

Kathy Catazaro-Perry, Mayor



**CITY OF MASSILLON  
REQUESTS FOR STATEMENT OF QUALIFICATIONS  
FOR ARCHITECTURAL DESIGN SERVICES FOR  
IMPROVEMENTS TO THE EXISTING CITY OF  
MASSILLON POLICE DEPARTMENT**

**Pre-Proposal Site Meeting: December 8, 2022, 10:00 AM**  
**Proposal due by: December 20, 2022, by 3:00 PM**

**Contact Information:  
City of Massillon, Ohio,  
151 Lincoln Way East  
Massillon, Ohio 44646**

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## **SECTION 1. BACKGROUND**

### **Introduction**

The City of Massillon owns buildings at One & Two James Duncan Plaza in Massillon, Ohio. It is currently operated for City Hall services, the Police department and Justice Center. The buildings were constructed in the mid 1970's and currently houses various City departments including, Auditor's, Police, Court services, Treasurer, City Clerk/Human Resources, and the City Council Chambers. The renovation of the Police Department will have to happen in phases, and this should be a consideration of the design.

### **Statement of Intent**

The City is seeking proposals for Architectural design services from experienced and qualified consultants (firms) for the interior improvements proposed to the current building for the phased renovation of the current Massillon Police Department in a scheduled and professional manner.

The proposed interior improvements to the structure are identified in the Scope of Services herein.

Although some updates have been made to the building through the years, most of the building remains that of the original design from the 1970's. The building needs modernization to meet current needs, statutory compliance, function, and appearance. Consultants shall be knowledgeable of all applicable federal, state, and local standards related to essential service facilities, building codes, and Americans with Disabilities Act (ADA).

The Consultant will work with the City to deliver "Construction Ready" biddable plans, specifications, estimates, bidding assistance, construction administration and, maintain as-built drawings throughout the project. As-built drawings will be delivered to the City once the project is complete along with a complete operations and maintenance manual. Architectural design services shall include preparing construction plans for all aspects of the project. The construction plans will include but not be limited to, mechanical, electrical, plumbing, structural, fire suppression (if required), HVAC, data, civil improvements and any other design services necessary to obtain a building permit.

The services and deliverables to be included in the proposal must meet all code requirements for essential service facilities, and local code requirements set forth by the City of Massillon Building Division.

### **RFQ Organization**

This RFQ consists of six Sections and three Attachments:

SECTION 1. BACKGROUND

SECTION 2. PROJECT OVERVIEW

SECTION 3. PROCUREMENT PROCESS

SECTION 4. PROPOSAL SUBMISSION REQUIREMENTS

SECTION 5. REVIEW AND SELECTION

SECTION 6. CONDITIONS FOR RESPONDENTS

Attachment A - Definition of Terms

Attachment B - Project Background Documents (provided as a reference only)

Attachment C - Proposed Cost Proposal and Contract Documents (to be completed after award document notification)

Certain project documents are being made available as Attachment B (Project Background Documents) and Attachment C for the purpose of preparing Proposals. The City is providing these documents only for the purpose of obtaining Qualifications for the Project and does not confer a license or grant for any other use.

## **SECTION 2. PROJECT OVERVIEW**

### **2.1 Project Scope**

The City understands the scope may be inadequate to fully describe the work envisioned. The Consultant should include all additional tasks that are necessary to complete the described Architectural design services. Include written reasons why a task should be included. The scope of services shall include at least the proposed following items:

#### **AREA A**

New Booking, Fingerprinting, and BAC  
Renovated Holding Cells  
Renovated Two Person Cells

#### **Area B**

New Conference Room  
Kitchenette  
New Offices  
New Accessible Restroom

#### **Area C (Alternate)**

Renovated Communications Center  
Evidence Processing

#### **Scope of Services**

##### **Project Initiation:**

Consultant will participate in a workshop with City staff to review existing design concept, record drawings, project schedule and project budget.

