CITY OF NORTH ROYALTON, OHIO

REQUEST FOR QUALIFICATIONS

for

ADMINISTRATIVE OFFICE BUILDING AND PARK DESIGN-BUILD PROJECT

December 5, 2013

REQUEST FOR QUALIFICATIONS
Administrative Office Building and Park
Design-Build Project

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1 INTRODUCTION

1.1 GENERAL

The City of North Royalton (the "City") is soliciting Statements of Qualifications ("SOQs") from firms to design and build the renovations to create the City's new Administrative Office Building and surrounding park as described in Section 2.2.

This Request for Qualifications ("RFQ") invites Respondents to submit SOQs describing in detail their technical, management, and financial qualifications to design, obtain permits for, build, and test, the renovations creating the new Administrative Office Building and surrounding park. The issuance of this RFQ is the first step in a two-step procurement process being conducted pursuant to the Ohio Revised Code and the Ohio Administrative Code. In the second step of the procurement process, a Request for Proposals ("RFP") will be issued. A response to this RFQ is mandatory for the receipt of an RFP. Based on its evaluation of SOQs, the City's Evaluation Committee will recommend for the City's approval, a short-list of the most qualified, responsive Respondents to receive the RFP.

Upon review of proposals, the City will select a design-build contractor on a best value basis, considering price and other criteria. The estimated value of the planned design-build contract is in the range of two million, nine hundred thousand dollars ($2,900,000.00), including anticipated alternates. Contract award is currently planned for March 5, 2014, with project completion required by November 1, 2014. Project completion time is of the essence; fast track project completion is planned.

By utilizing a Design-Build ("DB") approach, the City expects to secure substantial benefits. These benefits include guaranteed schedule, guaranteed design and construction cost, a single point of responsibility for design and construction, a Project Guarantor, optimized Project design and construction scheduling, optimal risk allocation, and cost savings. The technical components included in this RFQ are for general understanding only, and are not necessarily indicative of RFP requirements.

1.2 GLOSSARY

Words and terms that are used herein shall have the meanings as set forth in this glossary unless otherwise defined.

1.2.1 ABBREVIATIONS

The following abbreviations are used in this document:

DB	Design-Build
OEPA	Ohio Environmental Protection Agency
RFP	Request for Proposals
RFQ	Request for Qualifications
SBE	Small Business Enterprise

SOQ Statement of Qualifications

1.2.2 DEFINITION OF TERMS

The following terms are used in this document:

Best Value	A selection process in which proposals contain both pricing and performance components, and award is based upon a combination of pricing and performance considerations to determine the offer deemed most advantageous and of the greatest value to the public authority.
City	The City of North Royalton, Ohio.
Contract	The Design-Build contract awarded to the Selected Proposer for the Work.
Design-Build ("DB")	The Project delivery method under which a single entity is procured and is responsible to the City for services including design, obtaining permits for, construction, testing, and startup of the Project.
Design-Builder	The Selected Proposer, or another entity used or created by the Selected Proposer, with which the City enters into the Contract to design, obtain permits for, construct, test, and startup the Project, and which provides a Guarantor and required warranties for the Project. The term Design-Builder is used to refer to the Selected Proposer after approval by the City and execution of the Contract.
Guarantor	The entity or entities acceptable to the City which will irrevocably, absolutely and unconditionally guarantee the full and prompt performance of the Design-Builder's payment and performance obligations under the Contract. Each Guarantor shall be jointly and severally obligated. If there are multiple Guarantors, each shall independently execute the Guaranty Agreement. If the Guarantor is a joint venture, each member firm of the joint venture shall independently execute the Guaranty Agreement. As provided in this RFQ, the City may waive the requirement for a Guarantor.

Guaranty Agreement	The contract(s) between the City and the Guarantor in which the Guarantor irrevocably, absolutely and unconditionally guarantees to the City the Design-Builder's payment and performance obligations under the Contract.
Highest-Ranked Proposer	The Proposer that receives the highest ranking under the RFP evaluation criteria and that is selected by the Evaluation Committee for final negotiations. If negotiations with the Highest-Ranked Proposer are successful, the Highest-Ranked Proposer will become the Selected Proposer.
Project	The renovation of an existing building into a new Administrative Office Building and surrounding park.
Proposal	The documents submitted by a Proposer in response to the RFP.
Proposer	A Respondent that is short-listed by the Evaluation Committee and issued an RFP by the City.
Respondent	The entity submitting an SOQ for the Project in response to this RFQ.
Selected Proposer	The Proposer that receives the highest ranking under the RFP evaluation criteria and that successfully completes final negotiations with the Evaluation Committee. In submitting their proposals, Proposers should assume that the legal terms set forth in the contracts contained in the RFP will not be subject to negotiation.
Evaluation Committee	The City has established an Evaluation Committee responsible for evaluating the SOQs and recommending the short-list of Respondents and subsequently evaluating Proposals and recommending the Selected Proposer. The Evaluation Committee consists of individuals selected by the City in its sole discretion.

Short-listed Respondents	Those Respondents that are deemed to be the most qualified to perform the Work based on the Evaluation Committee's evaluations of their SOQs submitted in response to this RFQ and that are issued an RFP by the City. Short-listed Respondents are also defined as the Proposers.
Work	The design, obtaining permits for, construction, testing, and startup of the Project, and as defined in DBIA Document No. 535 section 1.2.20.

2 PROJECT SPECIFIC INFORMATION

2.1 BACKGROUND AND PROJECT NEED

The Scope of the Project is to renovate an existing library building at Cuyahoga County Public Library – North Royalton Branch, 14600 State Road, North Royalton, Ohio 44133 and the adjacent land. The building and land will be renovated to become the City's Administrative Office Building and surrounding park. The building was constructed in 1978 consisting of one floor plus a second floor mechanical room. The building is slab-on-grade with masonry exterior walls and a steel framed roof. The renovated building will house 11 offices, City Council Chambers, a Community Room, and support spaces for the Finance Department, City Council, Mayor's Office, and Law Department.

2.2 OVERVIEW OF ADMINISTRATIVE OFFICE BUILDING AND PARK DESIGN-BUILD PROJECT

In general, this Project will require the Design-Builder to use preliminary design information to prepare preliminary and detailed design plans; obtain all necessary regulatory permits, renovate existing building into the new administrative office building and park; and perform commissioning and closeout. Through all stages of work services, the Design-Builder must strictly manage the schedules for project delivery to avoid delays to the Project. The criteria architect for the Project is as follows:

Bruce Whitehead, AIA LEED AP
Brandstetter Carroll Inc.
1220 West Sixth Street
Suite 300
Cleveland, Ohio 44113
Telephone: 216.241.4480
Email: bwhitehead@bciaep.com

2.3 SITE, ENVIRONMENTAL REVIEW, AND PERMITTING

The Design-Builder will have the primary responsibility for obtaining permits on the Project. The RFP will describe the extent to which the City may provide assistance in obtaining permits and the status of any permitting activities to be implemented by the City.

- Stormwater Runoff Permits: The Design-Builder will be responsible for submitting and obtaining approval of any necessary stormwater runoff permit applications.

- Local Building Permits: The Design-Builder will be responsible for obtaining the required local building permits.

- Air Permits: The Design-Builder will be responsible for obtaining all required air permits, if any, for standby generators, boilers, and all other equipment provided as part of the Project, which are subject to air emission regulation.

2.4 OVERALL RISK POSTURE

The Selected Proposer will enter into a Contract with the City for the design and construction of the renovations to create the City's new Administrative Office Building and surrounding park. A draft of the Contract will be issued at the time the City issues the RFP.

2.5 REFERENCE DOCUMENTS AVAILABLE

Table 2-1 contains a listing of the selected reference documents that are provided in Attachment B to this RFQ. The purpose of these documents is to provide potential RFQ Respondents with a general overview of the Project.

Table 2-1: Reference Documents in Attachment B

Attachment Number	Document Title/Description	Author(s)
C-101	Site Layout Plan – Draft dated 11/26/2013	Brandstetter Carroll Inc.
A-201	Exterior Elevations – Draft dated 11/26/2013	Brandstetter Carroll Inc.
A-102	Floor Plan – Draft dated 11/26/2013	Brandstetter Carroll Inc.

Respondents must confirm the accuracy of the "technical data" contained in the documents. Respondents will be given access to the existing facilities upon request and at a mutually agreeable time. Respondents may not rely upon:

1. The completeness of such documents for the Respondent's purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences, and procedures of

construction to be employed by Respondent, and safety precautions and programs incident thereto; or

2. Other data, interpretations, opinions, and information contained in such documents.

3 PROCUREMENT PROCESS

3.1 OVERVIEW

The issuance of this RFQ is the first step in the City's process to award the Design-Build Contract for the Project. Although subject to modification, the City expects the procurement to consist of the following steps:

1. Hold a non-mandatory Pre-SOQ Submission Conference.
2. Receive SOQs from Respondents.
3. Evaluate SOQs.
4. Interview or seek clarifications from some or all of the Respondents (optional).
5. Short-list the most qualified, responsive Respondents to receive the RFP.
6. Issue RFP with draft Contract.
7. Hold a Pre-Proposal Submission Conference.
8. Receive Proposals from short-listed Respondents.
9. Hold interviews with Proposers to clarify proposals.
10. Request clarified technical and price Proposals from Proposers after clarifications (if necessary).
11. Evaluate Proposals and determine which proposal provides the best value.
12. Conduct negotiations with Highest-Ranked Proposer. If the Highest-Ranked Proposer and the City do not successfully conclude the final negotiations, the next Highest-Ranked Proposer may be invited to final negotiations, and so on until Contract is awarded, or the City may seek additional proposals or terminate the design-build selection process and select an alternative project delivery method. In submitting a proposal, Proposers shall assume that the legal terms of the contract included in the RFP will not be subject to negotiation.
13. Recommend Selected Proposer to City for award of Contract.
14. Award Contract.

