



Request for Qualifications

Streetsboro Community Center
Design Services

April 28, 2022



INFORMATION TO PROPOSERS

The City of Streetsboro, Ohio, is seeking professional design services from qualified Architectural and Engineering firms to provide design, construction documents, and construction administration for a community center building which will include administrative offices for Parks & Recreation and a senior center. The new building will be set within the city's main recreational park that boasts 9 baseball/softball fields, soccer fields, basketball courts, sand volleyball courts, 2 pavilions, 2 restroom facilities and multiple walking paths.

1. Qualifications Due: Firms interested in being considered should apply by submitting statements of qualifications that include information as outlined below. Statements of qualifications shall be sent to Streetsboro City Hall at 555 Frost Road, Suite 100, Streetsboro, OH 44241 **by 10:00 a.m. EST on May 13, 2022.**
2. Submission of Proposal and Qualifications: The city shall receive **four (4) hardcopy sets** of the qualification documents and a digital submission to mprocop@cityofstreetsboro.com.

PROJECT DESCRIPTION

The City of Streetsboro, located in Portage County, Ohio, is a rapidly growing community. The city is at the crossroads of major traffic routes including Interstate 80, and State Routes 303, 14 and 43.

In 2018 the old city administrative building was demolished to make way for future city center and a new fire station. The old building, a repurposed elementary school, housed the city administrative offices, senior center, multiple activity rooms and a small gymnasium.

The city seeks to constructing a permanent structure for the Parks & Recreation Department's administrative offices, senior activity center, and programable activity space. The new building will be located at the City Park property. (See included map for proposed building location)

Professional architectural and engineering design services will focus on a building design that blends in with the park atmosphere and is cost effective.

PROJECT GOALS

The city intends to construct a new community center building on city-owned property located at 8970 Kirby Lane, Streetsboro OH 44241. Based on a basic needs assessment, the building is currently programed to be approximately 5,000 sq. ft. in size. Verification of the size of the structure is part of the design process. The building shall include the following:

- Office Space: offices for the Parks & Recreation Department, senior services and front desk area and office supply storage (copy room).
- Main Hall: for large groups events, rentals, and programming offerings. Room to have 2 dividers to make three smaller rooms.
- Storage: sufficient storage for Parks & Recreation and senior services programs, facility tables & chairs, maintenance rooms.
- The building should be designed for possible building additions in the future.

The city is considering all type of buildings and construction methods to find the most cost-effective product.

SUBMISSION OF PROPOSAL & QUALIFICATIONS

Interested Architectural and Engineering consultants who wish to be considered for this work shall provide four (4) sets of the following information in a sealed envelope marked, "**Professional Design Services of the Streetsboro Community Center**" to the address noted above.

The qualification package shall be divided as detailed below and shall include:

1. Letter of Introduction;
2. Firm's General Qualifications and Information Package, including brief firm history, discussion of current workload, similar project examples (particularly those using CMR delivery), and challenges to be anticipated/overcome on similar projects with CMR delivery;
3. A brief narrative of the firm's understanding of the Project and project approach to meet requirements of the Scope of Services (maximum four (4) pages, Size 10 font);
4. Resumes of the Principal-in-Charge, Project Manager, and personnel who will materially contribute to the Project; resumes shall be limited to one page with a minimum of size 10 font. This section shall also include any sub-consultants and their key personnel;
5. A minimum of five (5) projects of similar size, project delivery method (CMR), scope, and budget (including contact person and phone number); project descriptions shall be limited to one page;
6. Project schedule with anticipated milestones, a completion date of Fall of 2023 is desired for construction;
7. Certificate of professional liability insurance coverage;
8. Any additional information or unique qualities that will assist in evaluating the qualifications of the consultant.

SCOPE OF SERVICES

The successful firm will perform the following tasks:

1. Meet with the City as required to kick off the project, review/validate the project scope and program, establish project approach, and create a design schedule.
2. Aid the City in the selection of a Construction Manager as Constructor (CMR); selection anticipated to be shortly after project team's hire.
3. Provide design and administration services as described in AIA B133 2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition. This document is assumed to be the form of contract for the project, supported by the AIA A201 2017 General Conditions. Some modifications may be made to these documents by the City, with the agreement of all parties.

