

Issued: February 14, 2017

**REQUEST FOR PROPOSALS FOR  
PROFESSIONAL ARCHITECTURAL / ENGINEERING SERVICES  
FOR NEW WARD 1 RECREATION CENTER  
AT FREDERICK DOUGLASS PARK**

Issuing Office:

**City of Cleveland  
Mayor's Office of Capital Projects  
Division of Architecture and Site Development  
601 Lakeside Avenue, Room 517A  
Cleveland, Ohio 44114  
216/664-2584**



**PROPOSALS DUE**

**DATE: March 10, 2017  
12:00 Noon Local Time**

**ALL RESPONSES SHALL BE MARKED AS:**

**"SEALED BID"**

**Proposal for Professional Architectural / Engineering Services for  
New Ward 1 Recreation Center at Frederick Douglass Park**

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### EXHIBITS:

EXHIBIT A:	NON-COMPETITIVE BID CONTRACT STATEMENT and W-9 FORM
EXHIBIT B:	NORTHERN IRELAND FAIR EMPLOYMENT PRACTICES DISCLOSURE FORM
EXHIBIT C:	MAYOR'S OFFICE OF EQUAL OPPORTUNITY CLEVELAND AREA BUSINESS CODE-NOTICE TO BIDDERS & OEO SCHEDULES
EXHIBIT D:	SUBCONTRACTOR ADDITION AND SUBSTITUTION POLICY and PROCEDURE
EXHIBIT E:	SAMPLE PROFESSIONAL SERVICES AGREEMENT
EXHIBIT F:	CONSULTANT SELECTION QUESTIONNAIRE
EXHIBIT G:	STAGE / PHASE SUBMITTAL CHECKLIST
EXHIBIT H:	PROJECT / BUILDING INFORMATION

**REQUEST FOR PROPOSAL FOR  
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FOR NEW WARD 1 RECREATION CENTER  
AT FREDERICK DOUGLASS PARK**

City of Cleveland:

Mayor's Office of Capital Projects  
Matthew L. Spronz, P.E., PMP, Director

Division of Architecture and Site Development  
Mark Duluk AIA, LEED AP, Section Chief - Architecture, Project Manager

Date: February 14, 2017

**I. BACKGROUND AND CONCEPT**

It is the intent of the City of Cleveland Mayor's Office of Capital Projects, through this Request for Proposal (RFP), to solicit proposals Professional Architectural/ Engineering Services for the Design and Construction of the New Ward 1 Recreation Center. These improvements shall consist of a new facility to be constructed at Fredrick Douglass Park on Miles Avenue between East 151<sup>st</sup> Street and East 160<sup>th</sup> Street (approximately 15530 Miles Avenue) and associated Parking and Site Improvements.

The City of Cleveland Department of Public Works owns and operates twenty-one recreation centers. The Division of Recreation manages the daily operations at these facilities, while the Division of Property Management provides maintenance services on an on-going basis. The Cleveland Metropolitan School District (CMSD) is in the process of designing and constructing the New John F. Kennedy High School, which will also be constructed on the Frederick Douglass Park Property. The New Ward 1 Recreation Center will offer numerous recreational programs to the surrounding community for residents of all ages, including students at the new JFK High School. The City and CMSD will be implementing a shared-use agreement for these adjacent facilities to most efficiently allocate resources to serve the recreational needs of the community.

The New Ward 1 Recreation Center, to be located at approximately 15530 Miles Avenue, Cleveland, Ohio 44128, will potentially be constructed in phases. The City's intention is to eventually provide a "full program" Recreation Center of approximately 45,000 square feet, similar in scale and program to the Collinwood Recreation Center. It will likely include an indoor aquatics facility, a gymnasium, lockers and changing rooms, and an array of recreational and community facilities such as fitness rooms and multi-purpose rooms, as well as required lobby/circulation and administrative spaces. The design of the Master Plan for this project, including Programming and Phasing, which will be impacted by the shared-use agreement, is a crucial component of the Services to be provided by the selected Consultant.

The Frederick Douglass Park Site, which is being subdivided between the City and CMSD, will include renovated and new outdoor recreational facilities. These consist of a football practice/soccer field, three (3) baseball/softball diamonds, tennis courts, a gazebo, and a playground. CMSD and their consultants are providing site engineering and grading for the combined Frederick Douglass Park sites. The City scope for the site will consist of the design and construction of parking, walks, new walking path(s), and associated landscape areas on the City-retained land and one baseball diamond. Information on the site is available at this link: [https://www.dropbox.com/sh/k5vrlki1kqjciu9/AACCIJ9qmpgwojmtjn9ajyx\\_a?dl=0](https://www.dropbox.com/sh/k5vrlki1kqjciu9/AACCIJ9qmpgwojmtjn9ajyx_a?dl=0)

Based on these studies, the proposed concept for these improvements is to complete a comprehensive, phased master buildout plan for the new building, adjacent site area including parking, and new walking path(s).

It is the City's intention to construct these improvements in phases based on recreational programming priorities, relative cost, and availability of funding. To fulfill this intention, the

City seeks a creative Architectural and Engineering Team (“Consultant”) qualified and experienced in the design of recreational facilities to engage collaboratively in determining the most effective approach to achieving the goals of this project.

The City currently has allocated \$5,500,000.00 towards the project, including but not limited to professional services and construction with related soft and hard project costs. Soft costs include, but are not limited to: professional services fees, allowable reimbursable expenses, surveys, testing, agency, and utility provider fees. Hard costs include, but are not limited to: materials, labor, equipment, testing, permits, general conditions, overhead and profit.

In the event that additional funding for the project is approved and allocated by the City during the course of the Contract, the Project Budget, Scope of Services, related fees, and Project Schedule may be negotiated with the Consultant and adjusted accordingly by Contract Amendment.

**STAGE I : PRELIMINARY DESIGN** services shall include: Phase A - Summary of Needs Study; Phase B - Conceptual Design; Phase C - Schematic Design; and Cost Estimation services, and are to reflect the full development of the Master Plan showing all intended building and site uses, and shall establish the design and budget for all future intended improvements, established during the Design Process. The Schematic Design deliverables shall include a detailed Construction Phasing Plan with Cost Estimation per Phase, which will provide the basis for determining the scope of Construction Sequence 1.

As part of Stage I services, the Consultant is to reference and review the Site Survey, Site Master Plan, and Draft Program, as well as CMSD JFK High School building plans, site plans and plans of other City Recreation Centers, which will be made available to the Consultant by the City. The Consultant is to evaluate all parameters of the project, including City requirements and stakeholder input, at all Phases of Stage I services.

Once these Stage I services are complete and thoroughly reviewed, analyzed, and approved by the City, and a course of action that best fits the needs of the City in conjunction with available funds has been established, then Stage II services shall be authorized to commence.

**STAGE II : DETAILED DESIGN** services shall include: Phase A - Design Development; Phase B - Construction Documents; Phase C – Bidding and Award services; and Cost Estimation services as required for the execution of Construction Phase 1, and will be established in conjunction with the City based on the project priorities and actual funding available at the completion of the Stage I services. Once these Stage II services are complete and thoroughly reviewed, analyzed, and approved by the City, then the Stage III services shall be authorized to commence.

**STAGE III: ADMINISTRATION OF THE CONSTRUCTION CONTRACT** services shall consist of Construction Administration services as required for the execution of Construction Sequence 1.

**Action Steps and Ownership of Work Products:** The City reserves the right to contract for the performance of Stage I services only, and delay or terminate future phases pending the outcome of the design and cost estimation work. Furthermore, the City reserves the right to award a contract for all phases of the project, yet terminate the project at any time, upon written notice to the Consultant and making payment for all satisfactory services rendered to date of termination. All deliverables will become the sole property of the City for use or distribution as it sees fit without limitations from the Consultant, other than usual disclaimers for reliance of accuracy of use of another person’s work product.

**Possible Separate Bid Packages:** The City desires that the Scope of Work determined as appropriate to move forward with into Stage II and Stage III services be bid as one bid package for Construction Phase 1. However, based on the availability of funding, the Consultant will be responsible to evaluate the advantages and disadvantages of the need for separate bid packages that best serve the economic interests of the City, and to provide all services, if there is more than one bid package. The Consultant shall include in its’ Fee any additional costs that

may be incurred in the event that the City desires to issue up to three (3) bid packages to accomplish the work.

**City Agencies (Cleveland):** The Consultant shall consult in detail with the Director of the Mayor's Office of Capital Projects (MOCAP) and/or his designee and carefully analyze any information furnished by the Owner concerning the specific requirements of the Project, including but not limited to, design, construction, scheduling, budgetary, or operational requirements, limitations, and objectives. The Division of Architecture and Site Development (DASD) will coordinate the project and will work closely with the Consultant in all phases of the development. The Consultant shall comply with all standards and directives established and issued by the Division of Architecture and Site Development.

This facility is located within the corporate limits of Cleveland, Ohio and all work shall comply with all local, state and/or federal standards and ordinances and revised codes, including but not limited to Ohio Revised Code (O.R.C.) Chapter 153, as applicable to the scope of work. Compliance with these standards is mandatory by the Consultant and any resources needed to gain design compliance shall be borne by the Consultant.

## II. **SCOPE OF WORK**

It is the City's intent to hire a creative Architectural and Engineering Team ("Consultant") qualified and experienced in the design of recreational facilities for the execution of the scope of work as described in this RFP. This scope of work is organized into the three (3) Stages and various Phases as follows:

**STAGE I: PRELIMINARY DESIGN** - Services to establish Project Scope and Design, including:

- Phase A: Summary of Needs Study
- Phase B: Conceptual Design
- Phase C: Schematic Design
- Cost Estimation Services

**STAGE II: DETAILED DESIGN** - Services to complete design documentation and solicit bids for Construction Sequence 1, including:

- Phase A: Design Development
- Phase B: Construction Documents
- Phase C: Bidding and Award
- Cost Estimation Services

**STAGE III: ADMINISTRATION OF THE CONSTRUCTION CONTRACT** - Services for completing the Construction Sequence 1.

The following is a description of the services to be provided under each Stage of the work:

### **STAGE I: PRELIMINARY DESIGN**

The Preliminary Design Stage shall include: 1.) the Summary of Needs Study; 2.) Conceptual Design; 3.) Schematic Design; and 4.) Cost Estimation services as necessary to establish the Project Scope and Cost.