3.2 PROCUREMENT OBJECTIVES

The City hopes to benefit from the knowledge and experience of Respondents in minimizing cost and maximizing performance. The Project objectives are to assure:

- optimization of project schedule,
- optimization of risk allocation,
- minimization of design and construction costs,
- a high degree of design/build coordination, and
- sound design and quality construction for long-term operational reliability.

3.3 RFQ AND QUALIFICATIONS SUBMITTAL

This RFQ is the first step in the procurement process for the selection of a firm to design and build the Project. In order to be eligible to submit a response to the forthcoming RFP, a response must be received to this RFQ and the Respondent must be short-listed by the Evaluation Committee. Only those firms that are short-listed under the RFQ process will be invited to submit a Proposal in response to the RFP. Submission of a response to this RFQ will be presumed to signify a firm's willingness to participate in the RFP and Proposal process.

Respondents to this RFQ must respond in accordance with Section 4 of this RFQ. Responses will be evaluated using the criteria set forth in Section 5 of this RFQ.

During the evaluation of SOQs, the City may seek additional clarification and information from Respondents. The City reserves the right to request such clarification and information from Respondents.

3.4 COMMUNICATIONS PROCESS

The City is committed to a fair, open process for interested parties to receive information about the Project and the competitive solicitation process that the City is proposing to utilize for selection of a Design-Builder and award of a Contract. Therefore, interested parties are required to submit all requests and questions in writing either by mail, email, or fax to:

Bruce Whitehead, AIA LEED AP
Brandstetter Carroll Inc.
1220 West Sixth Street
Suite 300
Cleveland, Ohio 44113
Telephone: 216.241.4480
Fax: 218.736.7155
Email: bwhitehead@bciaep.com

Responses to requests for information will be provided to all recipients of the RFQ. Any and all interpretations and supplemental instructions will be made in the form of written addenda that will be sent to all recipients of the RFQ, and will become part of the RFQ.

3.5 RFP AND PROPOSAL SUBMITTAL

Respondents short-listed under the RFQ process will receive the RFP and a draft Contract. In order to be eligible for consideration, Proposers must submit a Proposal that meets the requirements of the RFP. By submitting a proposal, Proposers agree that they will not seek to modify the legal terms of the contract documents contained in the RFP.

3.6 PROPOSAL SECURITY

Each Proposer will be required to provide Proposal security in the form of either a Proposal bond issued by a Surety company or corporation licensed in the State of Ohio or a certified check, cashier's check, or letter of credit for $50,000. The City will return the Proposal security to each Proposer whose Proposal is not accepted, and to the Selected Proposer upon the execution of the Contract and the receipt of satisfactory Contract security instruments to be defined in the RFP.

3.7 PROPOSAL EVALUATION

Proposals received in response to the RFP will be evaluated using pricing and performance criteria that will be detailed in the RFP. The pricing criteria will likely include, but may not be limited to:

- design services fee;
- preconstruction fee;
- design-build services fee;
- general conditions;
- contingency; and
- if applicable at the time proposals are requested, a guaranteed maximum price proposal.

The performance and pricing criteria may include, but not be limited to:

- schedule;
- approach to the work, including any anticipated self-performed work;
- work sequencing;
- performance history;

- approaches to performance specifications when used;
- plan for anticipated procurement difficulties;
- plan for additional considerations which may include technical design, technical approach, quality of proposed personnel and management plan.

Proposals will be used as the basis to conduct evaluations. The Evaluation Committee will hold interviews with Proposers and, at its sole discretion, may direct verbal or written questions to Proposers, seek written clarifications, perform due diligence investigations, conduct discussions on Proposals, and solicit updated Proposals during the evaluation and selection process. The Evaluation Committee will conduct negotiations with the Highest-Ranked Proposer. However, Proposers should assume that the legal terms contained in the contract documents included in the RFP will not be modified. At the conclusion of successful negotiations, the Evaluation Committee will recommend the Selected Proposer to the City for award of the Contract. The City reserves the right to terminate any or all negotiations and receive additional proposals from other interested firms or terminate the design-build selection process and use a different project delivery method.

3.7.1 ALTERNATIVES

Proposers will be required to submit a Proposal that complies with all of the detailed technical requirements identified in the RFP. These technical requirements will be in the form of a conceptual design of the Project. The scope of the Project identified in the RFP may be broken down into several distinct Work items, each to be separately priced by the Proposer. The City may select any combination of the Work items to be included in the Contract. In addition, the City may allow Proposers to submit proposed alternatives to the technical requirements of the RFP. The method of submitting proposed alternatives and evaluation of proposed alternatives, if allowed, will be defined in the RFP.

3.8 BUDGET

For the Work, the City has established a base budget of approximately $2,611,494.00 and a budget for aniticpated alternates of approximately $335,000.00.

3.9 PROCUREMENT SCHEDULE

A summary schedule of the major activities associated with the DB solicitation process is presented below, through receipt and evaluation of Proposals.

Date		Activity
12/05/2013	-	Issue RFQ
12/21/2013	-	SOQ Submission Date

01/02/2014	-	Designation of Short-listed Respondents to RFQ
01/03/2014	-	Issuance of RFP
01/10/2014	-	Pre-Proposal Submission Meeting
01/24/2014	-	Proposal Submission Date
02/04/2014	-	Proposers Interviews
02/15/2014	-	Selection of the best value proposal
02/19/2014	-	Award Contract
02/20/2014	-	Notice-to-Proceed

Any and all of the above activities and dates are subject to modification by the City.

3.10 EXPENSES OF THE RESPONDENTS

The City shall have no liability for the costs and expenses incurred by the Respondents in responding to this RFQ, the forthcoming RFP, responses to clarification requests and resubmittals, potential interviews, and subsequent negotiations. Each Respondent that enters into the procurement process shall prepare the required materials and submittals, and attend meetings and interviews at its own expense and with the express understanding that it cannot make any claim whatsoever for reimbursement from the City for the costs and expenses associated with the process.

3.11 INFORMATION DISCLOSURE TO THIRD PARTIES

All SOQs and subsequent Proposals received in response to the procurement documents will become the property of the City and will not be returned. Respondents recognize and agree that the City will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties. All information submitted to the City will become public records after the City announces the name of the firm determined to be the best value through the selection process.

3.12 RIGHTS OF THE CITY

The issuance of this RFQ constitutes only an invitation to present qualifications. The rights reserved by the City, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the SOQs submitted.
2. Conduct investigations with respect to the qualifications and experience of each Respondent.
3. Visit and examine any of the facilities referenced in the SOQs and to observe and inspect the operations at such facilities.
4. Waive any defect or technicality in any SOQ received.

5. Determine which Respondents are qualified to be short-listed to receive the RFP and submit Proposals in response to the RFP.
6. Eliminate any Respondent that submits an incomplete or inadequate SOQ or is not responsive to the requirements of this RFQ.
7. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the SOQs.
8. Issue one or more amendments to this RFQ extending the due date for the SOQs.
9. Receive questions concerning this RFQ from Respondents and to provide such questions, and the City's responses, to all Respondents.
10. Cancel this RFQ in whole or in part with or without substitution of another RFQ if determined to be in the best interest of the City.
11. Take any action affecting the RFQ process, the RFP process, or the Project that would be in the best interests of the City.
12. Make public any and all documents associated with the Project, including documents submitted to the City by Respondents.

4 SUBMITTAL OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

SOQs must be submitted on or before 11:00 a.m., December 21, 2013. SOQs received after this deadline will not be considered. The SOQs must be addressed and submitted to:

Thomas J. Jordan
Director of Community Development
City of North Royalton
13834 Ridge Road
North Royalton, OH 44133
Phone: 440-237-5484
Email: tjordan@northroyalton.org

Write on the <u>outside</u> of the sealed <u>envelope</u> or box: "Statement of Qualifications for Design-Build Services for City of North Royalton Administrative Office Building and Park Project." Six (6) copies of the SOQ are required. SOQs will not be opened publicly.

Only those persons or firms who have obtained an official copy of this RFQ from the City will receive any official addenda to this RFQ. Receipt of all addenda shall be acknowledged by Respondents in a Transmittal Letter with the SOQ.

4.2 INFORMATION REQUIREMENTS OF QUALIFICATIONS SUBMITTAL

The SOQ must be separated into eight sections as follows:

1. Transmittal Letter

2. General Design-Builder Information
3. Technical Qualifications (Subsections shall be in accordance with Section 4.2.3)
4. Relevant Project Experience
5. Project Understanding and Approach
6. Project Organization
7. Financial Information, Guarantor, and Security for Performance
8. Comments on Project Concepts (optional)

The format of the SOQ must be as outlined above. Narrative pages are to be 8-1/2 inches by 11 inches. All information provided shall be bound into a single volume. A clear and concise presentation of information is encouraged with a maximum page limit of 50 single-sided pages (or 25 double-sided pages), not including resumes of key staff, standard brochures, and financial information and supporting data. Audiovisual materials will not be accepted. Sales brochures are not desired unless directly related to the response and referenced in the text. Below is additional information about the submission requirements to this RFQ.

4.2.1 TRANSMITTAL LETTER

Each SOQ must include one fully executed and notarized Transmittal Letter in the form provided in SOQ Submittal Form 1 without exception. By submitting an SOQ and executing the Transmittal Letter, the Respondent agrees to submit a Proposal if short-listed by the Evaluation Committee.

