



Request for Qualifications

City Hall Design Services

September 12, 2023



INFORMATION TO PROPOSERS

The City of Streetsboro, Ohio, is seeking professional design services from qualified Engineering and Architectural firms to provide design, construction documents, and construction administration for a new City Hall building as described in the Master Plan. The City Hall building will be part of a city center complex including a fire station (existing), parking, infrastructure, and recreational elements.

Firms interested in being considered should apply by submitting statements of qualifications that include information as outlined below:

Statements of qualifications shall be hand delivered to Streetsboro City Hall during regular business hours 9:00 a.m. to 3:30 p.m. at 555 Frost Road, Suite 100, Streetsboro, OH 44241 by **12:00 p.m. EST on September 26, 2023**. Qualifications shall be evaluated, and contract negotiations will be conducted in accordance with the process set forth in this document.

PROJECT DESCRIPTION

The City of Streetsboro is seeking qualifications to design a City Hall building that is responsive and responsible to the public which it serves, as well as being efficient and accommodating for the city departments housed within. The City Hall will occupy the western portion of the City Center property, as indicated in the Master Plan, located at 9184 State Route 43. The main oval and infrastructure for City Center is slated to be completed by June 1, 2023. The park at the southeastern end of the Master Plan will not be included in this project and will be a future phase of development. The 9-acre property is currently city-owned and located near the intersection of State Routes 14 and 43.

The City Hall will replace the current location at 555 Frost Road, centralizing city functions in a cohesive building. The building will be sited to complement the recently built fire station, and oriented to have a prominent presence on State Route 43 (near the primary site entry). The building will terminate the west side of the site and a planned greenspace and further site development that will eventually unify all elements on the site.

Through a prior effort, the building has been programmed at approximately 13,000 square feet over a single story. Validation of the programming of the City Hall building will be part of the scope of this project. However, it is expected that the siting and square footage of the building as already established will be incorporated into the design, and that the building shall be mindful of the overall master plan and site. Outdoor pedestrian spaces may include a patio on the west and entry plaza to the east of the new facility.

Design of parking, utility connections, and stormwater elements are part of this design. The northern drive to the property will be improved as part of this project.

The city plans to develop this project as a design/bid/build package. Qualifications should include projects of similar delivery.

The city has basemap survey of the parcel and a geotechnical report. Verification of the information will be part of this project.

SUBMISSION OF PROPOSAL & QUALIFICATIONS

Interested Engineering and Architectural consultants who wish to be considered for this work shall provide three (3) sets of the following information in a sealed envelope marked, **"Professional Design Services of Streetsboro City Hall"** 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.
3. A brief narrative of the firm's understanding of the Project and project approach to meet requirements of the Scope of Services, project approach shall be a maximum for four (4) pages, minimum 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 three (3) projects of similar size, scope, and budget (including contact person and phone number); project descriptions shall be limited to one page;
6. Project schedule with anticipated milestones;
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. 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.
3. The selected project team will guide the city through construction completion and qualifications shall include this experience.

CONTACT INFORMATION

All questions and requests for additional information should be directed to Justin Czekaj and Melissa Procop in writing via email to jczekaj@cityofstreetsboro.com and mprocop@cityofstreetsboro.com during the proposal period.

SELECTION OF QUALIFIED DESIGN PROFESSIONAL FIRMS

A review panel made up of three members will select no fewer than three firms from the submittals to interview with the city. These firms will be interviewed in-person at a time and date to be provided to the successful submitters. 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.