#### **Phase A - Summary of Needs Study:**

**Objective:** The Summary of Needs Study shall establish and address the requirements, goals and the constraints for this project.

**Deliverables:** The Summary of Needs Study shall include, but not be limited to, the following deliverables, related services and activities:

- **Project Kick-Off Workshop:** In collaboration with City Staff, the Consultant shall host a Project Kick-off Workshop to establish project Goals and Aspirations with the key project stakeholders (list of which are to be pre-approved by the Director).

- **Programming:** In collaboration with City Staff, the Consultant shall engage in a programming workshop to:
  - Develop and refine a building space/use program, including sizing of utility spaces, for the “full program” build-out scenario.
  - Develop and refine a site use program.
  - Present the Program to project stakeholders.
- **Code Reviews:** Zoning and Building Code Reviews for Site and Building.
- **LEED Workshop:** The Consultant shall host a LEED Workshop with all design & engineering disciplines and decision makers to set project goals for sustainability.
- **LEED Review:** The Consultant shall provide recommendations for achieving minimum target of LEED Silver; supported by LEED Checklist
- **Geotechnical Study:** The City will provide Geotechnical information as generated by CMSD and their consultants; the Consultant shall provide a thorough Geotechnical Study and Report for the proposed Building and Parking site, including Structural/foundation design recommendations.
- **Site Survey:** The City is providing a Site Survey as generated by CMSD and their consultants; the Consultant shall provide any more detailed Site Survey information required for the Recreation Center, conforming with ALTA/ACSM standards.
- **Environmental Studies:** The Consultant shall provide a complete Phase 1 Environmental study for both the Site and the Building.
- **Ground-Penetrating Radar (GPR):** The Consultant shall provide a GPR study of the Building site.
- **Civil Assessment:** the Consultant shall provide a Civil Assessment of the site based on existing information and information obtained as part of the Summary of Needs Study.
- **Community Meetings:** The Consultant shall participate in any Community Meetings conducted during the Summary of Needs Study.

The City of Cleveland will make available to the Consultant any readily available existing conditions data, drawings and related information it has for the project. Data, documents and related information will likely consist of varying electronic and paper format.

It shall be the responsibility of the Consultant to obtain any additional information necessary for the full and proper execution of this work. The cost for all Consultants required shall be borne by the Consultant and included in the Fee.

The Consultant shall participate in weekly telephone conference call meetings, and weekly meeting in person as determined as necessary by the City.

After all review and approval requirements for the Summary of Needs Study have been met, and incorporation of any changes ordered by the Director, the Director shall authorize the Consultant in writing to commence Conceptual Design.

### **Phase B - Conceptual Design:**

**Objective:** The primary objective of the Conceptual Design Phase is to ensure that multiple options have been explored, reviewed and analyzed.

**Deliverables:** Based on the approved Summary of Needs Study, the Conceptual Design Phase shall include, but not be limited to, the following deliverables, related services and activities:

**Concept Sketches:** based upon the outcome of the Workshops held in the Summary of Needs Study, the Architect shall prepare and present for the Director’s approval, without limitation, the following:

- Three (3) alternative Concept Sketches – rough, diagrammatic drawings of the site and architectural design, including parking, walks, and walking path(s).
- Photos of architectural/program precedents and other supporting materials to suggest different methods of approaching the design while meeting project requirements.

**Concept Design:** based upon the Director’s selection of a Concept Sketch direction, the Architect shall prepare and present for the Director’s approval, without limitation, the following:

- Three (3) alternative Concept Design solutions of the project in a more refined manner than the Concept Sketches.
- Concept Design solutions should include options for different means of accomplishing the enclosure of the existing Aquatic facilities.
- Using some combination of study models, perspective sketches, and/or digital modeling, describe alternative methods of achieving the vision established from the selected Concept Sketch as well as illustrate the scale and relationship of the Project components.
- Conceptual Cost Estimates, in CSI format, utilizing per square foot data appropriate for the various program components and for this region (R.S. Means or other approved source) for the three (3) alternative Concept Design solutions, including relative costs of systems (i.e.: structural and mechanical systems for the enclosure of the existing Aquatic facilities.)

After all review and approval requirements for Conceptual Design have been met, and incorporation of any changes ordered by the Director, the Director shall authorize the Consultant in writing to commence Schematic Design.

### **Phase C - Schematic Design:**

**Objective:** The primary objective of the Schematic Design Phase is to define the site and building relationships, character, and layout and establish the project scope within the requirements and budget of the Project.

**Deliverables:** Based upon the Director's selection of a Final Conceptual Design, the Schematic Design Phase shall address all requirements of the Project and shall include, but not be limited to, the following deliverables, related services and activities:

- Schematic Site and building Plan Drawings (Floor Plans, Roof Plan, etc.) which illustrate all components of the Project including the size, scale, location, dimensions, and character of the structure, parking, walks, and walking path(s).
- Schematic Elevation and Section Drawings which illustrate the spatial relationships, construction, materials and exterior character of the Project.
- Refined and developed study models, perspective sketches, and/or digital models.
- Schematic drawings and specifications illustrating and describing the architectural and structural components of the Project.
- Written description of all materials, components, and systems (Civil, Structural, Electrical, and Mechanical) to be incorporated into the Project.
- Any other documents or items required to illustrate the Schematic Design and the conformity of same with the requirements of the Project.
- Project Construction Phasing Plan, illustrating the Construction phases required to achieve the Master Plan vision for the project.
- Updated Program reflecting sizes of all spaces.
- Schematic Design Cost Estimate in CSI format, based on costs for comparable work in this area, broken down by proposed Construction Sequences, for the Master Plan vision for the project (all phases.)
- Construction Sequence 1 Schematic Design Package and Cost Estimate in CSI format, for the Scope of Work determined as appropriate given project priorities and available funding.
- Community Meetings: Prepare materials for, and participate in any Community Meetings conducted during Schematic Design.
- Updated Building and Zoning Code Review for Schematic Design.

The Consultant shall present the Schematic Design deliverables to the Director and shall incorporate any changes ordered by the Director in regard to the Schematic Design or the requirements of the Project.

The Consultant team shall participate in weekly telephone conference call meetings. The Consultant team shall attend the weekly meeting in person as determined as necessary by the City.

In addition the Consultant shall attend all project meetings with various City departments/divisions and/or public meetings as required and shall prepare presentations and

represent the Department in presenting design proposals to the Cleveland Design Review Committee, the City Planning Commission and any other State of Ohio or municipal agencies necessary to achieve final plan review and approval.

After all review and approval requirements of the Project have been met and incorporation of any changes ordered by the Director, the Director shall authorize Consultant in writing to commence Stage II: Detailed Design, or such part thereof as directed by the Director, for the Construction Sequence 1 Scope of Work.

## **STAGE II: DETAILED DESIGN**

The Detailed Design Stage shall include: Phase A - Design Development; Phase B - Construction Documents; Phase C – Bidding and Award services; and Cost Estimation services as necessary for the execution of the Construction Sequence 1 Scope of Work.

### **Phase A - Design Development:**

**Objective:** The primary objective of the Design Development Phase is to complete all design required for the project.

**Deliverables:** Based upon the Director's approval of the Stage I Schematic Design Package, including the Schematic Cost Estimate, and on the Director's authorization of any adjustments in the Project requirements and the budget, the Design Development Phase shall address all requirements of the Project and shall include, but not be limited to, the following deliverables and related services and activities:

- Site/Civil: Site Layout and Materials Plan, Grading and Drainage Plan, Site Utilities Plan, Walking Path Plan, and Planting Plan and Schedule.
- Architectural: Site Plan, Dimensioned Floor Plans indicating sizes and construction of all components, Roof Plan, Furnishing and Equipment Plan, Enlarged Plans and Sections, Room finish Plans/Schedule, Building Sections, Door and Window Schedules, Preliminary Wall Sections and Building Details, and Reflected Ceiling Plans.
- Structural: Foundation Plan, Framing Plans, footing/Beam/Column Schedules; final floor elevations.
- Mechanical: Heating/Cooling Load Calculations, Equipment Schedules, HVAC Plans indicating main and branch ductwork and Equipment.
- Plumbing: Plumbing Calculations, Fixture Schedules, Plumbing Plans indicating all Supply and Drainage piping and equipment.
- Electrical: Floor Plans locating all equipment and loads, Site Plan with site lighting and fixture types, Lighting Plans with preliminary circuiting, Preliminary Panel Schedules.
- Outline Specification: An outline specification describing in general the type of construction, materials, systems and other pertinent information for all disciplines.
- Geotechnical Information: Based on Stage I Geotechnical information, provide additional Soil Borings and accompanying report based on Schematic Design, including structural/foundation recommendations.
- Phase 2 Environmental Study: for Site areas impacted by the Construction Sequence 1 Scope of Work per the Approved Schematic Design.
- Programming: Updated Program reflecting sizes of all spaces as developed.
- Cost Estimation: Design Development Cost Estimate in CSI format, based on costs for comparable projects in this area.

During the development of the Design Development Documents, the Consultant shall confer as necessary and as required with the Director and members of his staff and any other officials of the City as the Director may direct in order that the intent and requirements of the City in regard to the improvements and their scope are met as nearly as practicable.

The City will not consider Design Development as completed until all approvals required by the City at this Stage have been obtained, including that of the Director. After all review and approval requirements of the Project have been met and incorporation of any changes ordered

by the Director, the Director shall authorize Consultant in writing to commence Construction Documents.

The Design Development Documents, including the Cost Estimate, as approved, shall be control documents for the Construction Documents, Detail Specifications and other documents required to obtain bids and to form the basis of contract proposals for the actual construction of the project.

### **Phase B - Construction Documents:**

**Objective:** The primary objective of the Construction Documents is to produce the Contract Documents, which shall describe with specificity all elements, details, components, materials, and other information necessary for the complete construction of the Project and the rendering of the Project and all its components fully operationally and functionally usable for its intended purpose. This shall include, but is not limited to, the satisfaction of all testing, permitting, qualifications, certifications, validations and obtaining regulatory approvals by all applicable regulatory authorities (Cleveland, State of Ohio, U.S. Government).