SELECTION OF QUALIFIED DESIGN PROFESSIONAL FIRMS

A review panel made up of four members will select no fewer than three firms from the submittals to interview with the city. These firms will be interviewed in-person according to the anticipated schedule below. The review panel will select the firm they deem most qualified to provide services and will attempt in good faith to negotiate a contract at a compensation determined in writing to be fair and reasonable to all parties. Upon failure to negotiate a contract with the firm deemed most qualified, the review panel shall inform the firm in writing of the termination of negotiations and may enter into negotiations with the firm next most qualified. If negotiations again fail, the same procedure may be followed with each next most qualified firm selected pursuant to this section, in order of ranking, until a contract is negotiated.

The City reserves the right to accept or reject any or all proposals in whole or in part, as deemed to be in the best interest of the City.

ANTICIPATED SCHEDULE

RFQ Distribution	April 28, 2022
Submission Due:	May 13, 2022, 10:00 a.m.
Shortlist Announcement	May 13, 2022
Shortlist Interviews:	May 25, 2022
Consultant Selection:	May 26, 2022
Finalize Fee and Contract:	June 6, 2022
Council/ Finance:	June 13, 2022
Execute Contract:	June 14, 2022

CONTACT INFORMATION

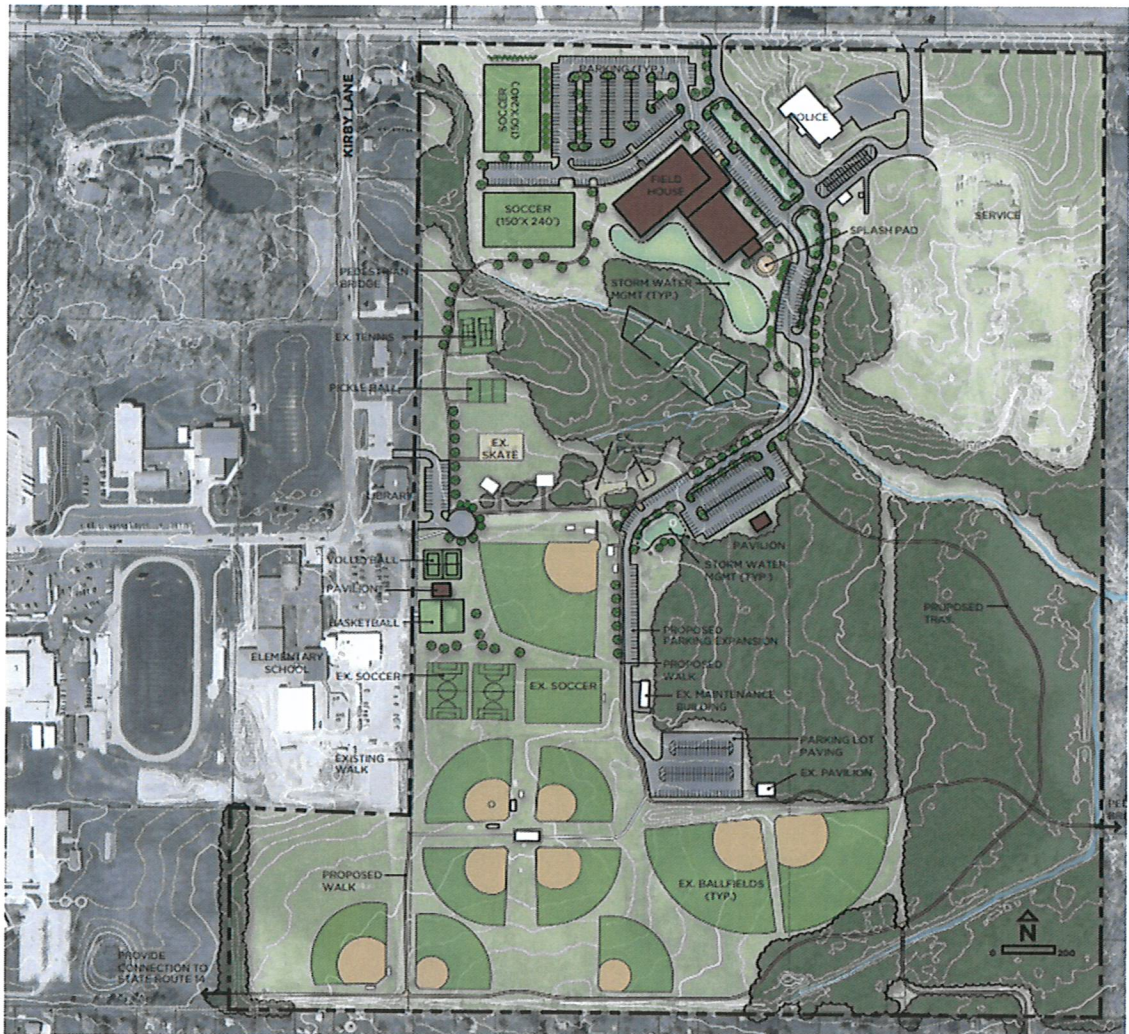
Any questions and requests for additional information should be directed to Greg Mytinger and Melissa Procop in writing via email to gmytinger@cityofstreetsboro.com and mprocop@cityofstreetsboro.com during the proposal period.

