

CITY OF ZANESVILLE

**REQUEST FOR QUALIFICATIONS
(RFQ) PRELIMINARY ASSESSMENT
GENERAL INSTRUCTIONS**

The City of Zanesville (hereafter referred to as the City) invites interested consultants to submit **Request for Qualifications** for a Preliminary Assessment of Costs.

**STATEMENTS OF QUALIFICATIONS DUE
March 13, 2020**

The City is accepting Statements of Qualifications from qualified professional architectural or consulting firms to provide a preliminary assessment of costs for all three options:

1) rehabilitating/redesigning the current Greenwood Cemetery Division facilities 2) designing a new facility at the Greenwood Cemetery and 3) designing a new facility at the Woodlawn Cemetery. The award of the Consulting Services Agreement shall be determined by the City.

Responses to this RFQ shall be submitted to the City of Zanesville's Public Service Director's Office on the date noted above. All responses must be clearly marked

RFQ – Architectural Services for Cemetery Division Administration Facilities. No verbal, telephonic, or emailed, or faxed responses shall be considered. No verbal, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. The City reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled due date and time shall not be accepted or considered.

LETTER OF INTENT

A letter of intent to submit a Statement of Qualifications shall be emailed, mailed or hand delivered to the addresses identified below no later than **April 10, 2020 at 4:00 pm.**

1. AVAILABILITY OF FUNDS

Any subsequent contract award associated with this RFQ is contingent upon the availability of funds to the City for this project. If funds are not available, any agreement resulting from this RFQ shall become void and of no force and effect.

2. AGREEMENT

The City shall, upon mutually agreed to and acceptable terms and conditions with the successful responder/consultant, negotiate and enter into a formal agreement for a mutually agreed to fee and service period. The City reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, for a defined period of time.

3. CANCELLATION OF AGREEMENT

The City reserves the right to cancel any contract/agreement, at any time, with sixty (60) days prior written notice to the consultant, should any of the following conditions exist:

- Funds are not appropriated by the City for continuance of this agreement.
- The City, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

4. INSURANCE REQUIREMENTS

The selected consultant, upon receiving authorization to proceed, shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the City.

The firm selected shall provide evidence of insurance coverage from a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect and indemnify the City from claims which may arise out of or result from any obligation under this agreement, whether such obligations are the Consultant's or those of a sub-Consultant or any person or entity directly or indirectly employed by said Consultant. Minimum coverage is as follows:

- a) Workers Compensation: Consultant shall provide workers compensation and employers liability insurance that complies with the regulations of the State of Ohio with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000.
- b) Commercial General Liability Insurance: Consultant shall provide commercial general liability insurance policy that includes products, operations and completed operations (with no exclusion for sexual abuse or molestation). Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and completed operations): Products and completed operations aggregate limit of \$2,000,000. The policy shall name the City of Zanesville as an additional insured. Such coverage shall be provided on an occurring basis, shall be primary and shall not contribute in any way to any insurance or self-insured retention carried by the City. Such coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form.
- c) Commercial Automobile Insurance: Consultant shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage. Include a statement that no conflicts of interest exist in the provision of the services.

Umbrella Liability Insurance: Consultant shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence and \$1,000,000 in the aggregate which may be amended during the term of the contract if deemed reasonable and customary by the City at the sole cost and expense of the Consultant. As to the insurance required, the insurer(s) and/or their authorized agents shall provide the City with certificates of insurance prior to execution of the agreement by the City, describing the coverage.

5. AWARDING THE SERVICES

The services shall be awarded to the firm whose qualifications are deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

6. SCOPE OF SERVICES

The scope of the consulting services shall include the following: 1) facility evaluation and inspection by the firm's staff including architects, engineers, and consultants in order to develop plans and specifications with regard to project feasibility, code compliance, and potential hazards of the current administration facility located at the Greenwood Cemetery. 2) A site assessment of both the Greenwood and Woodlawn facilities with a recommendation of best location for a new facility.