**Deliverables:** Based upon the Director's approval of the Construction Phase 1 Schematic Design Package, including the Design Development Cost Estimate, and on the Director's authorization of any adjustments in the Project requirements and the budget for the Cost of Work, the Construction Documents Phase shall address all requirements of the Project and shall include, but not be limited to, the following:

- Title Sheet per City of Cleveland Standards, including:
  - Code Summary
  - Location Map
  - Drawing Index
  - General Notes
- Site/Civil/Landscape:
  - Complete SWP3 Plans and Details; including all calculations as required
  - Property Survey (for Project Area)
  - Site Grading, Layout, and Utility Plans
  - Site and Utility Details
  - Landscape Planting Plans, Schedules, and Details.
- Architectural:
  - Code Review, Life Safety, and Fire Resistance Plans
  - Firestopping Details.
  - Fully developed and dimensioned Floor Plans indicating all Building Spaces and Components.
  - Enlarged Floor Plans of key building areas as required.
  - Interior Elevations and Details.
  - Interior and Exterior Window, Door, and Frame Schedules, Elevations, and Details.
  - Interior and Exterior Finish and Color Schedules.
  - Reflected Ceiling Plans and Details.
  - Wall Sections and Architectural Details (Interior and Exterior.)
  - Elevator and Stair Enlarged Plans, Sections, and Details.
  - Signage Plans, Designs, Schedules and Details (Interior and Exterior.)
  - Partition Type Schedules and Details
  - Roof Plan and details
  - All Exterior Building Elevations.
  - Floor Finish Plans and Details.
  - Furniture and Equipment Plans.
- Structural:
  - Fully developed and dimensioned Foundation Plan.
  - Fully developed and dimensioned Floor and Roof Framing Plans
  - Footing, Column, Grade Beam, Beam, and other Schedules.
  - Enlarged Plans as required (Elevator, Stairs, etc.)
  - Foundation, Framing, and other Structural Details.

- Mechanical:
  - Mechanical Equipment and Exterior Louver Schedules
  - HVAC Floor/Reflected Ceiling Plans indicating all ductwork, equipment, and diffusers/return air grilles.
  - Mechanical Piping Plans, Riser Diagrams, and Piping Schematics.
  - Enlarged Equipment Area/Room Plans.
  - Mechanical Design Details.
  - Ductwork and wall penetration details, including dampers and rated firestopping assemblies.
- Plumbing:
  - Plumbing Fixture Schedules.
  - Plumbing Floor Plans indicating all plumbing fixtures, domestic water, storm, waste, vent and gas piping, meters, and equipment, including utility connections.
  - Plumbing Riser Diagrams.
  - Plumbing Design Details.
  - Enlarged Plumbing Equipment Area/Room Plans.
  - Fire Protection Plans.
- Electrical:
  - Lighting Fixture and Control Schedules.
  - Power Riser Diagrams and Panel Schedules.
  - Power Plans, including Electrical Service.
  - Lighting Plans
  - Telecommunications/Technology/Security Plans.
  - Enlarged Electrical Equipment Area/Room/Server Room Plans.
  - Electrical Details.
  - Electrical Site Plan and Details.
- Technical Specifications/Project Manual:
  - Detailed Technical Specifications for all disciplines in current CSI *Master Format*.
  - Division 1 and other Specification sections as required to meet LEED requirements.
- Geotechnical: Geotechnical/Soils and GPR Reports to be included as Appendices in the Project Manual.
- Cost Estimation: Cost Estimates in CSI format at 30%, 60%, 90% and 100% Construction Document submittals for review.

**Meetings:** The Consultant shall participate in a weekly conference call-in meeting, and shall attend the weekly meeting in person as determined as necessary by the City.

**Submittals:** The Consultant shall prepare and submit Construction Documents for 30%, 60%, 90%, and 100% reviews, including Cost Estimates, and attend review meetings with the City. All drawings and contract documents, including schedule of prices and detailed specifications, are to be comprehensive and concise in nature and in accordance with all professional practice standards in order to completely and accurately describe the design intent and construction/installation methods for the development of the entire project.

**Approvals:** The Director and/or his designees shall review and approve, where appropriate, the Detailed Design documents, or any portion thereof. The Consultant shall make corrections, modifications and changes as directed by the Director and/or his designees to align with the program and budget of the project.

**Design Review and Permitting:** The Consultant shall take the lead in obtaining and coordinating the information required by the various agencies and entities from which permits and/or approvals are needed for the Project, including all Environmental, Site, and Utility Applications. The Consultant shall also take the lead in applying for, negotiating, and acquiring the necessary permits and approvals. All plan review application fees to City, state and/or federal agencies shall be borne by the Consultant and included in the Fee. The cost of building permits shall be borne by the Contractor(s).

**Phase C - Bidding and Award:**

**Objective:** The primary objective of the Bidding and Award Phase is to solicit bids from qualified Contractors and award a Construction Contract for the execution of the work.

**Deliverables:** Bid Documents: A full master set of reproducible final (100%) Construction Documents on Mylar (or other approved medium) and in electronic format (“~.pdf” AND “~.dwg” AutoCAD® for Drawing files; “~.pdf” AND Microsoft Word® “~.doc” for Specification files) on compact disc and via electronic download shall be provided to the Division of Architecture and Site Development for use in compilation of the bid package. Files may be compressed in a “~.zip” file format.

Bidding Activities: The Consultant shall assist the City of Cleveland in Bidding activities, including, but not limited to:

- Preparation of bidding documents and forms
- Preparation of the Conditions of the Contract and the form of agreement between the City and all Contractors.
- Attendance and participation in Pre-Bid Meeting.
- Assist the Division of Purchases and Supplies in providing answers to bidder’s questions during the bidding period.
- Assist in the preparation of any Addenda.
- Assist in obtaining, tabulating, and analyzing bids.
- All other bidding activities set forth in more detail in the Sample Professional Services Agreement attached to this RFP as Exhibit E.

The City will not consider Stage II as completed, or release payment for the final 10% of the Stage, until an accepted, qualified bid for accomplishing the project scope within the budget has been obtained.

### **STAGE III: ADMINISTRATION OF THE CONSTRUCTION CONTRACT**

The Administration of the Construction Contract Stage shall include all services necessary for the execution of the Construction Phase 1 Scope of Work.

#### **Construction Administration:**

The Consultant shall perform Construction Administration in accordance with the Sample Professional Service Agreement attached as Exhibit E, which include but shall not be limited to the following:

- Attend in person Pre-Construction Meeting(s).
- Field Observation and Inspection services during construction shall include a minimum of two (2) site visits (two hours each) per week during intense and/or critical construction activity periods to inspect the work in progress.
- Coordinate and manage Field Observation services for Sub-consultants for all disciplines, including Job Meeting attendance as required.
- Attend in person and participate in weekly job meetings. (The Contractor shall be responsible for providing written minutes of all meetings.)
- Review and approval of all shop drawings and submittals, including coordination of all sub-consultant reviews and approvals.
- Respond to Contractor requests for information.
- Assist Contractor in completing and submitting all LEED documentation.
- Participate in the preparation of field clarifications for changes in the Work
- Review and approve Contractor applications for payments
- Perform site inspections and review the contractors punch lists for Substantial Completion and Final Acceptance.
- Provide services to obtain complete Commissioning of all completed systems and construction.
- Assist the City in resolving all post-occupancy claims of deficient work during the one-year warranty/guarantee period.
- Provide As-Built/Record Documents for the Project incorporating any changes during construction as a hard copy and in electronic format (“~.pdf” AND “~.dwg” AutoCAD® for Drawing files; “~.pdf” AND Microsoft Word® “~.doc” for Specification files)

- Participate in warranty/guarantee inspections at the conclusion of the warranty/guarantee period.

### III. OTHER CONDITIONS AND INFORMATION

**Formats for Deliverables:** All deliverables for all Stages and Phases shall be submitted in nascent software formats (“~.pdf” AND “~.dwg” AutoCAD® for Drawing files; “~.pdf” AND Microsoft Word® “~.doc” for Specification files and Meeting Minutes; “~.pdf” AND Microsoft Project® for Project Schedules) via electronic download at the end of each Stage and Phase as Record Deliverables. Files may be compressed in a “~.zip” file format.

**Meeting Minutes:** The Consultant shall record and issue meeting minutes for all meetings, conferences, and conference calls attended by the Consultant to all attendees.

**Project Schedule:** The Consultant shall submit within ten (10) calendar days after the award and/or execution of the Contract a Project Schedule, which shall include:

- Proposed duration of each Stage and Phase.
- Milestone dates including review submittals.
- Allowance for reasonable time required for all reviews/approvals by all authorities.

The Consultant shall produce, maintain, update biweekly, and submit the Project Schedule at each Stage and Phase of the project, or as requested by the City.

**Management of the Budget:** The Consultant shall be responsible for managing the Project Budget, and shall, during each Stage per the Scope of Work described in this RFP:

- Provide Cost Estimates in CSI format appropriate to the level of project completion in Microsoft Excel®, formatted for 8-1/2” x 11 paper.
- Review the Project Scope and Budget with the City and provide back-up documentation.
- Adjust the Project Scope and modify documents as necessary to ensure alignment of Project Scope with the Project Budget.

The City shall not consider any Stage or Phase of the Professional Services as complete, nor authorize the continuation of the Consultant’s Services, until satisfied that the Project Scope as defined in the Contract Documents can be achieved within the Project Budget.

**Professional Services Payments:** Payments for Professional Services shall be made in accordance with the Consultant’s Proposed Fee (See Section III Proposal Submission Requirements – Item P.) Consultant shall be responsible for management of the Professional Services Fee as follows:

- Submit Sample format for Requests for Payment for City Approval; to include:
  - Fee Breakdown by Stage per Proposal.
  - Percent Complete, Amount Earned, Previous Fee Billing, and Current Billing by Stage.
  - Reimbursable Expenses by Phase, broken down by Current, Prior, and Billed-to-Date.
  - Staff logs/hours expended and reimbursable receipts for each Request for Payment.
- Submit Requests for Payment on a monthly basis not to exceed the amounts stipulated in the Fee, including reimbursable expenses, for each Stage and Phase.
- Payments may not exceed 90% of each Stage or Phase until the Phase or Stage is satisfactorily completed and accepted by the City.
- Final payment will be made only when all record and project close-out documents have been accepted by the City as complete.
- Any portions of Fees or Reimbursable Allowances not utilized for any Stage or Phase may only be utilized in later Stages or Phases with prior written authorization by the City.