The Transmittal Letter must be signed by a representative of the Respondent who is empowered to sign such material and to commit the Respondent to the obligations contained in the SOQ (the "Designated Signatory"). The Certificate of Authorization (Attachment 1 to the Transmittal Letter) attesting to such authorization must also be submitted with the Transmittal Letter. If the Respondent is a partnership, the SOQ shall be signed by one or more of the general partners. If the Respondent is a corporation, an authorized officer shall sign his or her name and indicate his or her title beneath the full corporate name. If the Respondent is a joint venture, each firm in the joint venture shall sign the Transmittal Letter. Anyone signing the SOQ as agent must file with it legal evidence of his or her authority to execute such SOQ. All forms which require the signature of the Respondent shall be signed by the Designated Signatory.

The Transmittal Letter must also include as Attachment 2 to the Transmittal Letter the Guarantor Acknowledgment (“Acknowledgment”) signed by a representative of the Guarantor who is empowered to sign such material and to commit the Guarantor to the obligations contained in the Acknowledgment. A Guarantor Certificate of Authorization (Attachment 3 to the Transmittal Letter) attesting to such authorization must also be submitted with the Transmittal Letter. If the Guarantor is a partnership, the Acknowledgment shall be signed by one or more of the general partners. If the Guarantor is a corporation, an authorized officer shall sign his or her name and indicate his or her title beneath the full corporate name. If the Guarantor is a

joint venture, each firm in the joint venture shall sign a separate Acknowledgment. If there are multiple Guarantors, each must independently comply with these requirements and submit separate Acknowledgment(s) with Certificate(s) of Authorization. Anyone signing the Acknowledgment as agent must file with it legal evidence of his or her authority to execute such Acknowledgment.

The Selected Proposer and its consultants will be required to have appropriately registered and licensed personnel to perform the Work. Each Respondent shall provide as Attachment 4 to its Transmittal Letter a copy of appropriate Ohio licenses and certificates of registration required for the Work.

4.2.2 GENERAL DESIGN-BUILDER INFORMATION

The SOQ shall include a description of the Respondent, i.e., the form of business structure (corporation, partnership, joint venture, consortium, etc.) that is responding and will serve as the contracting party. A Project organization chart is required. If the Respondent is a partnership, joint venture or consortium, all members of the Respondent shall be listed. The SOQ shall identify the portions of the Work that will be undertaken directly by the Respondent and what portions of the Work will be subcontracted and to which firms. The City will have the sole right to approve subcontractors proposed by Respondents. The Respondent shall also identify any other entity, including without limitation, any corporation, partnership, firm, joint venture, consortium or individual to which the Respondent intends to assign material responsibilities under the Contract. At a minimum, the SOQ shall identify the parties that will undertake the roles of design, permitting, construction, testing and startup of the Project.

The history, ownership, organization, and background of the Respondent shall be provided. If the Respondent is a partnership, a joint venture or a consortium, the required information shall be submitted for each member, thereof. The following information shall be provided for the Respondent and joint venture partners:

- Name and business address of each partner, officer, and stockholder (where applicable) who owns five percent or more of the shares.

- If the Respondent or joint venture is a subsidiary of a parent company, state when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is newly created for the purposes of responding to the RFQ, the reasons for this action must be fully disclosed.

Respondents must recognize that its key assigned employees included in the SOQ, will be one of the major bases for short-listing Respondents. Therefore, changes to the Respondent's proposed team, including the Guarantor and key employees, will not be allowed in the Proposal stage except for extenuating circumstances, such as corporate takeovers, buyouts, and other unforeseen changes, or to enhance Proposal teams. Short-listed Respondents may enhance their

teams prior to submission of Proposals by adding additional personnel and subcontractor members.

4.2.3 TECHNICAL QUALIFICATIONS

Respondents to the RFQ shall demonstrate their ability to perform the Work by providing the technical qualifications of the Respondent and individual team members. The Evaluation Committee will give most consideration to experience related to the permitting, design and construction of renovations to secure public office buildings and public parks. Respondents shall provide qualifications and evidence of experience for designing and renovating buildings of similar size, age and complexity to the Project.

The Evaluation Committee reserves the right to conduct an independent investigation of the Respondent's technical qualifications by contacting Project references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluation of technical qualifications. At a minimum, the Respondent shall provide the following information to demonstrate their technical qualifications:

1. **DB and other Alternative Contracting Experience** — The Respondent shall provide its individual member and collective experience in Design-Build, and other development of facilities through alternative contracting methods. Describe in greater detail projects most similar to this Project.

2. **Design Experience** — The Respondent shall provide its engineering and design experience for the design and construction of renovations to create multi-story public office building projects, and/or public parks.

3. **Permitting Experience** — The Respondent shall submit its experience with obtaining permits for similar public projects. The zoning permit for this Project will be obtained by Respondent from the City of North Royalton. The building permit for this Project will be obtained from the State of Ohio.

4. **Construction Experience** — The Respondent shall provide its experience with construction management, construction, testing, and commissioning of similar public projects. In this section of the SOQ, the Respondent shall disclose (1) all claims that have been made against it on construction projects in the past five years and the reason for each and (2) all claims made by the Respondent on construction projects in the past five years. In this section of the SOQ, the Respondent shall describe its experience in coordinating with an Owner during the construction or renovation of a secure office building and/or public park.

5. **Key Project Staff** — The Respondent shall provide the qualifications of all key staff assigned to the Project. This submission shall include the key staff of the contracting firm, its parent (if applicable), and partner firms. Information shall include length of time practicing in the profession, familiarity with design and construction of secure public office building facilities, design-build experience, and proposed project leadership. Full resumes of key personnel for design and construction shall be provided.

   a. Identify the project principal/officer in charge; project manager; discipline/key task leads; and other key staff and sub-respondents to be utilized in completing the Project.

   b. Demonstrate the proposed Project Manager's individual experience within the past 15 years managing projects similar to the Design-Build Project.

   c. Identify design build experience of other key personnel including the design manager, construction manager, field superintendents, safety manager and other key staff Respondent intends to commit to the Project in order to meet contract requirements

   d. Provide a listing of other key individuals proposed by Respondent on the project team that would support the completion of this Project. Summarize each team member's area of responsibility, expertise, directly related experience and qualifications for this Work.

   e. Provide qualifications, registrations, certification and relevant individual experience of project key personnel including sub-tier consultants.

   f. Document the ability of the key personnel to satisfy clients with challenges and key issues similar to the City's Design-Build Project with letters of reference from satisfied clients similar to the City.

   g. List current assignments and provide percentage (%) of time available of all key staff to be committed to the Contract.

      - Note geographic distribution of key staff and the suitability of this distribution for projects of this size and complexity; and
      - Document length of time practicing in profession.

Full resumes of key personnel for design and construction shall be provided, and shall include but not be limited to the information requested on SOQ Submittal Form 2.

6. **Cost Estimating** – Experience of Cost Estimating Lead on projects of this size, type and complexity and Cost Estimating Lead's experience developing workaround plans or strategies to adapt to schedule and/or budget variances.

7. **Scheduling –** Experience of Scheduling Lead on projects of this size, type and complexity and Scheduling Lead's ability to adapt to budget and scheduling changes due to complexity of sequencing projects, project tasks and integration of project activities.

4.2.4 RELEVANT PROJECT EXPERIENCE

In addition to providing technical qualifications and experience, the Respondent shall provide a list of up to five directly relevant projects completed within the past 5 years that the Respondent has been involved with as a designer or contractor. A brief description of these selected projects shall be provided, including the history of operation, current status, and a description of the Respondent's specific involvement in these projects. The Respondent shall provide information in the table shown on SOQ Submittal Form 3.

4.2.5 PROJECT UNDERSTANDING AND APPROACH

This section relates to the Respondent demonstrating its project understanding and approach of the requested services. This should include a clear and concise understanding of the Project based on existing information, and a general description of the purpose of this Project and the chief issues to be addressed. The Respondent should be knowledgeable of standard solutions applicable to project issues as well as being able to offer innovative ideas. It is also important that the Respondent demonstrate an ability to synthesize technical information and communicate this information in verbal, written or graphic form.

This section should also outline the Respondents' general approach to the Project and how key issues related to the requested services will be addressed. It should include major tasks to be completed as well as a brief description of the resources proposed to complete each task, identifying the Respondent's ability to ensure timely, high quality, cost effective completion of the Work. This is intended to provide a brief overview of the Respondent's general project approach. A detailed scope of work will be provided to short-listed firms and a more detailed project approach will be required of short-listed firms at the Request for Proposal stage.

This section should:

- Describe Respondents' overall approach to the Project.

- Provide a general work plan that describes how the Respondent will organize and conduct the Project. This plan shall include all major phases of the Project.
- Provide a description of the Respondent's approach and methodology for managing work tasks and coordination, sequencing and control systems to accomplish the Work.
- Describe how Respondent would work with the City's project team to successfully complete the Project utilizing the guaranteed maximum price with open book pricing design-build contract method.
- Describe how the Respondent's project team will achieve project objectives.
- Describe the firm's concept and processes for managing safety, quality, scope, schedule and budget.
- Specifically describe project management tools and techniques that have successfully been used with other owners described as 'hands-on', including but not limited to project procedures for a highly collaborative owner.

4.2.6 PROJECT ORGANIZATION

The Respondent shall provide an organization chart for the Project that is well developed and appropriate to undertake the Project scope. Reporting relationships shall be clearly shown in the organization chart. The organization chart can be elaborated on in the Proposal if the Respondent is selected to provide a Proposal.

The Respondent shall also identify the appropriate sub-teams and subject matter experts that will carry out the Project. A clear plan shall be presented on how the technical quality will be managed across all team members.

The Respondent shall provide a description of how the Respondent will integrate and coordinate the Work for the Project.