##### **35% Schematic Design: Task 1**

Consultant shall confirm existing building systems, including electrical, mechanical, plumbing, communications, and data through visual observation, review of record documents, and discussion with City staff as appropriate for the project.

Prepare a schematic design consisting of floor plans with square footage of each space, circulation patterns, dimensions, and layouts for furniture, fixtures, and equipment.

Prepare an opinion of probable construction cost and shall identifying design contingencies and escalation amounts.

Submit and review with the City final schematic design. 5 copies shall be submitted to the City three calendar days prior to the meeting.

Modify or delete portions of the proposed construction work or reduce space at the request of the City if the schematic opinion of probable construction cost indicates increases in cost above the project budget. Consultant shall adhere to any such modification in the preparation and completion of the schematic plans, opinion of probable construction cost and specifications in work performed under this Schematic Design task.

## **65% Design Development (Task 2):**

Consultant shall meet with the City to review progress of drawings, specifications and cost estimates. Consultant shall inform City in writing of impacts of design issues on the project budget. Consultant shall incorporate reasonable design and operation changes into the design as requested by City relative to impacts to the project budget. Consultant shall prepare brief minutes of the meeting and provide them to the City within 3 days after the meeting.

Design development drawings shall be prepared on 24"x36" sheets. The preliminary design shall consist of, but not be limited to, code analysis, floor plans, exterior elevations, interior cross sections and elevations, and other drawings to scale and showing the locations of walls, doors, windows, equipment, fixtures, furniture, and other necessary items together with the requirements for electrical, HVAC, plumbing, essential service facilities, and other work necessary to complete the project.

Prepare a design development opinion of probable construction costs, which shall identify the construction components, building systems, and requirements of the project. Design development opinion of probable construction cost and shall identifying design contingencies and escalation amounts.

Submit and review with the City the design development plans. The design development shall also include fixture and equipment cut sheets.

Delete portions of the proposed construction work or change materials and equipment at the request of the City if the design development opinion of probable cost increases in cost above the construction budget. Consultant shall adhere to such modifications in the preparation of preliminary plans, opinion of probable construction cost, and specifications in the Design Development Phase.

Incorporate design development modifications into succeeding phases of the project and proceed into the next phase only if expressly authorized in writing by the City.

## **90% Construction Documents (Task 3):**

Consultant shall prepare final construction drawings from the design development drawings, as modified by the City, on 24"x36" sheets and technical specifications on 8.5"x11" pages setting forth in detail the work to be done, the materials, workmanship, finishes, and equipment required for the architectural, structural, mechanical, electrical, communications, data, and other components of construction necessary to provide the City a complete and functional project for its intended purpose within the requirements of this agreement.

Consultant shall inform City in writing of impacts of design issues on the project budget. Consultant shall incorporate reasonable design and operation changes into the design as requested by City relative to impacts to the project budget.

Review and make recommendations to the City on the form and content of the City's general conditions, and bid form related to the project. In addition to the technical specifications, prepare special or supplemental conditions for the construction contract documents.

Incorporate alternate (additive) bid items into the construction drawings, to allow construction element choices or cost options by the City. Additive bid items allow the City the flexibility to award a construction contract that does not exceed available construction funds.

Prepare the final opinion of probable construction costs, which shall identify the construction components, building systems, and requirements of the project. Final opinion of probable construction cost and shall identifying design contingencies and escalation amounts.

Help identify items with long delivery lead times to assist the City with construction scheduling.

Prepare a recommended construction testing and inspection list for materials identifying type, quantity, frequency, schedule, and cost estimate of tests to be performed during construction.

Identify any federal, state, or local agencies (if any) that must review constructions documents for the project.

Prepare construction document submittal package to be submitted for plan check to any agencies required for project approval.

**100% Construction Documents (Task 4):**

Review plan check comments (internal and from other agencies) with City staff and incorporate comments and recommendations of City into Construction Documents.

Prepare final construction documents for approval and bidding. Final construction documents shall be wet signed and sealed by each discipline and delivered to the City. Consultant shall provide the required number of sets of construction documents as the City deems necessary.