**Composition of Consultant Team:** It is anticipated that involvement by the following disciplines and services will be required throughout this Project in varying degrees:

- Architecture, including experience with Recreational Facilities
- ADA Compliance
- Structural Engineering

- Electrical Engineering
- Mechanical Engineering (HVAC, Plumbing & Fire Protection)
- Civil Engineering
- Geotechnical Engineering
- Landscape Architecture
- Specialty Engineering (i.e.: Acoustical, Audio/Visual, Communications, Security System, Fire Alarm System, Fire Sprinkler System, etc.)
- Sustainability (LEED consulting/certification services, Commissioning)
- Energy Modeling and analysis
- Environmental Engineering for Sites and Structures

**Standard of Care:** The standard of care of the services provided by the Consultant shall meet or exceed that level commonly expected of professional architects and engineers that are licensed to practice in the State of Ohio.

The Consultant shall assume the role of “Architect-of-Record” and “Engineer-of-Record” for all work performed under the contract and be licensed in the State of Ohio. All documents for the work performed under the contract shall bear a current, active professional seal recognized by and as required the State of Ohio.

The Consultant shall attend and participate in project meetings with various City departments/divisions and/or public meetings as required during all Stages.

Upon request, the Consultant shall make field observations and conduct investigations, as required, to evaluate existing conditions during all Stages.

Upon request, the Consultant, through the services of a sub-consultant, shall provide environmental assessment services to determine the extent and impact of the presence of hazardous materials within a project area. Individuals performing these services must be fully licensed to perform the services needed and shall work with the Consultant and the Division to prepare scopes of work and cost estimates for remediation work.

**Site Review and On-Site Questions:** It is the responsibility of the Consultant to be fully acquainted with the existing conditions of the project by conducting visual inspections and site visit(s) prior to proposal submission. Site visits may be conducted any time the site and facilities are open to the public. These visits are for observation only. No discussions on-site shall be deemed official. All questions must be submitted in writing and will be responded to within an addendum to this RFP.

*Disclaimer: The City advises that Frederick Douglass Park may have conditions in selected areas that warrant due care and that proposers entering the site do so at their own risk. The City shall not assume any liability for personal safety.*

**Energy Efficiency, Sustainability and LEED Certification:**

All designs for this Project shall achieve maximum energy efficiency and sustainability per the City of Cleveland Sustainable Municipal Building Policy, in consultation with the Division of Architecture and Site Development and the Mayor’s Office of Sustainability.

LEED Silver will be the baseline goal of the project, and all aspects shall conform as closely as possible to the baseline requirements. The Consultant shall periodically update LEED Scorecard after the Workshop. As directed by the City, the Consultant shall incorporate minimum program requirements, prerequisites and selected credits into the proposed scope of work. The project will be required to register and submit for LEED Certification.

**IV. PROPOSAL SUBMISSION REQUIREMENTS**

Each Consultant that wishes to be considered for selection to perform this scope of services shall submit to the Division of Architecture and Site Development the following items:

**A. Cover Letter**

**B. Organization of the Firm**

Include a description of the Consultant Firm including information regarding its primary business, its background and history, its organizational structure, QA/QC program, and the number of employees. This section should contain any additional information about the firm that the firm feels will assist in understanding the qualifications of the firm. It is highly desirable that there be a local component to the Consultant Team to facilitate response time to matters that require on-site reviews.

**C. Project Approach**

The Consultant shall include a description of their management approach and technical approach for the proposed Scope of Services. A specific and complete list of proposed deliverables shall also be included.

**D. Ability to Perform Scope of Services**

At a minimum, demonstrate how the firm meets the following qualifications:

1. A minimum of five (5) years of professional architectural/engineering experience with projects of similar scope of work. Each project reference should include a short description of the scope of work, the engineering and construction budget amount, the timeframe required for completion, and any exceptional successes, or challenges encountered during of the project.
2. Experience coordinating with and obtaining required advisory panel approvals, building and other regulatory permits from various City of Cleveland offices.

**E. Capacity to Perform Work**

Provide a description of the Consultant's capacity to perform work requested by describing the Team's current workload, including consideration for current City project workload, and the availability of the staff to meet required schedules. Identify all City projects currently being worked on and stage of development. Describe the methods utilized to track work progress, budgets, and deadlines. Describe any support personnel or technical resources the Consultant plans to use to assist in performing work as required on schedule, and within budget.

**F. Special Commendations**

The Consultant shall provide any other pertinent data, information and other extraordinary circumstances which will clearly demonstrate their unique ability to provide the required Professional Services in a manner not detailed previously within this RFP.

**G. Qualifications of Project Team**

Include a list of all key employees to be assigned or employed on the Project by the firm. The resume of each such person shall be attached to the Proposal (limit of 1 page for each). The Proposal shall also identify the person who will be the primary contact and any alternate personnel to be assigned to the project. Only resumes of key employees are to be included in the Proposal and significant effort should focus on highlighting the key employees and their relevant qualifications and past experiences that will be comparable to work as detailed in the RFP. Client references shall be included with telephone numbers and email addresses.

The Consultant shall provide: professional licenses held by any and all members of the Project Team including design/engineering firms; certificates of current professional liability insurance; and any associations to which they hold membership.

LEED Requirements:

1. Demonstrated knowledge of sustainable and green design and construction practices including at least one LEED-accredited professional on the Consultant. Identify all the LEED Accredited Professional(s) (LEED-AP Legacy, LEED Green Associate or LEED AP+) on the Consultant's Team.
2. Be qualified to complete a LEED checklist and, based upon the completed checklist, to incorporate LEED building principles in its design of the project, to the maximum extent applicable and feasible consistent with the project scope and with cost constraints and, for projects involving the energy performance of a facility, to comply with ASHRAE 90.1-latest version and/or Energy Star's Portfolio Manager.

Demonstrated cost estimating knowledge in particular for Recreational Facilities and Aquatic Facilities in the region, and as may be relevant to the Project.

In the event an interested group or combination of consultants is proposing a joint venture, collaboration or similar arrangement with other firms, please state the nature and hierarchy of the relationship in the proposal.

#### **H. Project Sub-Consultants**

Include a list of all proposed sub-consultants, technicians and testing agencies and their roles on the Project as assigned by the Prime Consultant. A one-page resume of each key person shall be attached to the proposal. The proposal shall also identify the person from each sub-consultant who will be the primary contact with the Consultant Team and any alternate personnel to be assigned to the project. Only resumes of key employees are to be included in the proposal and significant effort should focus on highlighting the key employees and their relevant qualifications and past experiences that will be comparable to work as detailed in this RFP. Client references with telephone numbers and email addresses shall be included.

The City of Cleveland expects the prime contract holder for the Professional Services contract to display team leadership for all services provided through this Contract. The prime contract holder shall actively manage its sub-consultants to ensure the best outcomes for the City. Such active management shall include, but is not limited to:

1. Confirmation that sub-consultants' teams are appropriately staffed to meet their obligations.
2. Coordination of the Work of all disciplines throughout all Stages and Phases, well before Work is issued for bidding.
3. Routinely perform a peer review, evaluation, and coordination of their sub-consultants' work well before work is issued for City review, bidding and in certain cases, a full QA/QC review, and/or cost estimate, when requested.

Therefore, the prime contract holder should act as mentors to support the work of its sub-consultants and help build the strength and capacity of their practices.

#### **I. Proposed Design Schedule**

Provide a Design Schedule indicating a proposed timeline for the performances of all Professional Services as detailed in Section II Scope of Work.

The Consultant must be prepared to commence work immediately after the execution of a Contract for Professional Services.

#### **J. Consultant Selection Questionnaire**

Interested Consultants shall complete and submit the Consultant Selection Questionnaire as part of their proposal. Refer to Exhibit H.

#### **K. Compliance Affidavit**

Non-Competitive Bid Contract Statement for Calendar Year 2016 is enclosed as Exhibit A for use with contracts to be awarded in 2016. All Consultants submitting proposals for contracts awarded on or after January 1, 2016 must initially submit a notarized 2016 affidavit. If award of contract extends into 2017, then an updated form shall be required. Non-Competitive Bid Contract Statement for Calendar Year 2016 is also available at:

[http://www.city.cleveland.oh.us/sites/default/files/forms\\_publications/2016FillableNonComp.pdf?id=6779](http://www.city.cleveland.oh.us/sites/default/files/forms_publications/2016FillableNonComp.pdf?id=6779)

**Submit the 2016 Statement with a letter, whichever is appropriate, in the separate sealed envelope that contains the fee proposal.**

#### **L. Northern Ireland Fair Employment Practices Disclosure**

Interested Consultants shall complete and submit the Northern Ireland Fair Employment Practices Disclosure form as part of their proposal. Refer to Exhibit B.

#### **M. Mayor's Office of Equal Opportunity**

Enclosed is the Mayor's Office of Equal Opportunity Cleveland Area Business Code Notice to Bidders & Schedules - Exhibit C. The Consultant must complete and sign each of the Schedules 1 through 4 as per the instructions. If a Schedule is not applicable, it must be marked N.A. and signed.

