

Request for Qualifications

City of Canton, Ohio
Purchasing Department
218 Cleveland Ave. SW, 6th floor
Canton, Ohio 44702

Architectural/Engineering Services for Water Reclamation Facility Roof Repairs
and/or Replacements

Item/Project

Water Reclamation Facility

Responsible Department

Friday, November 4, 2016 at 4:00 PM local time

Proposals Due on or Before

Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

Request for Qualifications
City of Canton
Professional Architectural/Engineering Services

Overview

The City of Canton intends to contract for professional architectural/engineering services for the repair/replacement of several roofs at the Canton Water Reclamation Facility. This will involve evaluating the roofs to determine what repairs need completed or if replacement is necessary, drafting the technical bid specifications for the repairs and/or replacements, developing cost estimates for the repairs and/or replacements, and providing construction oversight during the course of the project.

Project Description

General Information

- Project Name: Water Reclamation Facility Roof Repair/Replacement Project
- Estimated project duration: Unknown

Professional Design Services Needed

- Evaluate several of the Water Reclamation Facility roofs to determine what repairs need completed or if a complete roof replacement is necessary.
- Draft technical bid specifications for the repair and/or replacement of the impacted roofs.
- Develop cost estimates for the repairs and/or replacement of the roof at the below named locations.
- Provide construction oversight during the construction phase of the project

Location

- Canton Water Reclamation Facility
3530 Central Avenue SE
Canton, OH 44707

Questions

Please direct all questions regarding this RFP in writing by **Friday, October 28, 2016** to:

John Highman, Director of Purchasing

john.highman@cantonohio.gov

Building Walk-Through

All parties interested in submitting a statement of qualifications for this project are encouraged to attend the walk-through scheduled below. Although not required, attendance may be considered during the evaluation phase. The walk-through will begin in the Administration Building of the Canton Water Reclamation Facility at **10:00 AM on Friday, October 21, 2016**

Statement of Qualifications

Requirements

Please provide a statement of qualifications including the following information:

- Information regarding the firm's history

- Education and experience of owners and key technical personnel who will be assigned this project
- The technical expertise of the firm's current staff
- The firm's experience with similar projects
- Types of services offered by the firm
- Current projects underway and availability of staff
- Information regarding the firm's equipment and facilities
- References
- Previous work performed for the City of Canton

The submission must not exceed 20 single-sided, numbered pages that are double-spaced with a 12-point font, including attachments. The cover page will not be counted towards the total, but all other pages will be. The qualification package must provide adequate information needed to rank the capability of a firm on each of the preceding categories. The City reserves the right to require an oral technical presentation to aid in the ranking process.

Deadline and Submission Procedures

Firms interested in being considered for this contract must provide this statement of qualifications by **4:00 P.M. on Friday, November 4, 2016**. Statements received after this deadline will not be considered. Please submit three (3) copies of your statement of qualifications to the following:

John Highman, Director of Purchasing
 City of Canton Purchasing Office
 218 Cleveland Ave. SW, 6th floor
 Canton, OH 44702

Evaluation and Next Steps

Responding firms will be evaluated and ranked pursuant to Ohio Revised Code Sections 153.65-.73 based on the above criteria. Upon the completion of this evaluation process, the City of Canton will enter into contract negotiations with the firm receiving the highest ranking.

The City of Canton's Board of Control reserves the right to reject any and all proposals and to accept the proposal deemed most beneficial to the City of Canton.

**By order of the Director of Public Service
 William Bartos**

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