4.2.7 FINANCIAL INFORMATION

The Respondent shall furnish the financial information requested below for itself and its Guarantor. If the SOQ is being submitted by a consortium, a joint venture, or a partnership, the SOQ shall identify the parties and relationships. Each member of such consortium, joint venture, or partnership shall provide full disclosure information regarding their financial strength as specified in this section for individual Respondents. Any financial information submitted will be subject to potential public review.

Financial Statements and Data

1. Annual audited financial reports for the Respondent (the most recent year) and the Guarantor (each of the past three years), prepared in accordance with Generally Accepted Accounting Principles ("GAAP"), and all relevant notes.

2. The most recent Form 10-K and Form 10-0 filed with the Securities and Exchange Commission (the "SEC") by the Respondent and the Guarantor; or, if one or more of these parties are not regulated by the SEC, then the most recent quarterly financial report for each such party. This quarterly financial report may be prepared internally, but must be approved and signed by an officer of the company.

3. Completed copies of the "Financial Resources Data" forms (SOQ Submittal Form 4) by the Respondent and Guarantor.

Other Financial Information

The Respondent shall provide responses to each of the following requests for information concerning the Respondent, the Guarantor and Significant Subcontractors during the past five years (except where otherwise noted):

1. Describe any material historical, existing or anticipated changes in financial position of the Respondent or Guarantor, including any material changes in the mode of conducting business, mergers, acquisitions, takeovers, joint ventures, and/or divestitures.

2. Has the Respondent or Guarantor ever filed for bankruptcy? If so, when, and describe the impact it would have on the ability to honor contractual commitments?

3. List and briefly describe any threatened, pending or past legal proceeding and judgment, or any contingent liabilities, in which the Respondent or Guarantor, or any parents, affiliates and subsidiaries of the Respondent or Guarantor was or is a party that would adversely affect the Respondent's or Guarantor's financial position or ability to honor its contractual commitments to the City.

4. Has the Respondent failed to complete any contract, or has any contract been terminated due to alleged poor performance or default, or has the Respondent been found to be in violation of any provision of international, federal, state, or local regulations? If so, provide explanation.

5. Has the Respondent been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, employment discrimination, or prevailing wages? If so, describe the circumstances.

6. Has the Respondent been barred from bidding on public contracts by the federal government or by any governmental entity in Ohio or any other state? If so, describe the circumstances. Is the decision under review or was it upheld by formal legal and/or grievance process?

4.2.8 GUARANTOR

In this section of the SOQ, the Respondent shall identify the Guarantor that will fulfill all the financial obligations required for designing, permitting, constructing, testing, and starting up the Project by executing a Guaranty of Payment and Performance as provided in SOQ Submittal Form 5. The Guarantor can be the contracting party, its parent company, or a sufficiently capitalized general partner that is an integral part of the Respondent's team. Respondents must demonstrate to the Evaluation Committee that the Guarantor has the capability and legal commitment to guarantee the financial obligation of the Respondent for the Project.

If a sole purpose subsidiary is created as the Design-Builder, the parent company or one or more of its affiliates, shall be the Guarantor to guarantee performance of the subsidiary's obligations. If Respondent is a corporate subsidiary with limited capitalization and without the full parent company or affiliate guarantee its SOQ will be rejected as nonresponsive. If a subsidiary is formed or newly created to respond to this RFQ, the reasons for this action must be fully disclosed.

Each Guarantor shall be jointly and severally obligated. If there are multiple Guarantors, each will be required to independently execute the Guaranty Agreement. If the Guarantor is a joint venture, each member firm of the joint venture will be required to independently execute the Guaranty Agreement.

If the Guarantor has a relationship to the Respondent other than a parent/subsidiary relationship, then a detailed explanation of all past and present relationships between the Respondent and its Guarantor must be provided.

The City in its sole discretion, may waive the requirement for a Guarantor, if the Design-Builder has a significant net worth of its own, i.e., would have sufficient creditworthiness to be deemed to be a responsible bidder by the City for a project of this type.

4.2.9 SECURITY FOR PERFORMANCE

The Selected Proposer, at its own expense, will be required to provide and maintain performance and payment bonds in the forms provided under the Ohio Revised Code. The bonding company shall have an A.M. Best rating of "A" or above.

Each Respondent will submit a letter from its surety's agent expressing its intent to issue the required bonds if the Respondent is selected as the Design-Builder.

In response to the RFQ, the Respondents shall provide an acknowledgment of the performance and payment bond, guaranty and letter of credit requirements and its willingness to enter into such a contractual arrangement.

4.3 COMMENTS ON PROJECT CONCEPTS

Respondents may wish to provide comments via responses to this RFQ on the Project concepts. While such comments will not be used as a basis for evaluating the SOQs, the City will review this information and may incorporate reasonable and accepted suggestions in the RFP and Contract, or may provide clarifications based on comments received. Comments may be submitted as part of a Respondent's SOQ.

5 EVALUATION AND RANKING OF SUBMISSIONS

Based on its review of SOQs, the Evaluation Committee will recommend for the City's approval a short-list of the most qualified, responsive Respondents. Although the City expects to short-list three Respondents to receive the RFP, the City reserves the right to short-list any number of Respondents in the best interest of the City. Only Short-listed Respondents will be invited to submit a Proposal in response to the RFP. For the purposes of developing the short-list, the SOQs will be evaluated using the following criteria:

1. Competence to perform the required design-build services as indicated by the technical training, education, and experience of the Respondent's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the Respondent who would be assigned to perform the services, including the proposed engineer of record;

2. Ability of the firm in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required professional design-build services competently and expeditiously, and experience working on similar types of projects;

3. Past performance of the firm as reflected by the evaluation of previous clients with respect to such factors as control of costs, quality of work, dispute

resolution, administration of subcontractors, and meeting deadlines and the past performance of the Respondent's proposed engineer of record;

4. Compliance with sections 4703.182, 4703.332, and 4733.16 of the Revised Code, including the use of a licensed design professional for all design services;

5. Financial responsibility including evidence of the capability to provide a surety bond in accordance with paragraph (A) of rule 153:1-4-02 of the Administrative Code;

6. Other qualifications that are consistent with the scope and needs of the Project including, but not limited to, knowledge of the local area and working relationships with local subcontractors and suppliers; and

7. The Respondent's plan for how it will integrate and coordinate the Project.

8. The Respondent's project management plan that describes how the following will be performed: Design Reviews, Schedule Updates, Submittals, Value Engineering, RFI's Change Order Requests, Monthly Pay Estimates, Safety Management, Sub Contracts, Cost Controls, Quality Control and Communications.

The evaluation of the technical and financial qualifications will be based on the submissions received as required by Section 4 of this RFQ, correspondence with project, team, and personnel references, and analysis of other publicly available information.

The Evaluation Committee, at its sole discretion, shall have the right to seek clarifications from each of the Respondents in order to fully understand the nature of the submissions and evaluate and rank the Respondents.

A Respondent shall be considered responsive if the SOQ responds to the RFQ in all material respects and contains no irregularities or deviations from the RFQ. Each Respondent that is rejected as nonresponsive will be notified of the finding that it was nonresponsive and the reasons for the finding in writing.

After completing its review of the SOQs, the Evaluation Committee will recommend to the City the short-list of the most qualified Respondents to receive the RFP. The short-list approved by the City will be distributed to each Respondent.

ATTACHMENT A
Forms

SOQ Submittal Form 1

CITY OF NORTH ROYALTON

Administrative Office Building and Park Design-Build Project

TRANSMITTAL LETTER

(To be typed on Respondent's Letterhead)

[Date]

Thomas J. Jordan
Director of Community Development
City of North Royalton
13834 Ridge Road
North Royalton, OH 44133

Re: Statement of Qualifications for Administrative Office Building and Park Design-Build ("DB") Project

_____ (the "Respondent") hereby submits its Statement of Qualifications ("SOQ") in response to the Request for Qualifications ("RFQ") for the Administrative Office Building and Park DB Project issued by the City of North Royalton (the "City") on December 5, 2013.

As a duly authorized representative of the Respondent, I hereby certify, represent and warrant as follows in connection with the SOQ:

1. The Respondent acknowledges receipt of the RFQ and the following addenda:

No.	Date
_____	_____
_____	_____
_____	_____

2. The submittal of the SOQ has been duly authorized by, and in all respects is binding upon, the Respondent. The Certificate of Authorization submitted as Attachment 1 to this Transmittal Letter evidences my authority to submit the SOQ and bind the Respondent.

3. The Respondent has completely reviewed and understands and agrees to be bound by the requirements of the RFQ.

4. The Respondent has read the rights of the City in Section 3.14 of the RFQ.

5. The Respondent's obligations under the Contract will be guaranteed irrevocably, absolutely and unconditionally by _____, as evidenced by the Guarantor Acknowledgment certificate submitted as Attachment 2 to this Transmittal Letter. The Guarantor Certificate of Authorization submitted as Attachment 3 to this Transmittal Letter evidences the authority of the individual(s) executing the Guarantor Acknowledgment to submit that document and bind the Guarantor.

6. The firms that will be members of the Respondent's Project team, include as follows (describe role for each member):

_____

_____

_____

7. Attachment 4 to this Transmittal Letter provides copies of the professional engineering and construction licenses and certificates of registration required pursuant to Section 4.2.1 of the RFQ.

8. The Respondent and the Guarantor have submitted certain information required by the RFQ by completing SOQ Submittal Forms 2 through 4, when applicable. To the best knowledge of the Respondent all such information is correct and complete.

9. All information and statements contained in the SOQ are current, correct and complete, and are made with full knowledge that the City will rely on such information and statements in short-listing the Respondents.

10. The SOQ has been prepared and is submitted without collusion, fraud or any other action taken in restraint of free and open competition for the services contemplated by the RFQ.

11. The Respondent will comply with any applicable state and federal equal opportunity and affirmative action requirements associated with the funding of this Project.

12. Neither the Respondent nor the Guarantor is currently suspended or debarred from doing business with any governmental entity.

