intends toward the Project, delivery methods, and a suggested timetable for completing each element of the project.
 - 5. Project management description should include the method of communication between the design team and the Board, cost analysis methodology and schedule control.
- G. Upon receipt and analysis of the listed criteria, interviews may be scheduled with the top qualified candidates for consideration.

VI. **MISCELLANEOUS:**

- A. Due care and diligence has been used in the preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the respondent. The Board and its representatives will not be responsible for any errors or omissions in this RFQ or for the failure on the part of the respondent to determine the full extent of exposures.
- B. This is intended to be a personal services contract and the selected individual or firm shall not assign their rights, duties and obligations under an award without

the prior written consent of the Board. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

VII. **RESERVATION OF RIGHTS:**

- A. The Board reserves the right to reject all submissions, decline to proceed with selection of any candidates, to request additional qualifications and to make inquiries as may be necessary to verify qualifications.
- B. The Board reserves the sole right to
 - 1. Evaluate the qualifications submitted,
 - 2. Waive any irregularities therein,
 - 3. Reject any or all respondents submitting qualifications
 - 4. Make selections based solely on qualifications and past experiences without an interview process.
- C. Nothing in this document shall require the Board to proceed with design and / or construction services or any project.