ATTACHMENTS

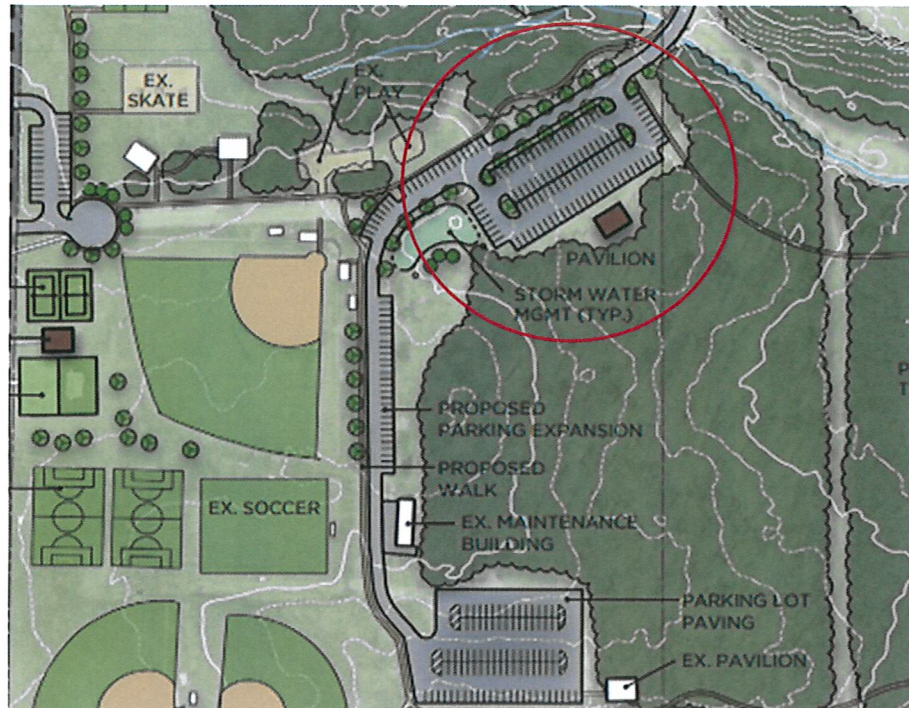
- Streetsboro Parks & Recreation City Park Conceptual Master Plan
- Suggested location for building
- Proposed Building space needs

Streetsboro Parks & Recreation City Park Conceptual Master Plan

CITY PARK CONCEPTUAL MASTER PLAN



Proposed Location Streetsboro Community Center



Streetsboro Community Center

Item No.	Program / Use	Building Level	Number of rooms	Estimated size	Total Area	Comments
1.1 Administrative offices						
	Director's office			14x10	140	
	Office Manager's Office			12x8	96	
	Recreation Programmer Office			12x8	96	
	Parks Office			15x15	225	
	Senior Center activity Programmer Office			12x8	96	
	Copy/Work/Storage			8x8	64	
	Reception Desk			20 x 5	100	counter space for 2 work stations with computers
					817	estimated total
1.2 Restroom Facilities & Storage						
	Men's Restroom			15x10	150	2 urinals to 2 stalls
	Women's Restroom			15x10	150	3 stalls
	Maintenance Room			6x6	36	Storage room for cleaning supplies
	Program Storage			20x20	400	Storage for Parks & Recreation programs, Senior Programming.
	Table & Chair storage			15x10	150	Rooms to have multiple levels of shelves and cabinets.
					886	estimated total
1.3 Program Space						
	Main Hall			40x60	2400	Multiple use room of large group events, rentals, Parks & Recreation programs, Senior Activities. Room to have dividers to create 3 smaller rooms.
	Kitchenet			10x20	200	Accessible to the main hall with service window
	Table & Chair storage			15x10	150	
					2750	estimated total
1.4 Hallways & Foyers						
	hallways, and common space				500	Entrance area, hallways
	HVAC Room			10x10	100	
					600	estimated total

Total Estimated Space
5053