13. No person or selling agency has been employed or retained to solicit the award of the Contract under an arrangement for a commission, percentage, brokerage or contingency fee or on any other success fee basis, except bona fide employees of the Respondent.

14. The Respondent's contact person who will serve as the interface between the City and the Respondent is:

Name:
Title:
Address:
Phone:
Fax:
Email:

_____
Name of Respondent

_____
Name of Designated Signatory

_____
Signature

_____
Title

(Notary Public)

State of _____

County of_____

On this _____ day of _____, 2013, before me appeared _____ personally known to me to be the person described in and who executed this _____ and acknowledged that (she/he) signed the same freely and voluntarily for the uses and purposes therein described.

In witness thereof, I have hereunto set my hand and affixed my official seal the day and year last written above.

_____
Notary Public in and for the state of _____

(SEAL)

_____
(Name printed)

Residing at_____

My commission expires_____

Attachment 1

CERTIFICATE OF AUTHORIZATION*

I, _____, a resident of _____ in the State of _____ DO HEREBY CERTIFY that I am the Clerk/Secretary of _____ a corporation duly organized and existing under and by virtue of the laws of the State of _____; that I have custody of the records of the corporation; and that as of the date of this certification, _____ holds the title of _____ of the corporation, and is authorized to execute and deliver in the name and on behalf of the corporation the Statement of Qualifications submitted by the corporation in response to the Request for Qualifications for the Administrative Office Building and Park DB Project issued by the City of North Royalton on December 5, 2013; and all documents, letters, certificates and other instruments which have been executed by such officer on behalf of the corporation in connection therewith.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the corporation this _____ day of _____ 2013.

(Affix Seal Here)

_____
Clerk/Secretary

***** ***Note****: Separate certifications shall be submitted if more than one corporate officer has executed documents as part of the Statement of Qualifications. Modify this certificate for use by other than a corporation or corporations.*

Attachment 2

GUARANTOR ACKNOWLEDGMENT*

(to be typed on Guarantor's Letterhead)

_____ (the Respondent) has submitted herewith a Statement of Qualifications ("SOQ") in response to the City of North Royalton's Request for Qualifications for the Administrative Office Building and Park DB Project pursuant to which it is seeking to be qualified by the City of North Royalton (the "City") to design, obtain permits for, construct, test, and start up the Administrative Office Building and Park.

The Guarantor hereby certifies that it will irrevocably, absolutely and unconditionally guarantee pursuant to the Guaranty Agreement the performance of all of the Respondent's obligations under the Contract to be issued with the City's Request for Proposals for the Project ("RFP"), in the event the Respondent is short-listed by the City's Evaluation Committee, issued a RFP by the City and selected for execution of the Contract by the City.

_____
Name of Guarantor

_____
Name of Authorized Signatory

_____
Signature

_____
Title

** If more than one Guarantor is proposed, each firm shall be jointly and severally obligated and shall independently provide an executed copy of this Guarantor Acknowledgment. If a Guarantor is a joint venture, each firm in the joint venture shall be jointly and severally obligated and shall independently provide an executed copy of this Guarantor Acknowledgment.*

Attachment 3

GUARANTOR CERTIFICATE OF AUTHORIZATION*

I, _____, a resident of _____ in the State of _____ DO HEREBY CERTIFY that I am the Clerk/Secretary of _____ a corporation duly organized and existing under and by virtue of the laws of the State of _____; that I have custody of the records of the corporation; and that as of the date of this certification, _____ holds the title of _____ of the corporation, and is authorized to execute and deliver in the name and on behalf of the corporation the Guarantor Acknowledgment submitted by the corporation as part of _____ (the "Respondent's") response to the Request for Qualifications for the Administrative Office Building and Park DB Project issued by the City of North Royalton on December 5, 2013; and all documents, letters, certificates and other instruments which have been executed by such officer on behalf of the corporation in connection therewith.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the corporation this _____ day of _____ 2013.

(Affix Seal Here)

_____
Clerk/Secretary

* ***Note***. *Separate certifications shall be submitted if more than one corporate officer has executed the Guarantor Acknowledgment as part of the Statement of Qualifications. Modify this certificate for use by other than a corporation or corporations.*

Attachment 4

LICENSES AND CERTIFICATES

Provide copies of the appropriate Ohio licenses and certificates of registration, required for the Work.

ADMINISTRATIVE OFFICE BUILDING AND PARK DB PROJECT
SOQ SUBMITTAL FORM 2
KEY PROJECT STAFF

(Provide the information requested on this form for key project staff members as defined in Section 4.2.3; attach additional pages if necessary)

General Information

Name: _____

Firm: _____

Title:
Year employed by firm: _____years

Total Professional Experience: _____years

Professional Registration and
Licenses (type/state/year): _____

_____

Administrative Office Building and Park DB Project-Specific Information

Title/Assignment: _____

Description of Role/Responsibilities:

_____

_____

_____

_____

Commitment: [1] Design:_____% Permitting:_____%

Construction:_____%

Relevant Project Experience[(2)]

Project:_____

Location:_____

Current Status:_____

Date of
Involvement: from _____ through_____

Description of Specific Roles and Responsibilities:

_____

_____

_____

_____

_____

Client Contact Person

Name _____

Title: _____

Address:_____

_____

_____

Phone: _____

Fax: _____

Notes relative to Form 1:

1. Commitment indicates the amount of time (in percent) that the staff person would be available to work on the Project during the design, permitting, and construction phases of the Work. Indicate by "N/A" where the individual is not proposed to be involved in a particular phase of the Work. For example, if a person would be available 20 hours per week out of a 40-hour work week, reply 50%.
2. Provide this information for as many projects as are applicable.

ADMINISTRATIVE OFFICE BUILDING AND PARK DB PROJECT
SOQ Submittal Form 3
Relevant Project Experience

Provide information requested in Section 4.2.4 in a format similar to that shown below. Individual sections of the form may be resized to accommodate project information. Supplemental sheets may also be attached to this form with reference project number and category identified.

Project Name:			Reference Project No.:
Type of Project:	☐ Design ☐ Design/Build	☐ Construction ☐ Construction Management	☐ Other:_____ ____
Respondent's % of Work[1]	_____% Design _____% Construction Management	_____% Construction	____% Other:_____ ____% Other:_____
Specific Role of Each Respondent Team Member[2]			
A. Applicability and relevance of referenced project to the Administrative Office Building and Park DB Project:			
B. SOQ submittal team participants (personnel and/or firms):			
C. Other key participants (firms):			
D. Team structure, management description:			

[1] Indicate total percentage of work performed within each project component. For example, if Respondent performed 50% of the design work, indicate 50%.

[2] Indicate clearly the role of the Respondent team member on the project. If another entity shared in this role, please describe the division of work performed. Be specific if Respondent team member's role was applicable to the entire project or simply a portion. If a portion, describe that portion. If a subcontractor or other entity not the Respondent's team member actually performed the work for which the Respondent was responsible, please indicate so.

E. Customer and owner:
F. Location of project:
G. Current status of project (design, construction, or operations phase) and number of years of operation:
H. Description of systems and processes, including size and capacity:
I. Original construction contract amount:
J. Final construction contract amount and explanation for change:
K. Description of responsible parties and procedure for obtaining permits on project:
L. Description of any ingenuity and innovation employed on project:
M. Key project contact of Customer (Name, title, affiliation, address, telephone, fax, e-mail):
N. Key project contact of Respondent (Name, title, affiliation, address, telephone, fax, e-mail):

SOQ Submittal Form 4
Financial Resources Data

Provide information requested for the Respondent and Guarantor.
This form may be duplicated if necessary.

Name of company _____

Please indicate if company is the Respondent or Guarantor. _____

---------- Financial Data Summary ----------

	FY 2007	FY 2008	FY 2009	FY 2010	Average
A. Operating Revenues					
B. Operating Expense (not incl. Depr. & Amort.)					
C. Depreciation and Amortization					
D. Operating Income (A-B-C)					
E. Net Income					
F. Total Assets					
G. Current Assets					
H. Total Liabilities					
I. Current Liabilities					
J. Net Worth (Equity) (F-H)					

Financial Ratios	FY 2008	FY 2009	FY 2010	Average
Solvency				
Liquidity Ratio (G/I)				
Current Liabilities to Net Worth (I/J)				
Leverage (H/J)				
Total Net Worth (J)				
Current Liability Coverage ((D+C)/I)				

---------- Bond and Credit Rating Summary ----------

Bond Ratings (please list all bond issues within the last five years with issue date and ratings)

	Issue/ Rating Date	Dun & Bradstreet	Other _____	Other _____
1				
2				
3				
4				
5				
6				
7				
8				

Credit and Other Ratings (please list all credit/or other ratings within the last two years along with the date of rating)

1				
2				
3				
4				
5				
6				
7				
8				

ADMINISTRATIVE OFFICE BUILDING AND PARK DB PROJECT
SOQ Submittal Form 5
Guaranty of Payment and Performance

This Guaranty Agreement ("Guaranty") is made and dated as of _____2013 by the City of North Royalton (the "City") and, _____, a business entity organized under the laws of the State of Ohio [or an individual resident of the State of Ohio], with an address at _____ (the "Guarantor") for the purpose of Guarantor securing all obligations of _____ (the "Design-Builder") pursuant to a design-build contract ("the Contract") between the City and the Design-Builder for the Project defined as follows:

Name of Project: _____

Location of Project: _____

Guarantor has determined that execution of this Guaranty is in its interest and to its financial benefit, and Guarantor agrees that the financial benefit is sufficient consideration for the Guaranty. Guarantor jointly and severally with Design-Builder and all other guarantors, for itself and its successors and assigns, hereby absolutely and unconditionally guarantees to the City the prompt and full payment and complete performance, when due, of all of the Design-Builder's obligations arising out of or related to the Contract, including, but not limited to designing, permitting, constructing, testing and starting up the Project.