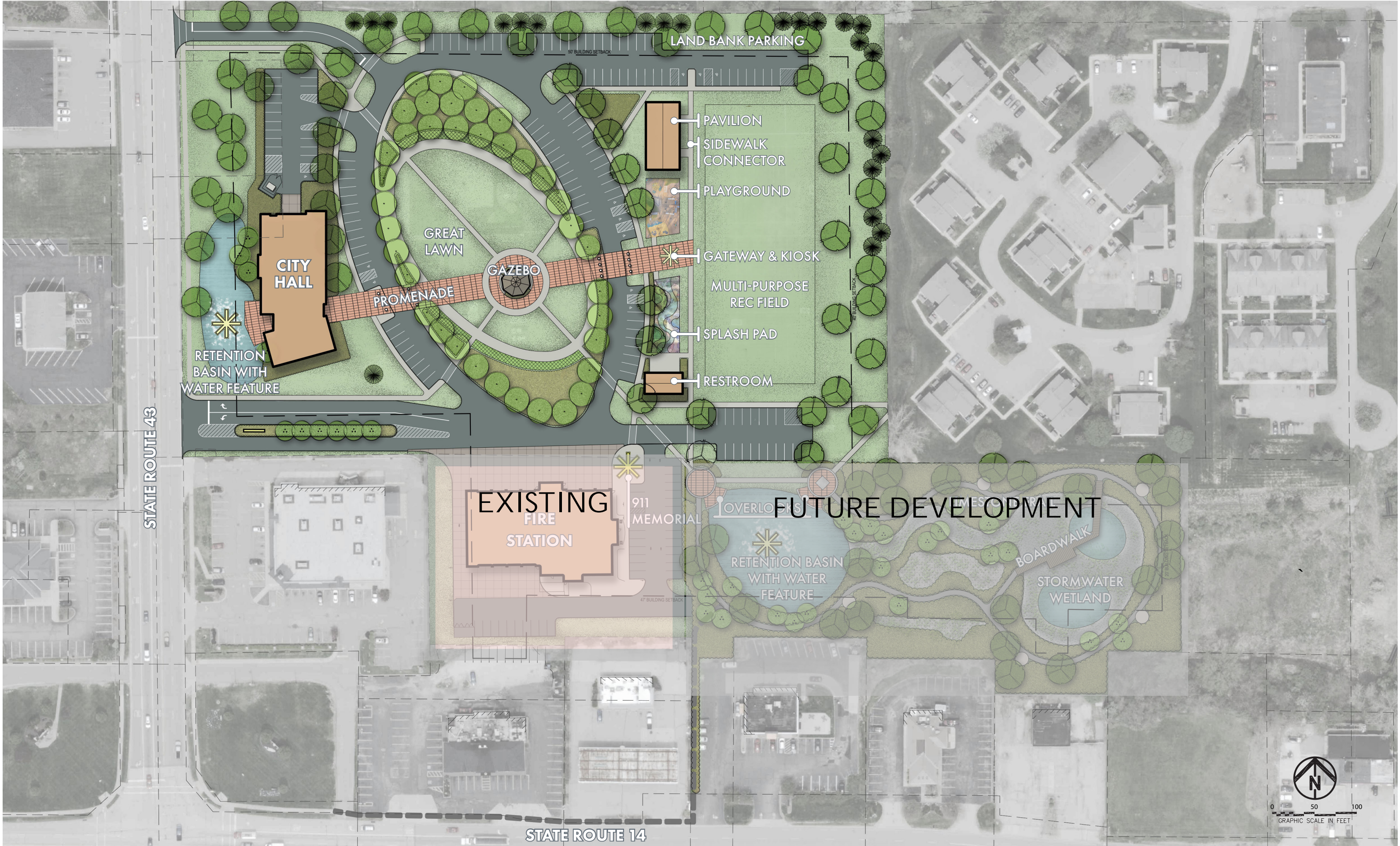
The City reserves the right to accept or reject any or all proposals in whole or in part, as deemed to be in the best interest of the City.

ANTICIPATED SCHEDULE

Council RFQ Legislation	September 11, 2023
RFQ Distribution	September 12, 2023
Submittal Due	September 26, 2023
Shortlist Announcement	September 29, 2023
Shortlist Interviews	October 2-4, 2023
Consultant Selection	October 5, 2023
Finalize Fee and Contract	October 18, 2023
Council/Finance – First	October 23, 2023
Council - Last	November 27, 2023
Execute Contract	December 4, 2023
Notice to Proceed	December 5, 2023