The Cleveland Area Business Code, Chapter 187 of the Codified Ordinances Cleveland, Ohio, 1976, is incorporated in and made part of the RFP, and any resulting contract by this reference, as fully as if attached. Refer to Exhibits. This document is also available at:

[http://www.city.cleveland.oh.us/sites/default/files/forms\\_publications/Chapter187\\_5-2015.pdf](http://www.city.cleveland.oh.us/sites/default/files/forms_publications/Chapter187_5-2015.pdf)

1. Requirements. During performance of this Agreement, Contractor shall comply with all applicable requirements of the *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances of Cleveland, Ohio, 1976 ("C.O."), and any *Regulations* promulgated under the *Code*, which *Code* and *Regulations* are incorporated into and made part of this RFP by this reference as fully as if rewritten in it or attached. Specifically, compliance under any resulting agreement shall include, but not be limited to, the Contractor's:
  - a) Compliance with its proposal representations regarding CSB, MBE, and/or FBE participation in performance of the Agreement;
  - b) Compliance and cooperation with Project Monitors, whether from the Mayor's Office of Equal Opportunity (the "OEO") or the contracting department;
  - c) Accurate, complete, and on-time submission of all reports, forms, and documents including, but not limited to, employment reports, certified payrolls, monitoring forms, and other information the Director of the OEO may require, whether in printed or electronic form, to ascertain and verify Contractor's compliance; and
  - d) Attendance at and participation in all required project meetings, including OEO compliance meetings, and progress meetings called by the contracting department's director(s) at key intervals during performance of the contract services (e.g. 30% completion, 60% completion, 90% completion).
2. Failure to Comply. When determining the Contractor's future eligibility for a City contract, the City shall consider a Contractor's failure to comply with the representations of its proposal and the requirements under the *Code* as a failure to faithfully perform a contract.
  - a. Under the *Cleveland Area Business Code*, the City of Cleveland is firmly committed to assisting Minority Business Enterprises (MBEs), Female Business Enterprises (FBEs), and Cleveland – area small businesses (CSBs) by providing and enhancing economic opportunities to participate in City contracts. The successful Proposer for a contract will be a firm that shares that commitment. Accordingly, a Proposer is strongly encouraged to utilize the services of qualified MBE/FBE/CSB sub-consultants that are certified by the Mayor's Office of Equal Opportunity (the "OEO") in its proposal.
  - b. **The standard sub-contracting goal for professional services for this contract is 10% Cleveland Area Small Business ("CSB") subcontractor participation.** Please review the attached Office of Equal Opportunity documents to ascertain the goal for the proposed contract. Proposers are required to make a good-faith effort to subcontract portions of the work to certified Minority Business Enterprise ("MBE"), Female Business Enterprise ("FBE"), and Cleveland – area Small Businesses (CSB) firms, consistent with the subcontracting goal(s) applicable to this RFP.
  - c. To document its good-faith effort to utilize certified MBE, FBE and CSB sub-consultants, each proposer must complete Schedules 1 through 4 found in the *Cleveland Area Business Code – Notice to Bidders and Schedules*. These schedules identify the Proposer's proposed use of MBE, FBE and CSB sub-consultants on the project, which evidences the proposer's good-faith effort to obtain the participation of certified sub-consultants. The Proposer shall submit the completed forms with

its proposal and they will be forwarded to the City's Office of Equal Opportunity for evaluation. Failure to submit complete schedules may result in the rejection of a proposal. Proposers who do not make a good faith effort to meet the participation goal mentioned previously will not be considered "responsive".

- d. Proposers may obtain a listing of firms certified by the OEO as CSBs, MBEs and FBEs by checking the City's website at <http://www.city.cleveland.oh.us>. On the home page, select "Office of Equal Opportunity" from the drop-down menu of City departments. On the Office of Equal Opportunity page, you will find a selection in the left-hand column for "Certification and Compliance Reporting System." A new window will open and a selection for "CSB/MBE/FBE Registry" will appear on the left-hand column.
- e. Proposers are responsible for obtaining the most current list and for contacting potential CSB/MBE/FBE sub-consultants. The City assumes no responsibility for matching prime consultants with qualified, certified MBE, FBE, and/or CSB sub-consultants.
- f. The City Office of Equal Opportunity will monitor participation of MBE, FBE, and/or CSB sub-consultants throughout the duration of the engagement or project. The successful proposer, as contractor, will be responsible for providing the OEO with all information necessary to facilitate this monitoring.
- g. The *Cleveland Area Business Code*, any *Regulations* promulgated under the *Code*, and the *OEO Notice to Bidders & Schedules* are, by this reference, incorporated in and made part of this solicitation and any resulting contract as fully as if written in it or attached.

#### **N. Certificate of Insurance**

The Consultant shall submit a Certificate of Insurance form indicating limits of professional services (errors and omissions) and general liability coverage as a separate attachment to their Proposal, and shall at all times during the term of the contract resulting from this RFP, maintain the following insurance coverage:

1. The insurance company or companies providing the required insurance shall be authorized by the Ohio Department of Insurance to do business in Ohio and rated "A" or above by A. M. Best Company or equivalent. The Successful Proposer, as contractor, shall provide a copy of the policy or policies and any necessary endorsements, or a substitute for them satisfactory to and approved by the Director of Law, evidencing the required insurances upon execution of the contract.
2. Professional liability insurance with limits of not less than \$200,000.00 for each occurrence and subject to a deductible for each occurrence of not more than \$25,000.00 per occurrence and in the aggregate, and if not written on an occurrence basis, shall be maintained for not less than two (2) years after satisfactory completion and written acceptance of the services under the contract.
3. Workers' compensation and employer's general liability insurance as provided under the laws of the State of Ohio.
4. Statutory unemployment insurance protection for all of its employees.
5. Such other insurance coverage(s) as the City may reasonably require.

**O. Certificate of Authorization or Certificate of Exemption**

Interested Consultants shall submit a current “Certificate of Authorization” or a “Certificate of Exemption” to practice as a Professional in the State of Ohio issued by the State of Ohio, for each specified discipline: Architecture, Structural Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering and Landscape Architecture. Submit any other certifications, licenses, etc. to confirm professional competency in related services noted.

**P. Compensation**

The Consultant’s proposal shall indicate the proposed fee for each of the Stages and Phases of service as defined previously, shall include an appropriate amount for reimbursable expenses in each Stage, and shall indicate a total Lump Sum Fee as follows:

**STAGE I: PRELIMINARY DESIGN – Subtotal: \_\_\_\_\_(25%)**

*Phase Subtotals including Cost Estimation:*

- Phase A - Summary of Needs Study: \_\_\_\_\_(10%)
- Phase B - Conceptual Design: \_\_\_\_\_(5%)
- Phase C - Schematic Design: \_\_\_\_\_(10%)

**STAGE II: DETAILED DESIGN – Subtotal: \_\_\_\_\_(50%)**

*Phase Subtotals including Cost Estimation:*

- Phase A - Design Development: \_\_\_\_\_(15%)
- Phase B - Construction Documents: \_\_\_\_\_(30%)
- Phase C - Bidding and Award: \_\_\_\_\_(5%)

**STAGE III: ADMINISTRATION OF THE CONSTRUCTION CONTRACT: \_\_\_\_\_(25%)**

- Construction Administration: \_\_\_\_\_(25%)

**TOTAL PROPOSED LUMP SUM FEE: \_\_\_\_\_(100%)**

**DESIGN FEE CONTINGENCY – 10% of Total Proposed Lump Sum Fee: \_\_\_\_\_**

**TOTAL PROPOSED REIMBURSABLE ALLOWANCES: \_\_\_\_\_**

Subtotals:

- Stage I Reimbursable Allowance: \_\_\_\_\_
- Stage II Reimbursable allowance: \_\_\_\_\_
- Stage III Reimbursable Allowance: \_\_\_\_\_

**TOTAL PROPOSED COMPENSATION: \_\_\_\_\_**

**(Including Design Fee Contingency and Reimbursable Allowances)**

**Design Fee Contingency:** The Design Fee Contingency is eligible for use in performing Professional Services necessary to complete the project as contemplated in this RFP but are unforeseen at the time of issuance of this RFP. Any change in Professional Services to be paid from this Contingency shall be preceded by a Design Clarification, an itemized breakdown provided by the Consultant, and a written determination by the Director’s designee, and approved by the Director, that the change qualifies for payment at rates specified in this RFP and does not exceed the available Contingency amount. The Consultant’s cost for overhead, profit and other expenses contemplated for assessment against the Design Fee Contingency are to be included in the Lump Sum Fee and not in the Design Fee Contingency.

**Reimbursable Expenses:** Reimbursable expenses shall be accounted for and reimbursed according to the City of Cleveland Professional Services Contracts Reimbursables Policy included in Exhibit E of this RFP. The Consultant shall identify all items along with estimated costs for any reimbursable expenses required to complete for each phase of the project. This shall include, but is not limited to: deliveries, postage, printing, reproduction, geotechnical services, surveys, testing, fees, plan review fees, permits, special inspection

fees and any other approved expenses usually associated with this type of project. Reimbursable expenses shall be billed at cost invoiced, without any mark-up. Costs for mileage, travel, parking, tolls, lodging, meals and dues/membership fees to professional societies/organizations are NOT eligible for reimbursement and will not be considered. No qualification of the financial offer will be accepted. Reimbursable Expense Allowance amounts not expended in a previous Stage may only be carried over to subsequent stages/phases after written approval.

**Fee Proposal:** The Fee Proposal shall indicate the makeup of your proposed fee including hourly rates, direct costs, overhead, profit, and indirect expenses based upon the total estimated hours to be spent to provide the services.

In a separate sealed envelope marked 'Professional Services Fee', which is to be attached to the main proposal package, the interested Consultant shall submit one (1) original **hard copy** and one (1) digital copy, on compact disc or flash drive, of the interested consultant's Professional Services Fee. Included in the envelope, in addition to the **Lump Sum Fee** broken down as described above, shall be a separate breakdown of the Consultant Team's **Hourly Rates** based upon discipline(s), classification(s) and staffing. Hourly Rates for the following classifications shall be included in the Proposal:

- a. Principal Architect \$\_\_\_\_\_ per hour.  
(Registered/licensed with 10+ years' experience)
- b. Principal Engineer \$\_\_\_\_\_ per hour.  
(Registered/licensed with 10+ years' experience)
- c. Principal Landscape Architect \$\_\_\_\_\_ per hour.  
(Registered/licensed with 10+ years' experience)
- d. Project Architect \$\_\_\_\_\_ per hour.  
(Registered/licensed with 5+ years' experience)
- e. Project Engineer \$\_\_\_\_\_ per hour.  
(Registered/licensed with 5+ years' experience)
- f. Project Landscape Architect \$\_\_\_\_\_ per hour.  
(Registered/licensed with 5+ years' experience)
- g. Architectural Designer \$\_\_\_\_\_ per hour.  
(Non-registered/licensed with 3+ years' experience)
- h. Engineering Designer \$\_\_\_\_\_ per hour.  
(Non-registered/licensed with 3+ years' experience)
- i. Landscape Architect Designer \$\_\_\_\_\_ per hour.  
(Non-registered/licensed with 3+ years' experience)
- j. Architectural CAD Technician \$\_\_\_\_\_ per hour.  
(Non-registered/licensed with at least Associate degree)
- k. Engineering CAD Technician \$\_\_\_\_\_ per hour.  
(Registered/licensed with at least Associate degree)
- l. Landscape Architect CAD Technician \$\_\_\_\_\_ per hour.  
(Non-registered/licensed with at least Associate degree)
- m. Administrative Support \$\_\_\_\_\_ per hour.  
(Non-registered/licensed with 3+ years' experience)
- n. In-house printing cost for Black and White copies, 8-1/2"x11" in size: \$\_\_\_\_\_ per each.
- o. In-house printing cost for Black and White copies, 11"x17" in size: \$\_\_\_\_\_ per each.
- p. In-house printing cost for Color copies, 8-1/2"x11" in size: \$\_\_\_\_\_ per each.
- q. In-house printing cost for Color copies, 11"x17" in size: \$\_\_\_\_\_ per each.
- r. Cost for large format Black and White prints/plots: \$\_\_\_\_\_ per each.
- s. Cost for large format Color prints/plots: \$\_\_\_\_\_ per each.