A. Facilities Evaluation

An analysis of the building shall be required in order to evaluate the current physical condition.

1. Evaluate the existing structural systems with an analysis of such problems that might exist in the buildings.
2. Install upgrades to the existing facility to enable compliance with the Americans with Disabilities Act (ADA).
3. Build an addition to the existing facilities for a conference room.
4. Renovate and redesign the existing facility interior layout.

B. Design

Prepare architectural plans and specifications necessary to secure permits and then solicit bids for:

1. Rehabilitating/redesigning the current existing administration building.
2. Build new administration facilities at Greenwood Cemetery.
3. Build new administration facilities at Woodlawn Cemetery.

7. SUBMISSION OF QUESTIONS

Questions relating to this request for proposals must be submitted in writing to the following (emailed questions are acceptable):

City of Zanesville
Public Service Director's Office
401 Market Street
Zanesville, OH 43701
Attn.: Scott Brown
Email: scott.brown@coz.org

To ensure consistent interpretation of certain items, questions must be submitted no later than **March 27, 2020**. Answers to questions the City deems to be in the interest of all will be made available to all other respondents on file.

8. QUALIFICATION SUBMISSION

Two (2) complete sets of the Statements of Qualifications, along with a sample of your work, are to be submitted to the City no later than **April 10, 2020 at 4:00 P.M.** clearly labeled as follows: **RFQ – Architectural Services for Cemetery Division Administration Facilities** and shall be addressed and mailed or hand delivered to:

City of Zanesville
Public Service Director's Office
401 Market Street
Zanesville, OH 43701

Attn.: Scott Brown
Email: scott.brown@coz.org

9. QUALIFICATION REQUIREMENTS AND FORMAT

Respondents shall submit one (1) bound copy and one (1) digital PDF copy of their Statements of Qualifications. The following material is to be included in all responses and received by the date and time noted above in order for any firm to be considered:

- Title Page showing that the proposal submitted is for Architectural services.
- The firm's:
 - Company Name
 - Authorized Signature Title
 - Printed Name
 - Phone, Fax, Email, Website Address
- Table of Contents
- Information described in the following:

Section I: Company Profile (One Page)

This section should state the size of the firm, the type of firm, the firm's background, and the location and/or office from which the work on this project shall be performed.

Section II: Experience (Up to Two Pages)

The response should include experience in stabilization of historic structures and understanding of use of modern building materials in historic structures. In addition, interested firms must have at least five years' experience performing architectural surveys or historic structure reports.

Section III: References (One Page)

Include a list of three references and contact information in the response. This list should include past and present clients as outlined in Section II - Experience above, including names and telephone numbers of contact people.

Section IV: Approach and Management Plan (Up to Three Pages)

Provide details regarding your approach to providing architectural services, referencing past history of successful completion of similar projects. Include a management plan with qualifications of the staff you propose for this project along with resumes of the key personnel, engineers, and any consultants who would be assigned to this project,

Section V: Additional Information (One Page)

Include in this section any additional information you wish to provide to the City relevant to the analysis.

11. INTERVIEW AND SELECTION PROCESS

The City shall select the successful respondent to provide the requested services. Respondents submitting the most responsive proposals may be invited to an interview with the City. During that process those firms shall be requested to meet and develop a final scope of service and fees for same associated with their proposed consulting services.

Should the City elect to purchase the consultant services detailed in this request it will then enter into a contract/agreement with the most responsible respondent whose proposal is determined to be in the best interest of the City. Responses to this RFQ will be reviewed against the criteria contained herein, and award of the contract/agreement shall be made in accordance with standard City purchasing procedures.

The City reserves the right to reject any or all responses or parts thereof for any reason, to negotiate changes to proposed terms, and to waive minor inconsistencies with the RFQ. The City further reserves the right to make a selection on the basis of an interview process, qualifications, experience in providing similar services elsewhere, overall responsiveness to the requirements of this RFQ, and to negotiate an contract/agreement with the Consultant.