



REQUEST FOR PROPOSALS

ARCHITECTURAL SERVICES

COSHOCOTON COLLABORATIVE

November 17, 2023

Coshocton Port Authority
Tiffany Swigert, Executive Director
534 Main Street
Coshocton, OH 43812
Phone: (740) 622-7005

Email: tiffanyswigert@coshoctonportauthority.com

Website: <https://www.coshoctonportauthority.com/>

SECTION 1: Basics of the Request for Qualifications

1.1 PROJECT DESCRIPTION

The Coshocton Port Authority is requesting Statements of Qualifications for architectural services for planning, design, and construction phase services for the Pastime Theater, which will host a vibrant 450 seat theater space for Coshocton County and the surrounding areas. The Port Authority had the opportunity to purchase the Pastime Theater located in the heart of downtown Coshocton at 534/538 Main Street in 2021. The original building and a portion of the theater addition is known as the Coshocton Collaborative and will be completed in late 2024. The remaining structure is the primary focus for this project.



The Port Authority plans to complete the stalled renovation of the theater section of this building totaling 26,000 square feet. The building was originally constructed in 1911 and served as a Warner Brothers Theater followed by retail and office space from 1925 to the 1990s. In 2000, a local businesswoman purchased and invested \$5 million in the building to include the addition of the theater. The building is equipped with an elevator that provides access to all levels.

The building is unique as it will provide access to the 450-seat theater through a multi-use building hosting a co-working space, a connected café, maker space labs, and offices known as the Coshocton Collaborative. The Collaborative is set to be completed in 2024.

As outlined below, the Port Authority will undertake a cost competitive process to select a Construction Manager (CM) which will be available to assist in budgets and value engineering during the design process. The Port Authority has chosen a collaborative approach to this project, where the A/E, CM and Owner work together on the design, budgets and schedule.

The design process is proposed as follows:

- Owner interviews A/E teams (Architect, Engineer, Landscape Architect, Interior and/or others as appropriate) and selects based on qualifications.
- Owner negotiates a contract with the selected design team.
- There will be several design charrettes needed with the Port Authority leadership team and members of The Port Authority to develop a project plan, preliminary design, and fit plan. Approximately two weeks after the last charrette the A/E team would develop a conceptual design, that can be used for budgets and schedules.
- A/E prepares schematic design documents to around 30% for review by the

- Owner and to be used in the selection of a CM.
- A/E Team may be requested to participate in the selection of the CM at the Owners pleasure.
- After selection of the CM, the A/E Team reviews feedback from the GMP process and revises the schematic design, if necessary, to maintain the budget.
- A/E Team completes construction documents suitable for use by the CM for construction and for obtaining permits. CM provides budget review input at predetermined stages during the design process.
- A/E Team provides Construction Phase services including shop drawing reviews, site inspections quality control and other tasks as agreed to with the Owner and stipulated on the contract.

Various local, state, and federal funding sources will be needed to convert the existing building into the Pastime Theater. A primary funding source is anticipated to be the Appalachia Community Grant. Program funds are provided Ohio's designation of American Rescue Pan Act (ARPA) dollars. The selected Architect will need to develop a Preliminary Architectural Report in accordance with ARPA, State & Local Fiscal Recovery Funds and subject to 2 CFR 200, as applicable and the U.S. Treasury Final Rule effective April 1, 2022. The anticipated construction budget is approximately \$9 million.

1.2 PROCURING AND CONTRACTING AGENCY

This Request for Qualifications (RFQ) is being issued by the Coshocton Port Authority, which is the sole point of contact during the selection process. The person(s) responsible for managing the procurement process is Tiffany Swigert, Executive Director Coshocton Port Authority.

1.3 SUBMISSION REQUIREMENTS

Statements of Qualifications should be limited to no more than 25 pages and include, but not limited to the following:

- Qualifications
- Approach
- Experience with similar projects
- Experience with EDA funded projects
- Experience working with Port Authority and/or in Coshocton County
- Primary Point of Contact
- Project Team Qualifications and Availability
- Resumes of Key Project Personnel
- Minimum of five professional references with contact name, phone number, e-mail

address and brief description of work performed

- A. Qualifications, Experience, and Capabilities.** Describe the qualifications and capabilities for the planning, design, bidding, and construction phase services for similar projects. Provide qualifications of any anticipated subconsultants that will be needed to complete all relevant components of the project including but not limited to theatrical design, acoustical design, audio visual design, electrical engineering, HVAC engineering, mechanical engineering, plumbing engineering, interior design, etc. Include project summaries of relevant projects completed. Document experience with federal procurement requirements and work with EDA or other federal funding agencies and any prior work history with the Port Authority and/or in Coshocton County.
- B. Approach.** Describe approach to renovating the building, layouts, communication and collaboration with Port Authority, staying within budget for both design and construction phases, and coordination with funding agencies.
- C. Key Staff Assigned to Project.** Include resumes of key staff assigned to this project and provide an organization chart identifying personnel assigned to this project, including their roles, anticipated level of involvement, and availability. Personnel identified in the proposal must be the principal staff that will work with the Port Authority and represent the majority of hours billed.
- D. Company History.** Provide overview of company including but not limited to:
- Legal name of business
 - Identification of parent companies, subsidiaries, and affiliates
 - Years in business
 - Names, addresses, position of all persons having a financial interest in the company
 - State of formation
 - Number of employees
 - Licenses and certifications relevant to the described work