Although Consultants' proposed fees are not the deciding factor in the selection of the Consultant, it will be evaluated with other criteria herein and submitted with the proposal (see Section IV.)

**Q. Organization of Proposal:**

Proposal shall be submitted in 8 1/2" × 11" format, one (1) original and three (3) copies (bound individually) with one (1) compact disc or flash drive with the entire proposal in digital format. Each individual section shall be identified as follows:

1. Cover Letter
  2. Organization of the Firm including an organizational chart
  3. Project Approach
  4. Ability to Perform Scope of Services including recent projects indicating the consultant(s) experience in the project building type.
  5. Capacity to Perform Work
  6. Special Accommodations
  7. Qualifications of Project Team including resumes of proposed personnel to participate in this project.
  8. Project Team including resumes of proposed personnel to participate in this project.
  9. Proposed Design Schedule.
  10. Required Documents:
    - a. Consultant Selection Questionnaire, Exhibit H
    - b. Non-Competitive Bid Contract Statement and W-9 form, Exhibit A
    - c. Northern Ireland Fair Employment Practices Disclosure, Exhibit B
    - d. O.E.O. Schedules 1 through 4, Exhibit C
    - e. Certificate of Liability General Insurance
    - f. Certificate of Liability for Errors and Omissions
    - g. Certificate of Authorization or Certificate of Exemption
    - h. Compensation (in a separate sealed envelope)
- R.** Each Proposer shall provide all information requested in this Request for Proposal. The proposer must organize its proposal package to address each of the elements in this RFP in the order listed. The Proposer should carefully read all instructions and requirements and furnish all information requested. If a Proposal does not comply with all terms, conditions, and requirements for submittal, the City may consider it unacceptable and may reject it without further consideration.
- S.** The City wishes to promote the greatest feasible use of recycled and environmentally sustainable products and to minimize waste in its operations. To that end, all proposals should comply with the following guidelines: Unless absolutely necessary, copies should minimize or eliminate use of non-recyclable or non-re-usable materials. Materials should be in a format permitting easy removal and recycling of paper. A proposer should, to the extent possible, use products consisting of or containing recycled content in its proposal including, but not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc. Do not submit any or a greater number of samples, attachments or documents not specifically requested. Marketing documents, such as brochures, advertisements, etc. shall not be permitted.
- T.** **Should this RFP contain any discrepancies or omissions, or if the intended meaning of any part of this RFP is unclear or in doubt, please send a written request for clarification or interpretation no later than 12:00 Noon, Local Time, Wednesday, March 1, 2017 to:**

**Mr. Mark Duluk AIA, LEED AP  
Section Chief - Architecture, Project Manager  
Division of Architecture and Site Development  
Mayor's Office of Capital Projects  
601 Lakeside Avenue, Room 517A, Cleveland, Ohio 44114**

**Requests for clarification or interpretation may be submitted via e-mail to [mduluk@city.cleveland.oh.us](mailto:mduluk@city.cleveland.oh.us).**

**U. The City's Rights and Requirements**

1. The Director, at his/her sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the City's designated representatives for interview or presentation to further describe the Proposer's qualifications and

capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the Director specifies.

2. Furthermore, the City reserves the right to modify the scope of services at any time before execution of a contract to add, delete, or otherwise amend any item(s), as it deems necessary, in its sole judgment, and in the best interests of the City.
3. The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The City reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the City's best interests.
4. Proposal as a Public Record: Under the laws of the State of Ohio, all parts of a proposal, other than trade secret or proprietary information and the fee proposal may be considered a public record which, if properly requested, the City must make available to the requester for inspection and copying. Therefore, to protect trade secret or proprietary information, the Proposer should clearly mark each page - but only that page - of its proposal that contains that information. The City will notify the proposer if such information in its proposal is requested, but cannot, however, guarantee the confidentiality of any proprietary or otherwise sensitive information in or with the proposal. Blanket marking of the entire proposal as "proprietary" or "trade secret" will not protect an entire proposal and is not acceptable.

## V. SELECTION CRITERIA

### A. **Quality of Proposal (15%)**

Quality of Proposal includes Organization of the Firm, Specific Approach to this Project, Ability to Perform the Scope of Services, Capacity to Perform Work, including consideration for current City project workload, and Special Accommodations as defined in the previous Section V.

### B. **Credentials of Key Personnel (30%)**

Credentials of Key Personnel includes Qualifications of the Project Team and Project Team as defined in the previous Section V., particularly the project manager who will be the lead person on this project, and their prior experience and demonstrated ability to perform the scope of work.

### C. **Compensation/Fee (25%)**

This item will be reviewed after the evaluations of qualifications have been completed.

### D. **Proposed Schedule (5%)**

Proposed Schedule to complete the work and demonstrated ability to meet proposed schedules and budgets on past projects.

### E. **Compliance with the Cleveland Small Business ("CSB") Participation and Evaluation Credits (25%)**

**In Accordance with the City's goal of increasing the level of CSB participation in City contracts, the Consultant shall strive to meet the City's goal of 10% CSB participation of the total contract amount (including subsidiary agreements). See Exhibits C and D.**

**IMPORTANT NOTE: Submissions evaluated as "non-responsive" and/or "not making a good faith effort" will be eliminated from further consideration.**

#### 1. CSB, MBE, or FBE Proposals for Personal ("Professional") Services Contracts

- a. **Definitions:** Unless defined in this paragraph or elsewhere in this solicitation of proposals, the following terms shall have the meaning(s) given them in the *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances of Cleveland, Ohio, 1976.

- 1) "City of Cleveland Small Business" or "CCSB."
- 2) "Cleveland Area Small Business" or "CSB."
- 3) "*Cleveland Area Business Code*" or "*CAB Code*."

- 4) “Female Business Enterprise” or “FBE.”
  - 5) “Minority Business Enterprise” or “MBE.”
  - 6) “Office of Equal Opportunity” or “OEO.”
  - 7) “Proposal” means an offer to contract with the City in response to this solicitation of proposals (whether called a “Request for Proposals,” “Request for Quotes,” or otherwise) for a personal (“professional”) services Contract.
  - 8) “Proposer” means a Person submitting a Proposal to the City.
  - 9) “Regional Cleveland Area Small Business” or “RCSB.”
- b. Evaluation Credit: For the purpose of comparing competing Proposals only, the City’s contracting department may apply an Evaluation Credit of five percent (5%) of the total points awarded for a Proposal received from a CSB, MBE, or FBE or from a CSB, MBE, or FBE joint venture. The contracting department shall apply evaluation credit according to the following criteria:
- 1) Where the City has evidence demonstrating past or present discrimination as to participation of MBEs or FBEs in specific types and categories of contracts, a contracting department *may* apply evaluation credit to a Proposal when the Proposer is a type of MBE or FBE, and proposing to participate in a type and category of contract, for which discrimination has been demonstrated. If a contracting department applies evaluation credit to one or more proposals from a MBE or FBE for a contract, it may not apply evaluation credit to any proposal from a CSB under review for award of that contract.
  - 2) If the City has no discrimination evidence described in paragraph 1 above permitting it to apply evaluation credit, a contracting department *may* apply evaluation credit to the proposal of a CSB when the CSB has its principal office physically located within Cleveland’s municipal boundaries (a “CCSB”). If it does, no other proposer shall receive such evaluation credit.
  - 3) If the City has no discrimination evidence described in paragraph 1 above permitting it to apply evaluation credit and no proposal from a CCSB, a contracting department may apply evaluation credit to the proposal of a CSB having its principal office physically located outside Cleveland’s municipal boundaries but within Cuyahoga County’s boundaries (a “RCSB”).
  - 4) The City may consider a proposer’s location as a factor in selecting a proposal for contract award. Proposers with main offices located in the corporate limits of Cleveland, Ohio, first, and Cuyahoga County, second, may receive preferential status at the discretion of the City.
- c. Procedure: The contracting department may use the total points awarded for a proposal after applying evaluation credit to compare competing proposals to determine which to recommend for a contract award. The City may use the evaluation of a proposal determined after applying evaluation credit to approve that proposal for a contract award. The application of evaluation credits shall not alter the amount of a proposal submitted by a proposer or of the contract executed based on the proposal. The City will use only the actual proposal upon which the City and the proposer have agreed for approval and a contract award based on that proposal.

2. Proposer’s Good-Faith Effort

Each proposer shall make and document its good-faith efforts to meet every CSB, MBE, and FBE goal that applies to the contract for which it is submitting a proposal. The City may consider a proposer’s good-faith efforts to meet or exceed CSB, MBE, and/or FBE subcontractor participation goals set by the Director of the Office of Equal Opportunity for the contract in recommending and approving a proposal for contract award.