ATTACHMENTS

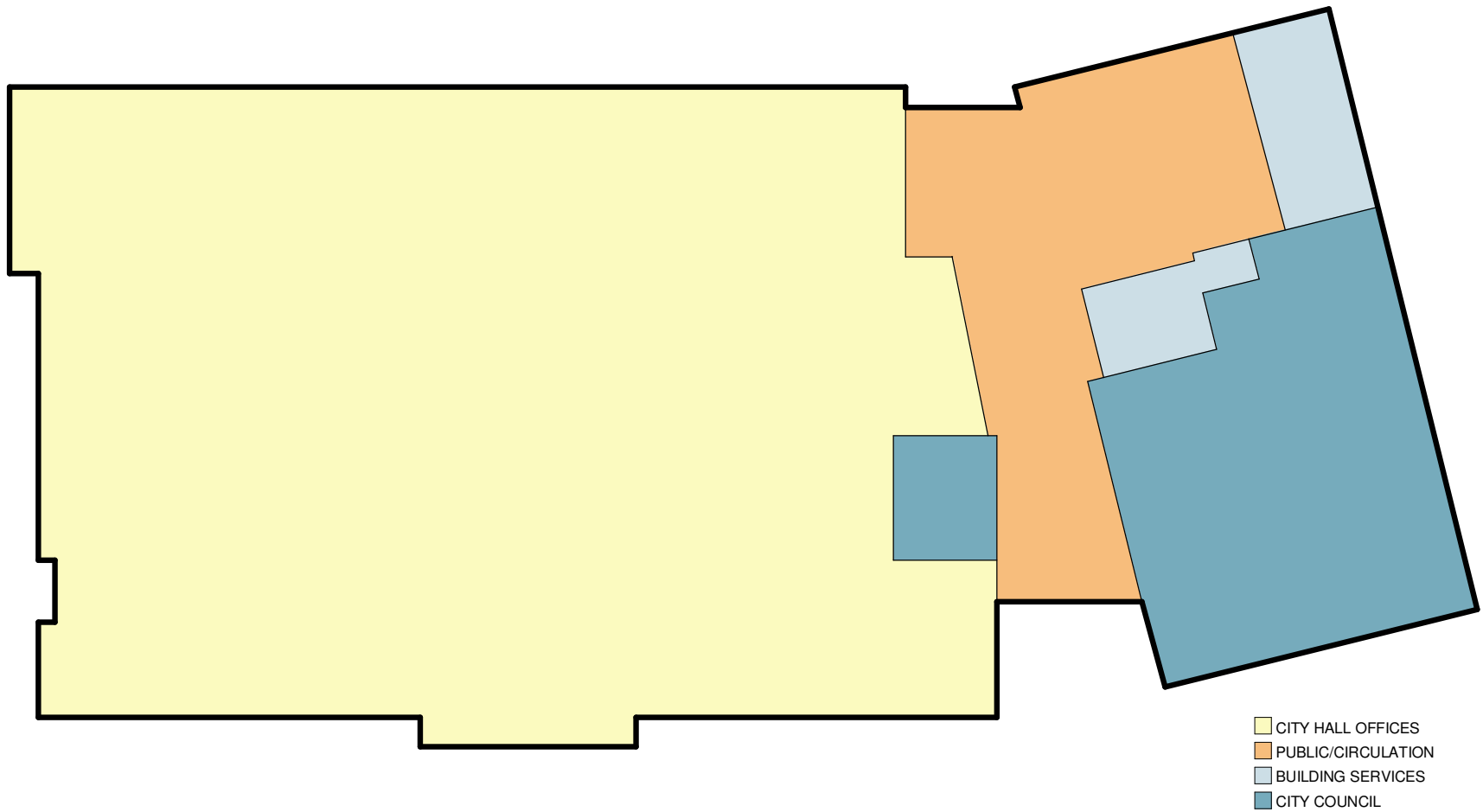
Overall Master Plan
City Hall Programming
Conceptual Building Plan
Infrastructure Plan Rendering