1.4 QUESTIONS AND CLARIFICATIONS

Any questions concerning this RFP may be submitted by email to:

Tiffany Swigert

Executive Director
Coshocton Port Authority
(740) 622-7005
tiffanyswigert@coshoctonportauthority.com

Entities are expected to raise any questions, exceptions, or additions they have concerning the RFQ document or its requirements at this point in the RFQ process. If an entity discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFQ, the entity should immediately notify the Port Authority.

1.5 SCHEDULE

All proposals are due by **4:00 PM** on **December 15, 2023** by **e-mail only** to:

Tiffany Swigert
Executive Director
Coshocton Port Authority
tiffanyswigert@coshoctonportauthority.com

Late submittals will **not** be accepted. The Port Authority will conduct interviews of short-listed firms and anticipates selecting an Architect by **December 31, 2023**.

SECTION 2: Proposal Procedure & Entity Information

2.1 GENERAL INSTRUCTIONS AND INFORMATION

The evaluation and selection of the Architect will be based on the information submitted in the entity's Statement of Qualifications, approach, and creativity. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response. Entities should respond clearly and completely on all requirements.

2.2 DEVIATION AND EXCEPTIONS

Deviations and exceptions from terms, conditions, or specifications from this RFQ shall be described fully on the entity's letterhead, signed, and attached to the response. In the absence of such statement, the Statement of Qualifications shall be accepted as in strict compliance with all terms, conditions, and specifications and the entity shall be held liable.

2.3 AFFECTIVITY OF OTHER MEDIA

This RFQ is the official media governing proposal procedures. No other documents, letters, or oral instructions shall have any influence whatsoever, unless incorporated by reference herein, or unless an official AMENDMENT is made to this document by the Port Authority.

SECTION 3: Non-Discrimination

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance.

To effectuate compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.); as amended, the Port Authority will be required by the EDA to include the following in any solicitation or contract and these provisions will be incorporated into the contract between the Port Authority and the selected Architect. The Architect will need to abide by these provisions:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d *et seq.*) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance.
2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 *et seq.*) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
3. The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 *et seq.*) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation.
4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance. For purposes of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), non-federal entities must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised

regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.

5. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 *et seq.*), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
6. Any other applicable non-discrimination law(s).

SECTION 4: Proposal Evaluation & Acceptance

4.1 EVALUATION AND SELECTION

All qualified proposals submitted in accordance with the terms of the RFQ will be evaluated to determine the most responsive entity. A uniform selection process will be used to evaluate all proposals. Representatives from the Coshocton County Port Authority, Ohio Mid-East Government Association and Ohio University Voinovich School of Leadership and Public Affairs will review and evaluate all proposals received in response to this RFQ.

4.2 SELECTION CRITERIA

Proposals will be evaluated and ranked based on the selection criteria outlined below. The Port Authority will ask the top ranked firms, groups, or persons to interview as part of the evaluation process. After the conclusion of the evaluation process, the firms, groups, or persons will be ranked in priority order with the highest-ranking firm, group, or person being selected to negotiate a contract and scope of services with the Port Authority. If a contract satisfactory to both parties cannot be negotiated, the Port Authority will then enter into negotiations with the next highest ranked firm, group, or person and so on until an agreement is reached.

In the event the Port Authority elects to negotiate a contract with a selected firm, group, or person, the Port Authority reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, price, and staffing which may be in the best interests of the Port Authority.

The selected firm, group, or person shall provide written proof of insurance coverage for personal injury and property damage, including comprehensive general and automobile liability and contractual liability.

The Port Authority will evaluate proposals based upon the following criteria:

- Experience with similar projects
- Experience with EDA requirements
- Proposed Approach
- Ability to adhere to design and construction budgets and schedules
- Project Team
- Work history with Port Authority and/or in Coshocton County
- Proximity to Coshocton County

4.3 RIGHTS RESERVED

The Port Authority reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFQ, terminate, restructure, or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. The Port Authority may contact any RFQ respondent after receiving its submittal to seek clarification on any portion thereof. The Port Authority reserves the right to request additional information from any RFQ respondent if the Port Authority deems such information necessary to further evaluate selection. The Port Authority reserves the right to select several consultants to perform task under the contract. All RFQ material submitted to the Port Authority becomes property of the Port Authority and will not be returned to the RFQ respondents.