“Good-faith effort” as used in this solicitation and any resulting contract shall mean and include, without limitation, the proposer’s:

- a. Active efforts to obtain participation in the contract from CSBs, MBEs, and/or FBEs equal to or exceeding the specific goal(s) set for the contract;
- b. Completion and submission in association with its proposal, as required, all reports, forms, and documents, including, but not limited to, employment reports, certified payrolls, and other information that the Director of the OEO may need to ascertain and verify the specific practical steps the proposer has taken or is taking to meet or exceed the CSB, MBE, and FBE goal(s) for the contract, and the proposer’s equal employment practices; and
- c. Attendance at and participation in all required pre-contract award meetings.

The Director of the OEO may determine a proposer’s good-faith efforts regarding proposed CSB, MBE, and FBE participation in the contract and its employment practices, as provided under the *Cleveland Area Business Code*, from the proposer’s documentation and actions, information obtained from other sources, and monitoring by the OEO, as applicable.

3. Incorporation of Cleveland Area Business Code; OEO Notice to Bidders & Schedules

The *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances Cleveland, Ohio, 1976, and the *OEO Notice to Bidders & Schedules* are incorporated in and made part of this solicitation and any resulting contract by this reference, as fully as if attached. *See Exhibit C.*

It is the Proposers responsibility to verify that team members are currently registered with the City of Cleveland’s Office of Equal Opportunity at the time of submission. Firms not in good standing at the time of submission will not be counted towards meeting the participation goal mentioned previously.

## VI. PROPOSAL SUBMISSION INFORMATION

### A. Pre-Proposal Conference

**A Non-Mandatory Pre-Proposal Conference will be held on Monday, February 20, 2017 at 2:00 PM Local Time, Cleveland City Hall, Room 514, 601 Lakeside Avenue, Cleveland, Ohio, 44113. Attendance is not mandatory however it is highly encouraged.**

For reasons of security, those planning to attend the pre-proposal conference must provide photographic identification in order to enter Cleveland City Hall.

Proposers are strongly encouraged to visit the project site, located at **Fredrick Douglass Park on Miles Avenue between East 151<sup>st</sup> Street and East 160<sup>th</sup> Street (approximately 15530 Miles Avenue)** prior to formulating their proposals. Onsite parking off of East 151<sup>st</sup>.

### B. Deadline for Questions

The deadline for any and all questions shall be **12:00 PM Noon, Local Time, on Wednesday, March 1, 2017.** Questions should be directed/addressed **in writing** to:

Mr. Mark Duluk AIA, LEED AP  
Section Chief – Architecture, Project Manager  
Division of Architecture and Site Development  
601 Lakeside Avenue, Room 517A, Cleveland, OH 44114-1015  
T: 216.664.2584  
F: 216.664.4220  
E: [mduluk@city.cleveland.oh.us](mailto:mduluk@city.cleveland.oh.us)

### C. Proposal Deadline

1. **Proposals must be received no later than 12:00 Noon, Local Time, on Friday, March 10, 2017 by Mr. Mark Duluk AIA, Project Manager, Division of Architecture and Site Development. No proposals will be accepted after that time unless the City has extended the deadline by a written addendum. The City reserves the right to refuse any submission not delivered by the deadline.**

**PROPOSALS OR UNSOLICITED AMENDMENTS TO PROPOSALS ARRIVING  
AFTER THE CLOSING WILL NOT BE ACCEPTED.**

2. The proposal shall consist of four (4) hard copies [one (1) original and three (3) duplicate copies] and one (1) electronic (digital) copy on compact disc or flash drive.
3. Proposals shall be mailed or delivered to the following address which must be clearly identified on the outside of the sealed envelope(s):

**Mr. Mark Duluk AIA, LEED AP  
Section Chief - Architecture, Project Manager,  
Division of Architecture and Site Development  
601 Lakeside Avenue, Room 517A  
Cleveland, OH 44114-1015**

**Proposal for Professional Architectural and Engineering Services for New  
Ward 1 Recreation Center at Frederick Douglass Park**

**D. Proposal Acceptance**

The City reserves the right to accept proposals, in whole or in part, 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(s) desired otherwise, and to negotiate separately, as necessary, to serve the best interest of the City of Cleveland. The Director may, at his sole discretion, modify or amend any provision of this notice, or the RFP. Firms whose proposals are not accepted will be notified in writing. The Director of the Department of Public Works, or his designee, will make notification of the award. For this Request for Proposal, the proposal must remain valid for **180 days** after submission.

**E. Costs Incurred**

The City is not liable for any costs incurred by any responding firms before execution of a contract.

**F. Economy of Preparation**

Proposals should be prepared simply and economically in 8-1/2" x 11" format, providing straightforward, concise descriptions and information. Company brochures and marketing materials will not be accepted.

**G. Agreement**

The successful Consultant Team shall be required to execute an agreement substantially in the form of the Sample Professional Services Agreement attached as Exhibit E as amended to incorporate the full range of services described in this RFP. Where a conflict arises between the terms and conditions of the RFP and the Consultant Proposal then the terms and conditions of the RFP shall prevail, unless specifically addressed in the Professional Services Contract.

**H. Mailing List and Notifications:**

The following mailing list is NOT exclusive. Qualified firms, not on the list, are encouraged to submit proposals for consideration and/or participate as team members. To assure that all modifications, notices and addenda are received, all interested firms that are included and not included on the list are required to notify Mr. Mark Duluk AIA, Project Manager, in writing (via e-mail to [mduluk@city.cleveland.oh.us](mailto:mduluk@city.cleveland.oh.us)) of their interest in the project. Said modifications, notices and addenda will be issued to those firms that have made their interest known. Firms that fail to confirm their interest risk not receiving important information regarding the project. The City will require the selected Consultant Team to abide by this RFP and any subsequent modifications, notices and addenda.

**VII. MAILING LIST – RFP for New Ward 1 Recreation Center at Frederick Douglass Park**

Firm Name	Address	Phone	Email	Contact
AECOM	1375 Euclid Ave Suite 600 Cleveland, OH 44115	216.622.2400	<a href="mailto:marino.curati@aecom.com">marino.curati@aecom.com</a>	Marino Curati
Barber & Hoffman, Inc. (CSB/LPE)	2217 E. 9 <sup>th</sup> Street Suite 350 Cleveland, OH 44115	216.875.0100	<a href="mailto:rczaplicki@barberhoffman.com">rczaplicki@barberhoffman.com</a>	Ron Czaplicki,
Behnke Associates Inc.	1215B West 10 <sup>th</sup> Street Cleveland, OH 44103	216.589.9100	<a href="mailto:jknopp@behnkela.com">jknopp@behnkela.com</a>	P. Jeffrey Knopp
Bialosky + Partners, Architects, LLC	6555 Carnegie Avenue Cleveland, OH 44103	216.752.8750	<a href="mailto:bhorton@bialosky.com">bhorton@bialosky.com</a>	Bruce M. Horton, AIA
Boulevard Studios LLC (FBE)	592 Valley Brook Lane Macedonia, OH 44056	440.821.7704	<a href="mailto:chris@boulevard-studios.com">chris@boulevard-studios.com</a>	Christine Meske
Burgess & Niple, Inc.	100 West Erie Street Painesville, OH 44077	216.241.9600	<a href="mailto:chuck.zibbel@burgessniple.com">chuck.zibbel@burgessniple.com</a>	Charles Zibbel
Byron D. Myers, Architects LLC (CSB/LPE/MBE/SRP)	5432 Mayfield Road Lyndhurst, OH 44124	440.461.9777	<a href="mailto:byrondmyersarch@gmail.com">byrondmyersarch@gmail.com</a>	Byron D. Myers
Chagrin Valley Engineering Ltd (CSB/LPE)	22999 Forbes Road, Suite B Oakwood Village, OH 44146	440.439.1969	<a href="mailto:bierut@cvelimited.com">bierut@cvelimited.com</a>	Jeffrey Filarski
City Architecture, Inc. (CSB/LPE/SRP)	3636 Euclid Avenue Suite 300 Cleveland, OH 44115	216.881.2444	<a href="mailto:alf@cityarch.com">alf@cityarch.com</a>	August Fluker
CT Consultants Engineering Services, Inc. (LPE)	8150 Sterling Court Mentor, OH 44060	440.951.9000	<a href="mailto:bgallagher@ctconsultants.com">bgallagher@ctconsultants.com</a>	Bill Gallagher

Firm Name	Address	Phone	Email	Contact
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Deru Landscape Architecture (CSB/FBE/LPE)	812 Huron Road East, Suite 411 Cleveland, OH 44115	216.466.4355	<a href="mailto:jayme@deru-la.com">jayme@deru-la.com</a>	Jayme Schwartzberg
Dimit Architects, LLC	14414 Detroit Avenue Suite 306 Cleveland, OH 44107	216.221.9021	<a href="mailto:sdimit@dimitarchitects.com">sdimit@dimitarchitects.com</a>	Scott Dimit
DLZ Ohio, Inc.	614 W. Superior Avenue Suite 1000 Cleveland, OH 44113	216.771.1090	<a href="mailto:cpetro@dlz.com">cpetro@dlz.com</a>	Christine Petro
Domokur Architects, Inc.	2509 Professor Avenue, Cleveland, OH 44113	216.241.7662	<a href="mailto:rdonaldson@domokur.com">rdonaldson@domokur.com</a>	Rob Donaldson
Doty & Miller Architects and Planners, Inc.	600 Broadway Avenue Bedford, OH 44146	440.399.4100	<a href="mailto:wdoty@dotyandmiller.com">wdoty@dotyandmiller.com</a>	William Doty
Eco Commissions, LLC (CSB/LPE)	1422 Euclid Ave. Suite 320 Cleveland, OH 44115	888.988.4326	<a href="mailto:mnelson@ecommissions.com">mnelson@ecommissions.com</a>	Matthew Nelson
Eden Environmental, Inc. (CSB/FBE/LPE)	2853 Fairmount Boulevard Cleveland Heights, OH 44118	216.371.4737	<a href="mailto:edenenvironmental@sbcglobal.net">edenenvironmental@sbcglobal.net</a>	Jill Brown
Fabo Enterprise, Inc. (CSB/LPE/SRP)	419 University Road Cleveland, OH 44113	216.241.6150	<a href="mailto:brian@faboenterprises.com">brian@faboenterprises.com</a>	Brian Fabo
GPD Group, Inc.	5595 Transportation Blvd. Suite 100 Cleveland, OH 44125	216.518.5544	<a href="mailto:tina.belz@gpdgroup.com">tina.belz@gpdgroup.com</a>	Tina Belz