Final construction plans shall be drawn on 4-mil Mylar Film and provided electronically on flash drive in AutoCAD DWG, PDF, and Word formats.

**Bid Support Services (Task 5):**

Assist the City in preparing the project bid package.

Schedule and attend pre-bid conference at the City.

Interpret plans and technical specifications as required during the bidding process.

Preparing addenda that may be issued to bidders. Addenda shall be submitted to the City no later than seven working days prior to the scheduled bid opening.

Assist in evaluating base construction bids and alternate construction bids.

Respond to RFI's from potential bidders.

Modify or remove portions of the proposed construction work at the request of the City if the lowest bid proposal for the construction contract exceeds the City approved project budget, and the City rejects all bids.

Consultant shall revise construction documents to comply with such modification and shall assist the City in obtaining new proposals from contractors as set forth under this task.

**Construction Support Services (Task 6):**

Schedule, attend and participate in a pre-construction conference in the City.

Provide construction observation as requested by the City or as deemed necessary by the Consultant.

Assist in the preparation of necessary change orders, with supporting documentation, calculations, and opinion of probable construction costs, for review and issuance of change orders by the City.

As construction progresses, Consultant shall make site visits as necessary to become familiar generally with the progress and quality of work and to determine that the work is proceeding in general accordance with the construction documents.

Consultant shall stay apprised of and make record of any field changes or alterations made that deviate from the approved and permitted construction drawings. These records shall be used to complete project as-built plans at the completion of construction.

Oversee, advise, and assist contractor with start-up of any new systems and implementation of any new controls.

Attend a final project walk through at the completion of the project, document and inform contractor of needed corrections and deficiencies.

Oversee punch list completion.

## **Post-Construction Support Services (Task 7):**

Coordinate with City personnel training and implementation of any new controls.  
Review and forward to the City two physical copies of Operations and Maintenance Manuals furnished by the Contractor. Provide digital copy of the Operations and Maintenance Manuals on flash drive.  
Prepare a list of written guarantees required of the Contractor to the City.  
Return to City any documents borrowed by consultant.  
Upon project completion, Consultant shall provide wet signed, updated project mylars on 24"x36" sheets along with electronic versions on a flash drive in AutoCAD DWG, PDF, and Word formats.

### **2.2 Project Schedule**

As indicated in Section 3.3, it is anticipated that the Contract will be executed on or about January 9, 2023. The design of the Project is expected to be completed no later than 180 calendar days from the execution of the Agreement and the Notice to Proceed.

Deliverables to Include:

Project Initiation  
35% Schematic Design  
65% Design Development  
90% Construction Documents  
100% Construction Documents  
Bid Support Services  
Construction Support Services  
Post-Construction Support Services

### **2.3 Roles and Responsibilities**

**City of Massillon:** The City of Massillon will cooperate with the Consultant and will fulfill its responsibilities in a timely manner to facilitate the Consultant's timely design and efficient performance of services.

City of Massillon's responsibilities include:

Review submissions and provide comments.  
Furnish existing studies and provide complete, accurate and reliable data and information regarding the Project, including available record drawings, other planned projects, preliminary studies, etc. Provide information and provide additional studies that may be necessary to complete the Project. Provide access to the Project site(s) as necessary. The City of Massillon will assist the Consultant in obtaining governmental approvals and permits and shall be responsible for any permit fees.

**Consultant:** The Consultant will cooperate with the City of Massillon and will provide in a timely manner the services necessary to complete the Project scope specified in this RFQ. Consultant responsibilities include:

Prepare design and construction documents.  
Supervise subcontractors and personnel.  
Obtain all required governmental approvals and permits for an essential services building.  
Implement quality-management procedures.

## **SECTION 3. PROCUREMENT PROCESS**

### **3.1 Acknowledgement of RFQ**

Potential respondent should provide the City of Massillon, an acknowledgement that it has received the RFQ and is the potential Respondent. Such acknowledgement shall identify and provide full contact information for the Respondent Contact, who shall be the Respondent's single point of contact for the receipt of any future

documents, notices and addenda associated with this RFQ. Such acknowledgement must be sent electronically, transmitted to the City of Massillon Contact.