_____
(signature)

_____
(printed name)

On behalf of:

_____
(business entity name)

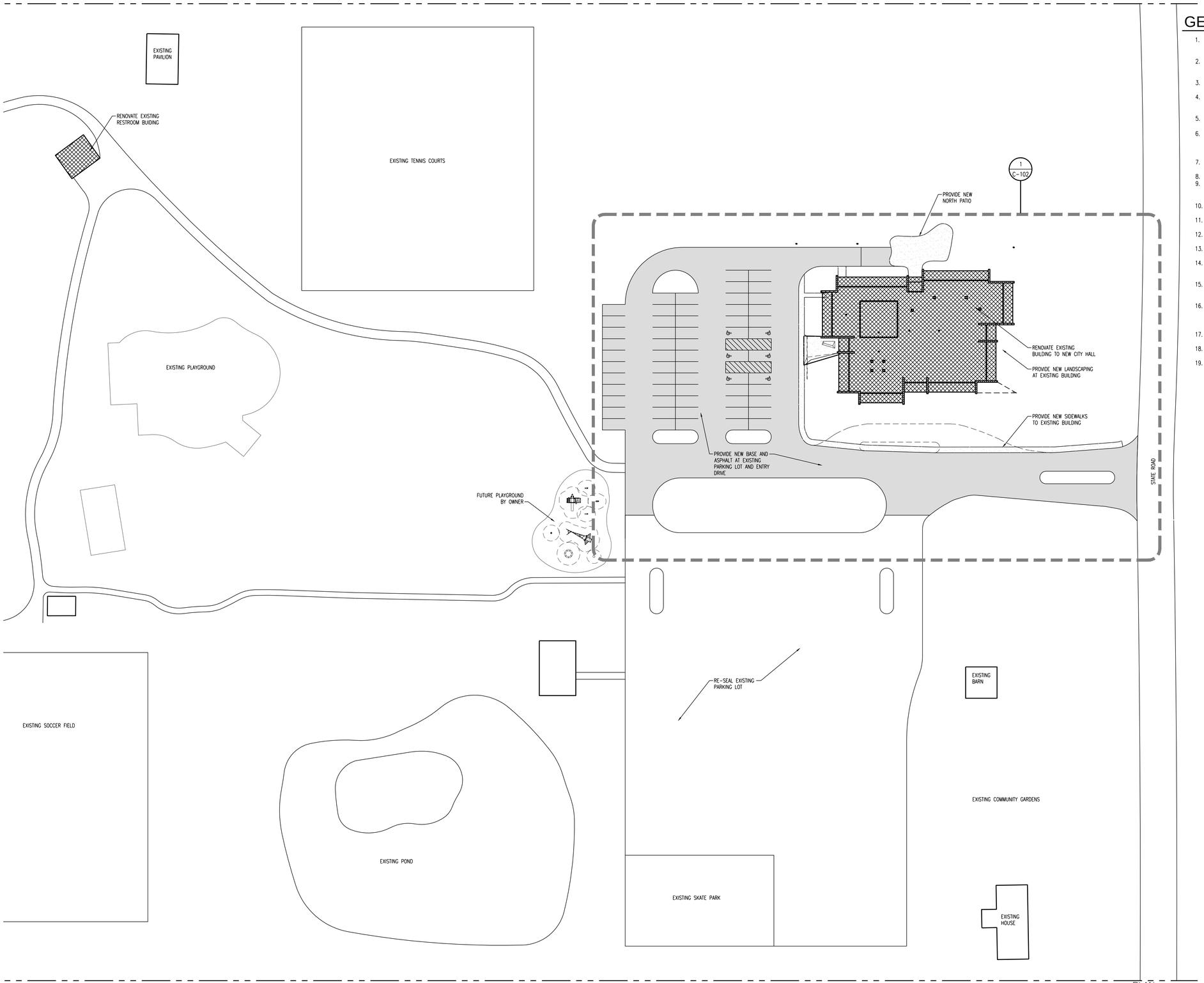
STATE OF OHIO
COUNTY OF _____: SS

The foregoing instrument was executed and acknowledged before me this ____ day of _____ 2013, by _____, an individual resident of the State of Ohio.

_____
Notary Public

Commission Expiration: _____

ATTACHMENT B
Reference Documents



1 Site Layout Plan
1"=40'

GENERAL NOTES

1. PRIOR TO STARTING ANY DEMOLITION OR CONSTRUCTION ACTIVITIES, CONTRACTOR SHALL LOCATE AND IDENTIFY ALL UTILITIES. DISCONNECT AND CAP OR RE-ROUTE ANY EXISTING SYSTEMS NOT BEING USED AS PART OF NEW WORK.
2. EXISTING STREET ACCESS AND SOUTH PARKING LOT TO BE MAINTAINED DURING ALL CONSTRUCTION PHASES. CONTRACTOR SHALL REVIEW WITH CITY AND DETERMINE ANY SPECIAL REQUIREMENTS.
3. UTILITY ENTRY LOCATIONS TO BE REVIEWED WITH LOCAL UTILITY AGENCIES AND APPROVED BEFORE ANY DEMOLITION OR NEW WORK IS CONDUCTED.
4. EXISTING GRADES, UTILITIES, AND EQUIPMENT SHOWN ARE BASED ON OWNER PROVIDED INFORMATION. ACTUAL GRADES, UTILITIES, AND EQUIPMENT TO BE VERIFIED BY CONTRACTOR.
5. CONTRACTOR IS RESPONSIBLE FOR DISPOSAL OF EXCESS MATERIAL AND DEBRIS AS PER LOCAL RULES AND REGULATIONS.
6. ALL SIDEWALKS TO HAVE 1/4-INCH PER 1-FOOT CROSS SLOPE AWAY FROM BUILDING. SLOPE OF LESS THAN 2-PERCENT IS REQUIRED IN PATH OF TRAVEL. PROVIDE ADA CURB RAMPS AND TACTILE WARNING STRIPS WHERE REQUIRED BY ACCESSIBILITY CODES AND STANDARDS AND LOCAL AND STATE JURISDICTIONS.
7. ALL PAVED AREAS TO HAVE 2-PERCENT MAXIMUM SLOPE IN ANY DIRECTION FOR POSITIVE DRAINAGE AWAY FROM BUILDING AND TO DRAINS.
8. ALL NEW PARKING AREAS TO BE STRIPED, INCLUDING HANDICAP MARKING.
9. PROVIDE HANDICAP ACCESSIBLE SIGNS, INCLUDING HANDICAP VAN SIGNS, WHERE APPLICABLE. AT LEAST ONE VAN ACCESSIBLE SPACE AND FIVE STANDARD ACCESSIBLE SPACES SHOULD BE PROVIDED.
10. ALL NEW/REPLACEMENT CURBS SHALL MEET STATE OF OHIO DEPARTMENT OF TRANSPORTATION AND CITY OF NORTH ROYALTON STANDARDS.
11. PROVIDE SITE LIGHTING AS REQUIRED FOR 5 FOOTCANDLE MINIMUM AND 10 FOOTCANDLE MAXIMUM IN NEW PARKING LOT AND SIDEWALK AREAS.
12. PROVIDE PRECAST PARKING BUMPERS AT ALL PARKING SPACES NEAR SIDEWALKS OR ADJACENT TO BUILDINGS.
13. PIPE BOLLARDS TO BE PROVIDED AS NEEDED OR REQUIRED FOR PROTECTION OF EQUIPMENT THAT COULD BE DAMAGED BY VEHICULAR TRAFFIC.
14. CONTRACTOR TO PROTECT ALL EXISTING BUILDINGS, EQUIPMENT, VEHICLES, WALKWAYS, AND PEDESTRIANS DURING DEMOLITION AND CONSTRUCTION ACTIVITIES TO PREVENT DAMAGE, EXCESS DUST AND DEBRIS, INJURY, ODOR, MOISTURE, AND NOISE.
15. EXAMINE SITE CONDITIONS PRIOR TO START OF ELECTRICAL, PLUMBING, STORM, OR SANITARY WORK. COORDINATE WITH LOCAL UTILITIES ON BACKFILL AND TRENCHING REQUIREMENTS, EQUIPMENT PAD REQUIREMENTS, AND DEPTH REQUIREMENTS.
16. AFTER INSTALLATION OF UTILITIES, CONDUIT PIPING, AND INSPECTIONS, BACKFILL EXCAVATIONS WITH REQUIRED GRANULAR OR BEDDING MATERIALS. REPLACE GRANULAR BASE, ASPHALT, OR CONCRETE PAVING. REPLACE TOPSOIL, GRADING, GRASS TO MEET QUALITY OF ADJACENT EXISTING MATERIALS AND GRADE.
17. ALL GROUND MOUNTED EQUIPMENT SHALL BE INSTALLED ON AND ANCHORED TO CONCRETE PAD WITH REINFORCING.
18. CONTRACTOR TO ROUTE NEW SERVICES FROM BUILDING ENTRY LOCATIONS TO EXISTING SERVICES PER STATE AND LOCAL AGENCY REQUIREMENTS.
19. CONTRACTOR TO NOTIFY CITY ADN ADJACENT PROPERTY OWNERS OF UTILITY SWITCHOVER'S, SHUTDOWNS, INTERRUPTIONS, OR DISRUPTIONS OF SERVICES 7 DAYS PRIOR TO START OF SCHEDULED WORK.

INFORMATION INDICATED ON THIS DRAWING ARE MINIMUM REQUIREMENTS. DESIGN BUILD CONTRACTOR TO MAKE ANY AND ALL NECESSARY ADJUSTMENTS AS REQUIRED FOR COMPLETE OPERATIONAL & CODE COMPLIANT PROJECT. ACCOMMODATE THE INTENT & DESIGN CRITERIA HERE & IN SPECIFICATIONS.

