

CITY OF BEREA

Request for Proposals

Design Guide

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Section I Purpose of the Request For Proposals

The CITY OF BEREA is seeking proposals from qualified Architects or Contractors for the purpose of developing a Design Guide to be used as a resource to potential homebuyers and current homeowners through the Housing Office.

The intent of this Request for Proposals is to retain experienced Architects or Contractors to develop multiple design options for remodeling and/or additions to existing Berea homes. The respondent selected will need to create multiple designs which will be compiled into one design guide for distribution to existing and potential residents. The respondent selected must be experienced, effective and have the necessary financial capabilities to complete this project. Potential respondents are encouraged to submit a comprehensive proposal that includes the design experience of the Architectural team; levels of experience within the team; site plan and elevations; detailed explanation of the design proposed; and cost associated with completing this project. The objective is to encourage potential homebuyers and current homeowners to remain in their existing homes. Additionally, the City desires the selected respondent to incorporate stylistic features in the remodel/additions that create an attractive, cohesive appearance to the outside of the house.

Section II Desired Experience

1. Experience in addition and remodel design in Berea and surrounding areas;
2. Experience in undertakings comparable to the proposed project that have been solely completed by the respondent or a party of which the respondent has an affiliation; and
3. Experience with local Governments within Ohio.

Section III Scope of Services

The successful respondent will be expected to provide services and materials for the items listed below:

1. Provide any necessary designs requested by the City in a timely manner;
2. When necessary, coordinate verbally or in writing with the Housing Office, Director of Building, Chief Building Official, Berea Municipal Planning Commissions, Heritage Architectural Review Board, or others;
3. When necessary, appear at meetings of the Berea Municipal Planning Commission, the Heritage Architectural Review Board, or other boards and commissions;
4. Maintain, in good standing, appropriate certifications;
5. Maintain professional liability insurance; and
6. The party of firm shall be responsible for all materials and services used during the course of developing designs. Such materials and services shall include, but are not limited to: paper; office supplies; reference books and materials; photocopying; telephone, facsimile and internet services; and similar materials and services.

Section IV Directions for Submission

Respondents interested in being considered for selection should respond by submitting a Letter of Interest with any supplemental documentations no later than 4:00 p.m. local time, on **April 3, 2015**. Any inquiries regarding this Request for Proposals may be submitted via email to:

mmatthews@cityofbera.org and must be received no later than 4:00 p.m. on **April 3, 2015**. Telephone calls will not be accepted.

All expenses involved with the preparation and submission of the Request for Proposals to the City of Berea, or any work performed in connection therewith, shall be the responsibility of the Architect. No payment will be made by the City of Berea for any responses received, nor for any other effort required of or made by the respondent, in connection with the preparation, submission or follow up to the Request for Proposals. All proposals, including any and all development ideas, become the property of the City of Berea upon submission.

Section V Letter of Interest

Respondents interested in submitting a proposal shall submit a Letter of Interest. Letters of Interest need to include only the information outlined below.

1. A statement of the history and experience of respondent;
2. A list of the current associations that respondent belongs to;
3. A copy of respondent's Equal Employment Opportunity/Affirmative Action Plan;
4. A list indicating the respondent and other key staff members who will be responsible for the design;
5. Describe the capacity of respondent and the ability to perform specified work in a timely manner, relative to presented workload, and the availability of the assigned staff;
6. Describe to quality of services, including accuracy, thoroughness and report preparation, that respondent is able to provide;
7. Provide a description of respondent's design approach, not to exceed three pages;
8. Provide a description of respondent's professional liability insurance;
9. Provide respondent's hourly rate for services; and
10. Provide sample drawings as well as sample page layouts.

Section VI Selection Process

Any individuals/firm is encouraged to submit proposals; however, the City of Berea Department reserves the right to select those individuals it deems qualified to develop the Design Guide.

Respondents will be evaluated and ranked in order of their qualifications when considering the following criteria:

1. Experience of respondent;
2. Hourly rate;
3. Any and all other qualifications otherwise expressed in the Letter of Interest; and
4. Proximity to Berea City Hall.

The order of the criteria in the preceding list is not indicative of the order of the importance. The City may select one or respondents, or may hold discussions with individual respondents (including a request to provide technical proposals) to explore further each respondent's qualifications. Upon negotiation of contract terms, an agreement shall be entered into between the City and the respondent.

The City's evaluation period for each proposal is sixty (60) days. The City will contact each respondent individually upon completion of the evaluation.

The City reserves the right to reject any and all proposals for any reason and to select the proposal it deems is in the best interests of the City. Regardless of the sufficiency of the proposals, the City of Berea reserves the right to reject all bids.

Section VII Reservation of Rights

The City of Berea reserves and may exercise the right to request one or more of the architects to provide additional material, clarification, confirmation or modification of any information in the submission, and can supplement, amend, substitute, cancel, or otherwise modify this Request for Proposal anytime prior to selection of one or more architects.

The City will reserve the right to reject any RFP from applicants who:

1. Are not responsive to the Request for Proposals requirements;
2. May be delinquent in Real Property Taxes or City Income Taxes in their corporate office location;
or
3. Have failed to demonstrate substantial progress in the development of previously acquired projects within the City of Berea or elsewhere.

Section VIII Submission Deadline

Respondents interested in being considered for selection should respond by submitting a Letter of Interest with any supplemental documentation via email **no later than 4:00 p.m. local time, on April 3, 2015.**

Megan Matthews
mmatthews@cityofberea.org

Responses received after this deadline will not be considered.