### **3.2 Communications and City of Massillon Contact**

On behalf of the City of Massillon, Gregory A. McCue, Civil Engineer IV, Engineering Manager, will act as the sole point of contact for this RFQ and shall administer the RFQ process. All communications shall be submitted in writing, or by email, and shall specifically reference this RFQ. All questions or comments should be directed to the City of Massillon Contact as follows:

Gregory A McCue  
City of Massillon  
151 Lincoln Way East  
Massillon, OH 44646  
Phone (330) 830-1722  
Email: [gmccue@massillonohio.gov](mailto:gmccue@massillonohio.gov)

No oral communication from any other City of Massillon contact or other individual is binding. No contact with City of Massillon staff, City Council members, City Planning, or any other public official, concerning the Project during the procurement process is permitted. A violation of this provision may result in disqualification of Respondent.

### **3.3 Procurement Schedule**

Proposal Release Date	November 22, 2022
Pre-Proposal Site Meeting	December 8, 2022
Deadline to Submit Written Questions	December 13, 2022
Release of Response to Written Questions	December 16, 2022
Proposal Received by	December 20, 2022
Review, Evaluation, Negotiation and Award	January 9, 2023

### **3.4 Pre-Submittal Meeting and Site Tour**

The City of Massillon representative will conduct a pre-submittal meeting for the consultants. The meeting will be held at One James Duncan Plaza on December 8, 2022, at 10:00 AM. Attend the pre-submittal meeting with opportunity to tour the Project site to familiarize themselves with site conditions and constraints for preparing a request for qualifications proposal.

Respondent shall advise by email, the City of Massillon Contact with copy to [bsylvester@massillonohio.gov](mailto:bsylvester@massillonohio.gov) before December 5, 2022, of the names of individuals who will attend the pre-submittal meeting. Due to space constraints, a consultant is limited to two (2) attendees at the meeting and site tour. If necessary, to maintain appropriate social distancing, the number of allowed attendees may be reduced. The City of Massillon will notify potential Respondents on December 6, 2022, if a reduction in the number of attendees is required.

## **SECTION 4. PROPOSAL SUBMISSION REQUIREMENTS**

### **4.1 Submittal Place and Deadline**

One bound paper document (original), as well as one electronic version of the proposal on a USB flash drive in PDF format must be received no later than **3:00 PM on December 20, 2022**, addressed to:

**Gregory A McCue**  
**City of Massillon**  
**151 Lincoln Way East**  
**Massillon, OH 44646**  
**Phone (330) 830-1722**  
**Email: [gmccue@massillonohio.gov](mailto:gmccue@massillonohio.gov)**

Each Respondent assumes full responsibility for timely delivery of its Proposal at the required location. It is the Consultant's responsibility to verify receipt of the Proposal if sent via email. Any Proposal received after the submittal deadline will be deemed non-responsive. The delivered packaging containing the Proposal documents must note " RFQ - Architectural Design Services for the Improvements to the existing City of Massillon Police Department" on its face.

## **4.2 Submission Format**

The Proposal submission must not exceed twenty (20) total pages (most or all 8 ½ x 11 inches with 1-inch or greater margins), excluding the transmittal letter, index or table of contents, front and back covers, title pages/separation tabs, and appendices. Eleven-point font or larger must be used in Proposal Parts 1 - 3.

## **4.3 Submission Content**

The content requirements set forth in this RFQ represent the minimum content requirements for the Proposal. It is the Respondent's responsibility to include information in its Proposal to present all relevant qualifications and other materials. The Proposal, however, should not contain standard marketing or other general materials. It is the Respondent's responsibility to modify such materials so that only directly relevant information is included in the Proposal.