Revisions

DRAFT
11-26-2013

Brandstetter Carroll Inc.
LEXINGTON CINCINNATI CLEVELAND
ARCHITECTS ENGINEERS PLANNERS
1220 West 6th Street, Suite 300, Cleveland, Ohio 44113 (216) 241-4460

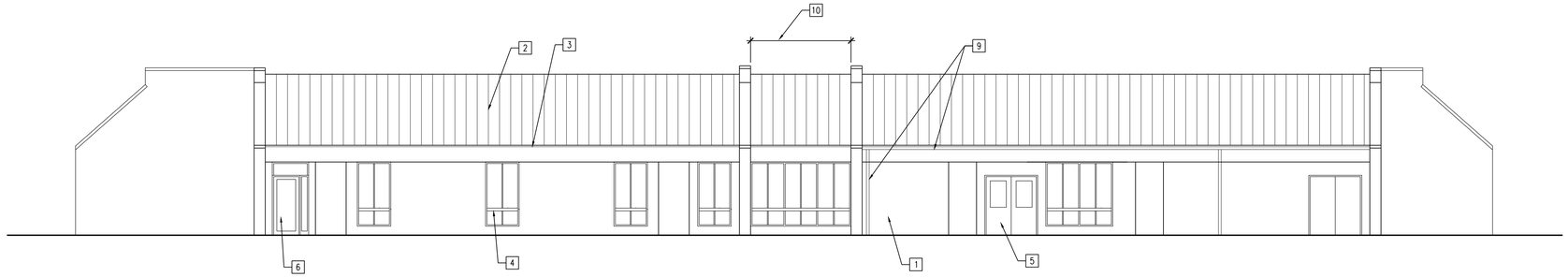
City of North Royalton
ADMINISTRATIVE OFFICE BUILDING
North Royalton, Ohio

SITE LAYOUT PLAN

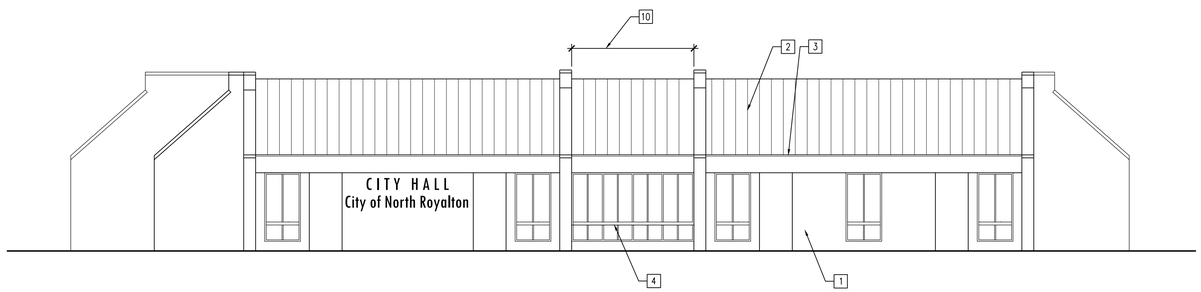
NOT FOR CONSTRUCTION

Number: 1319.00	Date: ----
Drawn By: NKN	Checked By:

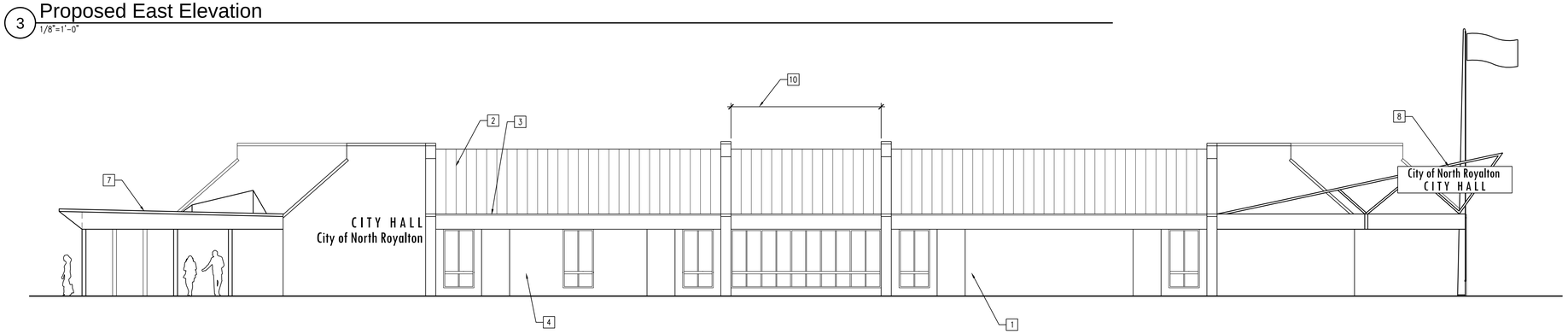
C-101



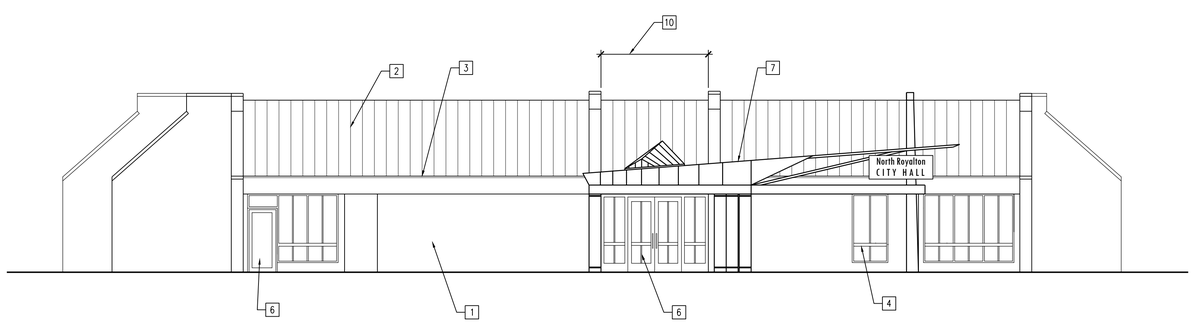
4 Proposed North Elevation
1/8"=1'-0"



3 Proposed East Elevation
1/8"=1'-0"



2 Proposed South Elevation
1/8"=1'-0"



1 Proposed West Elevation
1/8"=1'-0"

ELEVATION CODED NOTES

X

1. CLEAN ALL MASONRY AND REPOINT ALL MASONRY JOINTS
2. NEW METAL ROOFING
3. NEW METAL FASCIA
4. NEW METAL WINDOWS THROUGHOUT
5. NEW DOORS
6. NEW ALUM ENTRANCE
7. NEW METAL ENTRANCE CANOPY
8. NEW SIGNAGE STRUCTURE/FLAGPOLE
9. NEW GUTTER AND DOWNSPOUTS
10. PORTION OF WALLS AND ROOF EXTENDED – SEE FLOOR PLAN

GENERAL NOTES

1. PROVIDE ALL FLASHINGS, JOINTS, SEALANTS, CLOSURES, FILLERS AS REQUIRED @ JUNCTION OF NEW MATERIAL & EXISTING MATERIALS.

2. CONTRACTOR TO REPAIR MASONRY AND STONE. REPLACEMENT OF BRICK UNITS SHOULD BE DONE WITH MATCHING SALVAGED MATERIAL FROM THE EXISTING STRUCTURE OR OTHER SOURCES. REPOINT MASONRY MORTAR JOINTS. COLOR, TEXTURE, AND COMPOSITION OF THE MORTAR SHOULD MATCH THE ORIGINAL CONSTRUCTION. TEST MORTAR MIXES TO ACHIEVE LIKE COMPOSITION AND COLOR TO EXISTING BEFORE POINTING.

3. CONTRACTOR TO REPLACE EXISTING METAL WINDOWS. EXTERIOR WINDOWS TO HAVE INSULATED GLAZING. THICKNESS OF PROPOSED GLAZING IS 1". ALL UNITS SHOULD NOT BE OPERABLE. BRICK SILLS TO REMAIN AND BE REPAIRED OR REPLACED AND MATCH EXISTING PROFILE AND DESIGN. AREA OF EXISTING WINDOW CAULKING AND GLAZING ARE KNOWN TO CONTAIN ASBESTOS. ASBESTOS REMEDIATION SHOULD BE INCLUDED AS PART OF THE WINDOW REPLACEMENT. ASBESTOS OR ANY OTHER HAZARDOUS MATERIALS SHALL BE REMOVED PER ALL EPA, FEDERAL, STATE, AND LOCAL REQUIREMENTS.

4. NOTES ON ELEVATIONS ARE TYPICAL FOR ALL SIMILAR ELEMENTS ON ENTIRE BUILDING. WORK ASSOCIATED WITH THESE ITEMS SHOULD BE CONSIDERED A REQUIREMENT FOR THE OTHER ITEMS THAT ARE NOT SPECIFICALLY IDENTIFIED WITH A NOTE.

INFORMATION INDICATED ON THIS DRAWING ARE MINIMUM REQUIREMENTS. DESIGN BUILD CONTRACTOR TO MAKE ANY AND ALL NECESSARY ADJUSTMENTS AS REQUIRED FOR COMPLETE OPERATIONAL & CODE COMPLIANT PROJECT. ACCOMMODATE THE INTENT & DESIGN CRITERIA HERE & IN SPECIFICATIONS.

