

September 5, 2018

REQUEST FOR QUALIFICATIONS AND PROPOSAL (RFQP)

The City of Bucyrus, is soliciting statements of qualification and proposals to design and build a stage in Schines Art Park located at the corner of Sandusky Avenue and Warren Street in the City of Bucyrus. The project is being funded by a Grant administered by the Ohio Department of Natural Resources. The project does not require the payment of prevailing wages.

I. PROJECT OVERVIEW

The City of Bucyrus constructed the Schines Art Park at the corner of Sandusky Avenue and Warren Street in downtown Bucyrus. (See attached Maps and attached Schines Art Park Plan). It is the desire of the City of Bucyrus to have a permanent stage constructed eastern end of the park so that the park may better sponsor and showcase film, music and performance arts and other forms of creative expression. The City has retained Ohio Regional Development Corporation to administer the project. Ohio Regional Development administered the original project which created Schines Art Park.

The City has looked at a number of stages constructed at different venues across the Country (See attached photographs); and has decided that they would like to receive design/build proposals with cost estimates from several qualified firms so that they may select a proposal to proceed with. The proposed stages must fit within the existing space at the park which is a concreted area approximately 40 feet wide and 24 feet deep. The City desires that the stage have electrical service sufficient for performances, including proper 120 Volt GFI receptacles as well as lighting fixtures appropriate for an outdoor stage.

The selected design professional will meet with City Officials and Ohio Regional Development Corporation staff to answer questions and coordinate work on the project.

II. ESTIMATED BUDGET

The City has received a Grant from The Ohio Department of Natural Resources in the amount of \$125,000. No additional funding will be available for this project. The

maximum amount of funds available for design, construction, contingency and permitting costs for the stage will be \$115,000.00.

III. TIME OF PERFORMANCE

Services of the selected design Professional can begin immediately upon contract approval by ORDC and the City of Bucyrus. All project work must be completed by June 30, 2019.

IV. PROPOSAL REQUIREMENTS

Submit a hard copy of the proposal in a sealed envelope to **Scott Hillis, Grants Director, Ohio Regional Development Corporation, 120 ½ South Fourth Street, Coshocton, Ohio 43812, on or before September 30, 2018.** To be considered for selection, the following must be included:

- A. Letter of introduction
 - Briefly describe the firm, the name, address, email, and telephone number of the contact person as well as a summary of the respondent's understanding of the scope of services and the overall approach to the scope of services. This letter should indicate features, skills and/or services which distinguish the firm and indicate why the firm is the best qualified to perform these services. Describe the firm's management philosophy and style in providing services to public sector clients. Indicate if any conflicts of interest exist or could arise.
- B. Personnel and Allocation of Resources
 - 1. Provide the name, title, experience and qualifications of the firm's proposed architect or engineer of record.
 - 2. Provide the names, titles, experience and qualifications of personnel who would be assigned to provide services on this project.
 - 3. Provide the office location that would be servicing this project as well as the staffing level at said office.
- C. Statement of proposed Work
 - 1. Provide design drawings of the proposed stage;
 - 2. Provide a work schedule including project completion date;
- D. References
 - 1. Provide at least 3 references that may be contacted for verification of respondent's experience and qualifications.

2. Identify contracts the firm is currently undertaking or has undertaken in the recent past of a similar nature to this project describing the type of services provided.
- E. Pricing Proposal (Must be separate from above proposal)
1. Provide a pricing proposal that sets forth the fee for design services and a preconstruction and design-build service fee.
 2. Provide a Bid Security Bond in the form of either a bid guaranty and contract bond for the full amount of the bid, with security satisfactory to the City of Bucyrus, or a certified check, cashier's check, or letter of credit pursuant to Chapter 1305 of the Ohio Revised Code, in the amount of 10% of the total bid, payable to the City of Bucyrus.
 3. Provide current Ohio Bureau of Workers Compensation Insurance certificate and Certificate of General Liability Insurance Coverage (ACORD Format).

V. GENERAL PROVISIONS

1. Any questions regarding the project or the RFQP may be addressed to Scott Hillis at scott@ordevelopment.com (740) 622-0529.
2. The City of Bucyrus and ORDC reserves the right to reject any and all proposals where the offeror takes exception to the terms and conditions of the RFQP or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in this RFQP.
3. The City of Bucyrus and ORDC reserves the right to reject, in whole or in part, any and all proposals where the offeree, taking into consideration factors including but not limited to, price and the results of the evaluation process, has determined that award of a contract would not be in the best interest of the offeree.
4. The City of Bucyrus and ORDC reserves the right to reject any or all proposals or portions thereof, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the services desired otherwise, at any time or in any manner considered in the City's best interests.
5. The City of Bucyrus may require any Proposer to augment or supplement its proposal or to meet with City or ORDC staff for

interview or presentation to further describe the Proposer's qualifications and capabilities.

6. All parts of the proposal other than trade secrets, is public record, and if properly requested, the City must make available for inspection and copying.
7. By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the City of Bucyrus until the earlier of a final contract or 90 calendar days.
8. Upon notification of selection, the successful Proposer shall submit a contract to the City of Bucyrus within 30 days for review by the City Attorney and ORDC.
9. The Successful Proposer shall at all times maintain comprehensive general and professional liability insurance. The policies shall be with companies authorized to do business in the State of Ohio and rated "A" or above by A.M. Best Company or its equivalent. The comprehensive general liability insurance policy shall (i) be occurrence type; (ii) name the City of Bucyrus as an additional insured; (iii) have limits of not less than a combined single limit of One Million Dollars for any one incident; and (iv) be primary with respect to any insurance which the City may have.
10. Upon execution of the Contract, the Successful Proposer shall furnish to the City of Bucyrus a performance bond in the penal sum of 100% of the Maximum funds amount (\$125,000.00). Said performance bond shall be subject to the approval of the City Attorney. The Surety must be licensed to do business within the State of Ohio. The performance bond will only be released when the City of Bucyrus and ORDC certifies that the project is complete.
11. Firms shall complete, execute and submit a Fair Employment Practices Disclosure, a Federal Taxpayer Identification, a Delinquent Personal Property Tax Statement, and a Non-Collusion Statement with their proposal. All of which are attached.
12. Firms are encouraged to visit the site so that their design fits within the current aesthetics and feel of the park.
13. Nothing in this RFQP shall require ORDC or the City of Bucyrus to proceed with a contract for design/build services.

VI. AWARD CRITERIA

Ohio Regional Development Corporation and the City of Bucyrus will review all proposals submitted and reserves the right to award a contract generated from this RFQP to the Proposer who presents a proposal that best meets the City's needs and specifications set forth herein. A RFQP Evaluation Committee consisting of The Bucyrus Mayor, The Bucyrus Service Director and The Grants Director at ORDC, in consultation with a criteria architect or engineer, will review and score the proposals on the following criteria which are more fully set forth on the attached scoring sheet:

- A. Experience and Qualifications of the proposed architect or engineer of record (10 points);
- B. Experience of the firm with similar projects (10 points);
- C. Proximity of firm to Bucyrus (10 points);
- D. Sufficiency of staff pledged to the project (10 points);
- E. Timeliness of project schedule (10 points);
- F. Evaluation of the Appearance and functionality of the proposed stage (50 points).

Based on the foregoing, the top three firms will be selected and the Evaluation Committee will then proceed to review the Pricing proposals of said 3 top ranked firms. The Committee will then rank the 3 firms in order based on the Committees evaluation of the value of each firms pricing proposal.