1.0 CITY OF STREETSBORO - CITY HALL

Item No.	Program / Use	Building Level (Floor)	Number of Rooms	Net Area (SF)	Total Area (SF)	Comments
1.1 Executive Department						
1.1.1	Mayor's Office	First	1	192	192	12'x16' Office, includes round table for (4)
1.1.2	Executive Assistant's Office	First	1	120	120	12'x10' Office
1.1.3	Conference Room	First	1	250	250	6-8 Occupants, confidential, shared with HR, Law, & Economic Dev.
1.1.4	Copy / Work / Storage Area	First	1	120	120	Secured space, 4-5 filing cabinets, fax machine shared with Law & HR.
1.1.5			0	0	0	
					0	
					0	
Subtotal					682	
1.2 Human Resources Department						
1.2.1	Offices	First	1	120	120	12'x10' Offices
1.2.2	Storage Area	First		Shared		Lateral files. See 1.1.4 above, storage need shared with Executive Department
1.2.3	Conference Room - Medium	First		Shared		See 1.1.3 above, shared.
1.2.4			0	0	0	
1.2.5			0	0	0	
					0	
					0	
Subtotal					120	
1.3 Finance Department						
1.3.1	Offices	First	2	120	240	12'x10' Offices
1.3.2	Workstations	First	1	80	80	8'x8' Workstations, requires printer specifically for checks and PO's
1.3.3	Records Storage	First	1	100	100	Current year, prior year, and waiting expire for disposal storage. Locked
1.3.4	Permanent Storage	First	0	100	0	Permanent storage
1.3.5	Conference Room - Medium	First		Shared		See 1.1.3 above, shared.
1.3.6	Copy / Work Area	First		Shared		See 1.11.4 below, shared. Require large printer/copier - shared with Water Dept.
					0	
					0	
Subtotal					420	
1.4 Economic Development Department						
1.4.1	Offices	First	1	120	120	12'x10' Offices, has several file cabinets
1.4.2	Conference Room - Medium	First		Shared		See 1.1.3 above, shared.
1.4.3			0	0	0	
1.4.4			0	0	0	
1.4.5			0	0	0	
					0	
					0	
Subtotal					120	
1.5 Law Department						
1.5.1	Offices	First	2	120	240	
1.5.2	Conference Room - Medium	First		Shared		See 1.1.3 above, shared.
1.5.3			0	0	0	
1.5.4			0	0	0	
1.5.5			0	0	0	
					0	
					0	
Subtotal					240	
1.6 Building Department						
1.6.1	Offices	First	2	120	240	
1.6.2	Workstations	First	2	80	160	
1.6.3	Conference Room - Medium	First		Shared		See 1.11.6 below, shared.
1.6.4			0	0	0	
1.6.5			0	0	0	
					0	
					0	
Subtotal					400	
1.7 Planning & Zoning Department						
1.7.1	Director's Office	First	1	180	180	12'x15' Offices
1.7.2	Offices	First	1	120	120	12'x10' Offices
1.7.3	Workstations	First	2	80	160	8'x8' Workstations
1.7.4	Work Room / Storage	First	1	160	160	
1.7.5	Conference Room - Medium	First		Shared		See 1.11.6 below, shared.
					0	
					0	
Subtotal					620	
1.8 Engineering Department						
1.8.1	Director's Office	First	1	180	180	
1.8.2	Workstations	First	1	80	80	
1.8.3	Conference Room - Medium	First		Shared		See 1.11.6 below, shared.
1.8.4	Copy / Work Area	First		Shared		See 1.11.4 below, shared.
1.8.5			0	0	0	

					0	
					0	
	Subtotal				260	
1.9 Water Department						
1.9.1	Director's Workstation	First	1	80	80	
1.9.2	Workstations	First	2	80	160	
1.9.3	Conference Room - Medium	First	Shared			See 1.11.6 below, shared.
1.9.4	Copy / Work Area	First	Shared			See 1.11.4 below, shared.
1.9.5	Storage	First	1	100	100	
					0	
					0	
	Subtotal				340	
1.10 Council Chambers						
1.10.1	Chambers - Elevated Seats	First	1	820	820	Elevated seating for (1) mayor, (7) council, & (10) administration
1.10.2	Open Seating	First	1	660	660	
1.10.3	Council Clerk Office	First	1	120	120	Located at a distance from council chambers
1.10.4	Copy / Work / Storage Area	First	1	200	200	Located at a distance from council chambers
1.10.5			0	0	0	
					0	
					0	
	Subtotal				1,800	
1.11 Common Amenities						
1.11.1	Lobby / Waiting Area	First	1	1,225	1,225	
1.11.2	Restrooms	First	2	200	400	Men's, Women's
1.11.3	Uni-Sex / Family Toilet	First	1	40	40	
1.11.4	Copy / Work Areas	First	2	160	320	
1.11.5	Building Storage	First	1	250	250	
1.11.6	Conference Rooms - Medium	First	1	250	250	6-8 Occupants, located near and shared by P&Z and Engineering
1.11.7	Conference Rooms - Large	First	1	520	520	12-15 Occupants
1.11.8	Break Room / Kitchenette	First	1	320	320	
1.11.9	Janitors Closet	First	1	40	40	
					0	
	Subtotal				3,365	
1.12 Building Services						
1.12.1	Mechanical Room	First	1	500	500	
1.12.2	Electrical Room	First	1	300	300	
1.12.3	Water / Fire Room	First	1	300	300	
1.12.4	Server Room	First	1	120	120	
1.12.5			0	0	0	
					0	
					0	
	Subtotal				1,220	
1.13 Future						
1.13.1	Engineering - Future Offices	First	1	120	120	
1.13.2	Engineering - Future Workstations	First	1	80	80	
1.13.3	Human Resources - Future Workstations	First	2	80	160	Law/Paralegal, HR, Receptionist
1.13.4	Finance - Future Workstations	First	2	80	160	
1.13.5	Communications - Future Directors Office	First	1	180	180	(or other director)
					0	
					0	
	Subtotal				700	
CITY HALL TOTAL AREAS						
	Total New Area (SF)				10,287	
	Grossing Factor of New Area (SF)			30%	3,086	
	Total Project Area (SF)				13,373	



STREETSBORO CITY HALL