Revisions

DRAFT
11-26-2013

Brandstetter Carroll Inc.
LEXINGTON CINCINNATI CLEVELAND
ARCHITECTS ENGINEERS PLANNERS
1220 West 6th Street, Suite 300, Cleveland, Ohio 44113 (216) 241-4460

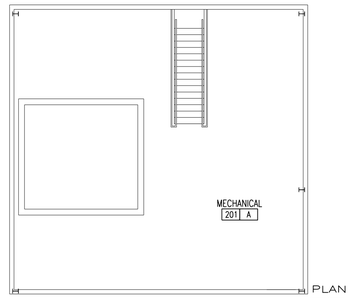
City of North Royalton
ADMINISTRATIVE OFFICE BUILDING
North Royalton, Ohio

EXTERIOR ELEVATIONS

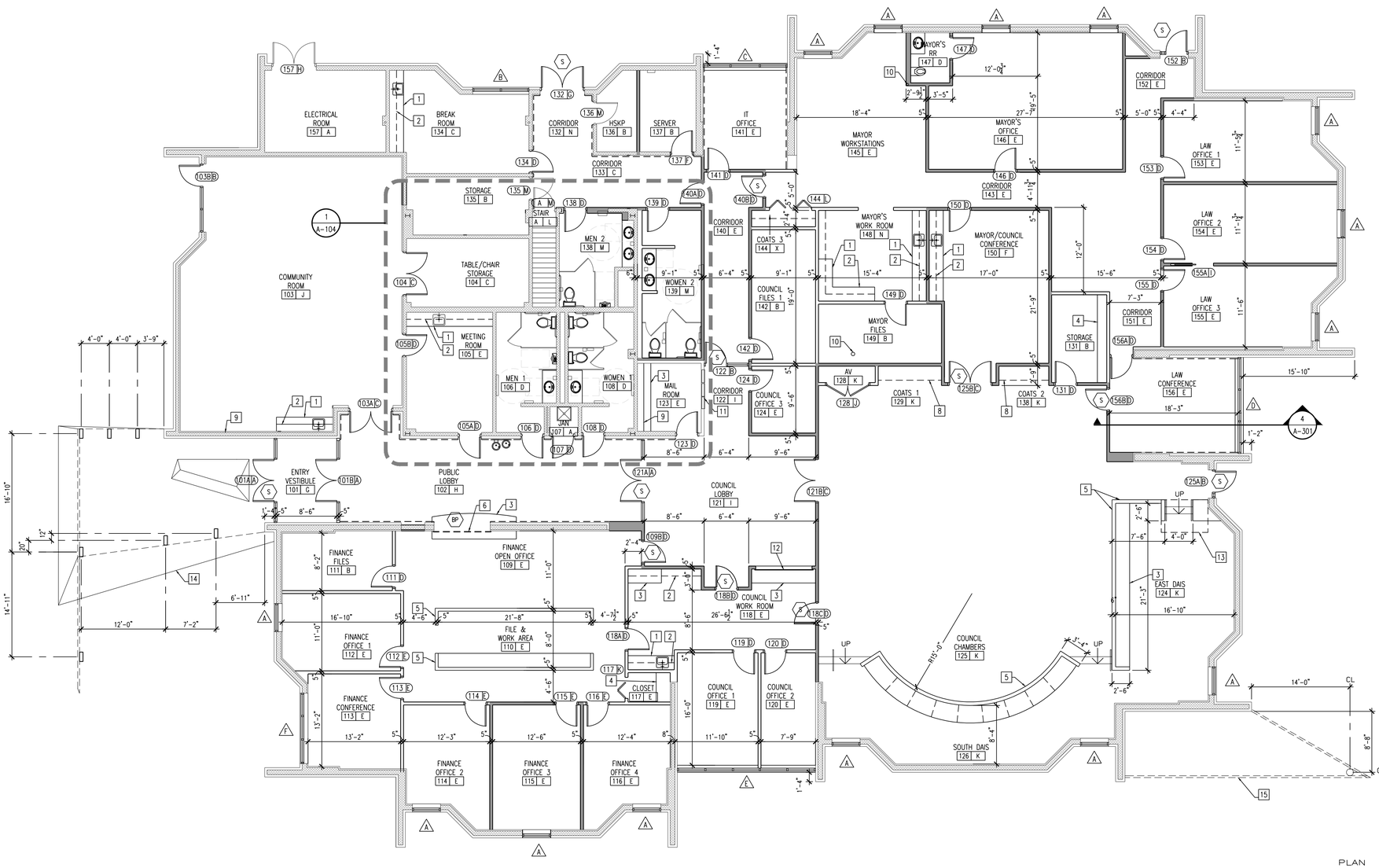
NOT FOR CONSTRUCTION

Number: 1319.00	Date: ----
Drawn By: NKN	Checked By:

A-201



2 Second Floor Plan
1/8"=1'-0"



1 First Floor Plan
1/8"=1'-0"

FLOOR PLAN CODED NOTES

1. BASE CABINETS WITH COUNTERTOP
2. WALL CABINETS
3. COUNTERTOP ONLY WITH SUPPORT BRACKETS
4. FIXED WOOD SHELVES
5. PARTIAL HEIGHT WALL - SEE BUILDING SECTION
6. BULLETPROOF TRANSACTION WINDOW - SEE BUILDING SECTION
7. FIXED MAIL SLOTS ABOVE COUNTERTOP
8. COAT ROD AND SHELF
9. COAT HOOKS - 2 ROWS, STAGGERED, 24" APART, MOUNTED ON WOOD BOARD
10. STRUCTURAL POST TO REMAIN
11. ELECTRIC PANELS TO REMAIN
12. OVERHEAD COILING COUNTER DOOR, 1-HR RATED
13. PROVIDE ISOLATED FRAMING THIS AREA FOR FUTURE H.C. LIFT
14. PROVIDE METAL ENTRY CANOPY
15. PROVIDE METAL SIGNAGE STRUCTURE / FLAGPOLE

GENERAL NOTES

1. ALL DIMENSIONS FINISH TO FINISH, U.N.O.
2. ROOM #'S FOR CONSTRUCTION PURPOSES ONLY.
3. ALL DOORS ARE TO BE 4" OFF OF FINISH WALL MATERIAL FROM HINGE SIDE, U.N.O.
4. PRIOR TO STARTING ANY DEMOLITION OR CONSTRUCTION ACTIVITIES, CONTRACTOR SHALL LOCATE & IDENTIFY ALL INTERIOR PIPING, DUCTWORK, CONDUITS, & OTHER UTILITY ITEMS. DISCONNECT, CAP, ABANDON OR REMOVE ITEMS NOT BEING USED IN NEW WORK BEHIND WALLS, BELOW FLOOR, ABOVE CEILING SO TO NOT BE VISIBLE.
5. CONTRACTOR TO PROTECT FROM DAMAGE ALL EXISTING ITEMS TO REMAIN OR ITEMS SALVAGED FOR REUSE.
6. CONTRACTOR TO PATCH & REPAIR ANY ITEMS DAMAGED DURING CONSTRUCTION ACTIVITIES TO FINISH STATE & MATCHING ADJACENT MATERIALS.
7. CONTRACTOR TO REMOVE ALL EXISTING LIGHTING, PLUMBING FIXTURES, MECHANICAL EQUIPMENT, EXPOSED PIPING, DUCTWORK, CONDUITS, WIRING, SIGNAGE, & ITEMS FASTENED TO WALLS, FLOORS, OR CEILINGS & DISCARD OF THEM IN LAWFUL MANNER.
8. ALL CASEWORK, COUNTERS, ADA ACCESSORIES ARE BY CONTRACTOR.
9. ALL OFFICE FURNITURE, BUILDING FURNISHINGS, APPLIANCES, & FILES ARE BY OWNER, UNLESS NOTED OTHERWISE.
10. PROVIDE & INSTALL BLOCKING IN WALL FOR EQUIPMENT, FIXTURES, ACCESSORIES AS REQUIRED, COORDINATE W/ OWNER FOR SPECIALTY & OWNER PROVIDED EQUIPMENT.
11. PROVIDE REMOVABLE TEES IN CEILING WHERE ACCESS IS NEEDED TO EQUIPMENT, PIPING, OR OTHER ITEMS ABOVE CEILING. PROVIDE ADDRESS PANELS/HATCHES AS NECESSARY FOR SERVICE/INSPECTION IF ABOVE CEILING ITEMS.
12. CONTRACTOR TO PROVIDE ALL ACCESSORIES FOR ALL RESTROOMS. THIS INCLUDES BUT IS NOT LIMITED TO GRAB BARS, MIRRORS, TOILET PAPER DISPENSERS, PIPE WRAP, TRASH RECEPTACLES, & PAPER TOWEL DISPENSERS. (INCLUDE BABY CHANGING STATIONS IN PUBLIC RESTROOMS ONLY).
13. FURNITURE SHOWN FOR REFERENCE ONLY

LEGEND

- EXISTING WALLS/ EQUIPMENT
- EXISTING CMU WALL
- NEW METAL STUDS WITH BATT INSULATION AND 5/8" TYPE 'X' GYPSUM BOARD BOTH SIDES. EXTEND ABOVE FINISHED CEILING.
- NEW METAL STUDS WITH BATT INSULATION AND 5/8" TYPE 'X' GYPSUM BOARD BOTH SIDES. EXTEND WALLS AND GYPSUM BOARD TO STRUCTURE ABOVE.
- 1½" METAL FURRING CHANNELS WITH INSULATION 5/8" TYPE 'X' GYPSUM BOARD, U.N.O. FURRING, INSULATION, AND GYPSUM BOARD TO BE FULL HEIGHT.

XXXX — DOOR TYPE; DOOR NUMBER
XXX X — ROOM NAME; ROOM FINISH; ROOM NUMBER
A — WINDOW TYPE
S — SECURE DOOR
BP — BULLET PROOF

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FLOOR PLAN

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