The Proposal must include the following information in the order listed:

- Transmittal Letter
- Part 1 - Consultant Team Profile
- Part 2- Experience
- Part 3- Project Approach

### **4.31 Transmittal Letter**

Respondents must submit a transmittal letter (maximum two pages) on the Respondent's letterhead. It must be signed by a representative of the Respondent who is authorized to sign such material and to commit the Respondent to the obligations contained in the Proposal. The transmittal letter must include the name, address, phone number and e-mail address for the Respondent Contact and must specify who would be the Consultant's signatory to any contract documents executed with the City of Massillon. The transmittal letter may include other information deemed relevant by the Respondent.

### **4.3.2 Part 1 - Consultant Team Profile**

A detailed and complete description of the company proposed as the Consultant must be provided in Part 1 of the Proposal. (The term "company" can refer to either a single entity or a joint venture.) Information concerning Key Personnel and other consultants that may be included on the Project Team, such as subconsultants and subcontractors, should also be provided in this part of the Proposal. The Profile must include the following minimum information.

#### **General**

Provide general information about the Consultant, such as lines of business and service offerings, locations of home and other offices, number of employees (professional and non-professional), years in business, and evidence of required licenses.

#### **Legal structure**

Identify whether the Consultant Company is organized as a corporation, limited liability company (LLC), general partnership, joint venture, limited partnership, or other form of legal entity. As applicable, identify the owners of the Consultant Company (e.g., shareholders, members, partners, and the like) who hold an interest of ten percent or more.

## **Insurance**

A letter or Certificate of Insurance from the Consultant insurance company must be provided stating its ability to acquire and provide the minimum limits for required insurance.

### **4.3.3 Part 2 – Experience**

The Proposal must describe the performance history and experience of the Project Team on similar projects and provide information concerning safety.

#### Reference Projects

The Respondent shall submit descriptions of reference projects to demonstrate relevant experience.

Each project description shall contain at least the following information:

- Name of owner
- Owner reference and contact information
- Role of respondent
- Contract value
- Year started and year completed
- Description of the project showing relevance to this Project
- Names of consultants and Key Personnel that participated in project and are included in the Proposal, along with a clear description of the roles and responsibilities of each

In addition, a summary table should be provided to cross-reference the Project Team (consultants and Key Personnel) with participation in the reference projects.

### **4.3.4 Part 3 - Project Approach**

Provide a conceptual description (maximum five pages) of the approach for managing and performing its services of the Project. The following items should be addressed:

- Discuss how a collaborative relationship with the City of Massillon would be established during design, scheduling, and cost estimating.
- Identify the work components critical to the Project's success and how these components would be achieved.
- Discuss how key risk factors will be identified and mitigated.
- Project specific quality plan.
- Schedule.

## **SECTION 5. REVIEW AND SELECTION**

### **5.1 General**

The City shall evaluate, select, and then negotiate a contract with the firm ranked by the City as most qualified. (ORC 153.69 (B), for this project. Should the City not be able to negotiate a contract with the firm ranked most qualified then the City shall terminate the negotiations and enter into negotiations with the next most qualified firm. This negotiation process may continue and be repeated until the City is able to successfully negotiate a contract as provided for in Divisions (D) and (E) of Section 153.69 of the ORC.

### **5.2 Responsiveness**

Each Proposal will be reviewed to determine whether it is responsive to the RFQ. Failure to comply with the requirements of this RFQ may result in rejection of the Proposal as nonresponsive. At its sole discretion, however, the selection committee may waive any such failure to meet a requirement of this RFQ and may

request clarification or additional information to remedy a failure. Any Proposal that does not satisfy all the following Minimum Qualification Requirements may be rejected.

### **5.3 Minimum Qualification Requirements**

The proposal shall provide information necessary for the City of Massillon to evaluate the qualifications, experience and expertise of the proposing consultant to perform the requested services. The consultant shall make a written proposal which presents an understanding of the work to be performed. The proposal should address each requirement in "Scope of Work" and be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible but written clearly and concisely so that the City may properly evaluate the consultant's capabilities to provide the required services.

Each consultant must be licensed in Ohio for the type of work to be performed. The consultant must include in responsible charge an Architect or Engineer registered in Ohio.

