



CITY OF **MENTOR**

8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 • (440) 255-1100 • www.cityofmentor.com

REQUEST FOR QUALIFICATIONS PLANNING, ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CONCEPTUAL DESIGN AND CONSTRUCTION DOCUMENT PREPARATION FOR CITY OF MENTOR, OHIO RECREATION CENTER PHASE 2 PROJECT

City of Mentor, Lake County Ohio is accepting Statements of Qualification from professional teams for the design, construction and construction administration of the Mentor Community Recreation Center Phase 2 project. City of Mentor is a suburban community of approximately 48,000 residents, located 30 miles east of Cleveland in central Lake County on the shores of Lake Erie. The recreation center serves all residents and patrons who have paid for membership to the facility.

The city anticipates the process to occur in three steps each dependent on the successful completion of the previous step before proceeding with the next step. The anticipated steps are:

- Conceptual Phase 2 Design
- Construction Documentation Preparation
- Consultation During Construction

This Request for Qualifications is intended to identify architectural teams with experience in planning, design, and building of recreation and aquatic centers; the number of awards received for design, team qualifications and other relevant experience. The Statement of Qualifications should address the following issues: Recreation and Aquatic Center Design Experience:

1. List 10 relevant projects (projects performed for public clients) in the past 10 years, along with owner contact information (i.e., name, phone number, email address), for which your firm has provided, or is providing design services. Provide project-specific information about each.
2. How many years has your firm/team been providing design services?
3. How many years has your firm been in business under its present business name(s)? Identify any previous names your firm has done business in the past if applicable.

Nationally Recognized Design

1. List any project designed by the firm which won an award for design. Please provide the award type as well as the year the award was issued, and key personnel who completed the project.

Qualifications and Other Relevant Experience

1. List the categories of work that your firm normally performs with its own workforce.
2. Name the key personnel (e.g., design architect, project director, manager, superintendent, scheduler, estimator) who will be part of the proposed team for this project. Describe in detail the experience and expertise of each team member and which projects they were assigned to, as well as the role in the projects listed.
3. Name any and all consultants who are included as part of the proposed team along with their role and related experience. Consultants should include, but not be limited to civil engineers, structural, mechanical engineers, electrical engineers, teledata consultants, and security consultants.
4. Disclose your team's bonding and insurance capabilities. Include a statement of errors and omissions insurance coverage from the design team members.
5. List your team's methods and practices for maintaining the project schedule.
6. List your team's methods and practices for project reporting, in both the design and construction phases.
7. How will your team resolve any disputes that may develop between the design participants and the constructors?
8. Identify any and all claims, if any, currently pending in association with your design services.
9. Team's familiarity with various funding mechanisms for recreation centers. Responding teams should include in their Statements of Qualifications all the information that is requested.

Teams are encouraged to provide any additional information necessary to demonstrate the firm's qualifications. **Four (4) hard copies as well as one electronic version of The Statement of Qualifications are to be submitted no later than October 31, 2023 by 12:00 pm** to:

City of Mentor City Manager 8500 Civic Center Blvd, Mentor, OH 4460
Attn: Robert Fowler, Assistant City Manager fowler@cityofmentor.com

Selection Process

Officials will review the submitted responses to this Request for Qualifications. After a review, ranking, and interviewing top firms, the top ranked firm will be contacted to discuss the development of a scope of work and proposal for city council consideration. We anticipate the selection to occur in late December 2023 or early January 2024.