Firm Name	Address	Phone	Email	Contact
H2L1 Engineering, Inc. (CSB/LPE/MBE)	1785 E. 45 <sup>th</sup> Street Cleveland, OH 44103	216.361.2911	<a href="mailto:harjit.alag@H2L1.com">harjit.alag@H2L1.com</a>	Harjit Alag
Herman, Gibans, Fodor, Inc. (CSB/LPE)	1939 West 25 <sup>th</sup> Street Suite 300 Cleveland, OH 44113	216.696.3460	<a href="mailto:ahiti@hgfarchitects.com">ahiti@hgfarchitects.com</a>	Anthony Hiti
HWH Architects- Engineers- Planners Inc.	1300 East 9 <sup>th</sup> Street Suite 900 Cleveland, OH 44114	216.875.4000	<a href="mailto:ta@hwhaep.com">ta@hwhaep.com</a>	Terry Angle
HZW Environmental Consultants (FBE/LPE)	6105 Heisley Road Mentor, OH 44060	88.804.8484	<a href="mailto:hzwenv@hzwenv.com">hzwenv@hzwenv.com</a>	Barbara Knecht
I.A. Lewin, P.E. & Associates (CSB/LPE)	4110 Mayfield Road – Suite B South Euclid, OH 44121	216.291.3131	<a href="mailto:ilewin@lewinandassociates.com">ilewin@lewinandassociates.com</a>	Isaac A. Lewin, P.E.
Knight & Stolar, Inc. (CSB/MBE)	3029 Prospect Avenue Cleveland, OH 44115	216.391.0910	<a href="mailto:kj@kslarch.com">kj@kslarch.com</a>	Kathleen Jankowski
KS Associates (FBE/LPE)	260 Burns Road, Suite 100 Elyria, OH 44035	440.365.4730	<a href="mailto:migginsl@ksassociates.com">migginsl@ksassociates.com</a>	Lynn S. Miggins
Larsen Architects, Inc. (CSB, LPE)	12506 Edgewater Drive Lake Shore Towers, Ste. 10 Cleveland, OH 44107	216.221-2350	<a href="mailto:jlarsen@larsenarchitects.com">jlarsen@larsenarchitects.com</a>	James Larsen, AIA
Lawhon & Associates, Inc. (CSB/FBE)	7650 Chippewa Road Suite 311 Brecksville, OH 44141	440.838.0777	<a href="mailto:tpowell@lawhon-assoc.com">tpowell@lawhon-assoc.com</a>	Tom Powell
Mackey Engineering & Surveying Company (CSB/LPE)	7017 Pearl Road Cleveland, OH 44130	440.886.4500	<a href="mailto:mmackay@mackayeng-surv.com">mmackay@mackayeng-surv.com</a>	Michael Mackay

Firm Name	Address	Phone	Email	Contact
McGuiness Unlimited, Inc. (CSB/FBE/LPE)	15724 Stillwood Avenue Cleveland, OH 44111	440.667.5120	<a href="mailto:erinm@mcguinessunlimited.com">erinm@mcguinessunlimited.com</a>	Erin McGuiness
Metropolitan Architecture Studio (CSB/FBE/LPE)	2310 Superior Ave. Suite 240 Cleveland, OH 44114	216.623.0290	<a href="mailto:ktark@metroarchstudio.com">ktark@metroarchstudio.com</a>	Kathleen Tark
Michael Benza & Associates, Inc. (CSB/LPE)	6860 West Snowville Road, Suite 100 Brecksville, OH 44141	440.526.4206	<a href="mailto:srbenza@mbenzaengr.com">srbenza@mbenzaengr.com</a>	Steven Benza
Moody-Nolan, Inc. (MBE)	4415 Euclid Avenue, Suite 100 Cleveland, OH 44103	216.432.0696	<a href="mailto:sthorsen@moodynolan.com">sthorsen@moodynolan.com</a>	Shannon Thorson
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Pardo Consultants, Inc. (CSB/LPE/MBE/SUBE)	3343 East 139 <sup>th</sup> Street Cleveland, OH 44117	216.401.2537	<a href="mailto:rpardo@pardoconsultants.com">rpardo@pardoconsultants.com</a>	Ramon Pardo
Partners Environmental Consulting, Inc. (CSB)	31100 Solon Road, Suite G Solon, OH 44139	440.248.6005	<a href="mailto:geidan@partnersenv.com">geidan@partnersenv.com</a>	Gloria Eidan
PCS, Project and Construction Services (CSB)	1301 E. 9 <sup>th</sup> Street, Suite 2100 Cleveland, OH 44114	216.619.1700	<a href="mailto:klawlor@pscsmervices.com">klawlor@pscsmervices.com</a>	Kevin Lawlor
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PSI Inc.	5555 Canal Road Cleveland, OH 44125	216.447.1335	<a href="mailto:don.obermeier@psiusa.com">don.obermeier@psiusa.com</a>	Don Obermeier

Firm Name	Address	Phone	Email	Contact
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R. E. Warner & Associates, Inc. (CSB/LPE)	LA Office Plaza II @ LaCentre 25777 Detroit Road, Ste 200 Westlake, OH 44145	440.835.9400	<a href="mailto:bneff@rewarner.com">bneff@rewarner.com</a>	Brett Neff
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Square One Architects	16207 Van Aken Blvd., Suite 203 Shaker Heights, OH 44120	216.791.5600	<a href="mailto:ryot@squareonearchitects.com">ryot@squareonearchitects.com</a>	Rory Turner
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Suhail & Suhail, Inc. (CSB/MBE)	18405 May Court Chagrin Falls, OH 44023	800.660.4291	<a href="mailto:nsuhail@suhailgroup.com">nsuhail@suhailgroup.com</a>	Nissar Suhail
Tec, Inc. (CSB)	33851 Curtis Boulevard, Suite 216 Eastlake, OH 44095	440.953.8760	<a href="mailto:tkilbourne@tecincl.com">tkilbourne@tecincl.com</a>	Terry Kilbourne
The Osborn Engineering Company (CSB/ LPE)	1100 Superior Avenue Suite 300 Cleveland, OH 44114	216.861.2020	<a href="mailto:jistull@osborn-eng.com">jistull@osborn-eng.com</a>	Jennifer Stull
Thorson Baker & Associates, Inc.	3030 W. Streetsboro Road Richfield, OH 44286	330.659.6688	<a href="mailto:mthorson@thorsonbaker.com">mthorson@thorsonbaker.com</a>	Mike Thorson
The Construction Green Team (CSB/FBE/MBE)	5000 Euclid Avenue Suite 205 Cleveland, OH 44103	216.512.0180	<a href="mailto:mxhewitt@tcgreenteam.com">mxhewitt@tcgreenteam.com</a>	Margaret Hewitt
ThenDesign Architecture	4135 Erie Street Willoughby, OH 44094	440.346.3719	<a href="mailto:csmith@thendesign.com">csmith@thendesign.com</a>	Christopher D. Smith

Firm Name	Address	Phone	Email	Contact
Tomsik Tomsik Architects, Inc.	921 Literary Road Cleveland, OH 44113	216.781.7385	<a href="mailto:tmichael@tomsik.com">tmichael@tomsik.com</a>	Michael Tomsik
Van Auken Akins Architects LLC (CSB/FBE/LPE)	1422 Euclid Avenue, Suite 1010, Cleveland, OH 44115	216.241.2220	<a href="mailto:jakins@vaakins.com">jakins@vaakins.com</a>	Jill V. Akins AIA
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Weber Murphy Fox, Inc.	1801 East Ninth Street, Suite 1500, Cleveland, OH 44114	216.623.3700	<a href="mailto:ssplunkett@wmf-inc.com">ssplunkett@wmf-inc.com</a>	Sean Plunkett
Westlake, Reed, Leskosky, Ltd.	1422 Euclid Avenue, Suite 300, Cleveland, OH 44115	216.522.1350	<a href="mailto:mjaniak@wrldesign.com">mjaniak@wrldesign.com</a>	Mike Janiak
Whitley & Whitley Architects and Planners, LLC (MBE)	12806 Northwood Avenue, Suite 5 Cleveland, OH 44120	216.370.7883	<a href="mailto:swhitley@whitleywhitley.com">swhitley@whitleywhitley.com</a>	Scott Whitley
Zarzycki-Malik Architects, Inc.	7500 Pearl Road Middleburg Heights, OH 44130	216.816.2111	<a href="mailto:rzarzycki@zmarchitects.com">rzarzycki@zmarchitects.com</a>	Robert Zarzycki
Ziska Architecture	3047 Prospect Avenue Cleveland, OH 44115	216.391.9700	<a href="mailto:rick@ziskaarchitecture.com">rick@ziskaarchitecture.com</a>	Richard Ziska, AIA, LEED AP

OEO Codes:

CSB = Cleveland Small Business  
FBE = Female Business Enterprise  
LPE = Local Producer Enterprise

MBE = Minority Business Enterprise  
SRP = Storefront Renovation Program  
SUBE = Sustainable Business Enterprise

# EXHIBITS

- EXHIBIT A: NON-COMPETITIVE BID CONTRACT STATEMENT and W-9 FORM
- EXHIBIT B: NORTHERN IRELAND FAIR EMPLOYMENT PRACTICES DISCLOSURE FORM
- EXHIBIT C: MAYOR'S OFFICE OF EQUAL OPPORTUNITY  
CLEVELAND AREA BUSINESS CODE NOTICE TO BIDDERS &  
OEO SCHEDULES
- EXHIBIT D: SUBCONTRACTOR ADDITION AND SUBSTITUTION POLICY AND  
PROCEDURE
- EXHIBIT E: SAMPLE PROFESSIONAL SERVICES AGREEMENT (TO BE AMENDED AS  
NECESSARY TO INCORPORATE SPECIFICS OF THE PROJECT) and CITY OF  
CLEVELAND PROFESSIONAL SERVICES CONTRACTS REIMBURSABLES  
POLICY
- EXHIBIT F: CONSULTANT SELECTION QUESTIONNAIRE
- EXHIBIT G: STAGE / PHASE SUBMITTAL CHECKLIST
- EXHIBIT H: PROJECT / BUILDING INFORMATION