### **5.4 Evaluation and Next Steps**

Evaluation of the RFQ's and ultimate selection of consultants are based on, but not limited to the following criteria:

Request for Proposal Evaluation Criteria (ORC-153.65 (D) and Points available:

#### **Firm's Background**

Competence of the firm to perform the required services as indicated by: technical training and education of firm's personnel. (25 points)

#### **Similar Project Experience**

The firm's experience with similar projects, including examples of completed projects of a similar nature and scope. (5 points)

#### **Past Project Performance**

Past performance of the firm as reflected by the evaluation of past work with City of Massillon or other clients (provide references) of the firm with respect to such factors as:

Quality of work (10 points)

Success in controlling costs; and (5 points)

Success in meeting contract deadlines (5 points)

#### **Project Team**

Experience of the firm's personnel assigned to perform the work. (25 points)

Ability of the firm to perform the required service competently and expeditiously as indicated by the availability of necessary personnel; and (10 points)

equipment and facilities. (5 points)

firm's workload; (5 points)

#### **Submittal Presentation**

Overall appearance and quality of the submittal (5 points)

Total Points available (100 points)

Highest ranking firm will be provided with the City's cost proposal form and standard contract outlining costs for Tasks 1-7 and for submission to the City.

## **SECTION 6. CONDITIONS FOR RESPONDENTS**

### **6.1 Conflict of Interest**

Any person or consultant who substantially participated in the preparation of this RFQ package, or any material element thereof, is prohibited from participating in the preparation of a proposal by, or otherwise being a part of, any Consultant responding to this RFQ.

The existence of such a conflict of interest is a basis for City of Massillon to disqualify a consultant's participation in this RFQ process. If the City of Massillon determines that a consultant is disqualified because of the existence of such a conflict of interest, it will provide the Consultant with a written statement of the facts leading to that conclusion.

### **6.2 Confidentiality and Proprietary Information**

All materials and information submitted to The City of Massillon under this RFQ process becomes the exclusive property of The City of Massillon but, if not otherwise a public record shall not be open to public inspection.

Any submission that contains language attempting to make all or significant portions of the submission exempt from disclosure or that fails to provide the exemption information will be considered a public record in its entirety. Therefore, do not mark your entire submission as "confidential," "trade secret," or "proprietary."

### **6.3 Rights of the City of Massillon**

In connection with this procurement process, including the receipt and evaluation of Proposals and Award, the City of Massillon reserves to itself (at its sole discretion) all rights available to it under applicable law, including without limitation, with or without cause, and with or without notice, the right to:

Cancel, withdraw, postpone, or extend this RFQ, in whole or in part, at any time prior to the execution of the Contract, without incurring any obligations or liabilities. Modify the procurement schedule. Waive deficiencies, informalities and irregularities in a Proposal and accept and review a nonconforming Proposal. Suspend and terminate the procurement process or terminate evaluations of Proposals received. Permit corrections to data submitted with any Proposal. Hold meetings and interviews, and conduct discussions and correspondence, with one or more of the Respondents to seek an improved understanding of any information contained in a Proposal. Seek or obtain, from any source, data that has the potential to improve the understanding and evaluation of the Proposals. Seek clarification from any Respondent to fully understand information provided in their Proposal. Reject any Proposal containing exceptions, additions, qualifications or conditions not called for in the RFQ or otherwise not acceptable to the City of Massillon. Conduct an independent investigation of any information, including prior experience, included in any Proposal by contacting project references, accessing public information, contacting independent parties, or any other means. Request additional information from a Respondent during the evaluation of its Proposal.

### **6.4 Obligation to Keep Project Team Intact**

Respondents are advised that all consultants and Key Personnel identified in the Proposal shall remain on the Project Team for the duration of the procurement process and execution of the Project. (The anticipated dates for award of the Contract and for completion of the Project are set forth in Subsection 2.2 of this RFQ.) If extraordinary circumstances require a change, it must be submitted in writing to the City of Massillon Contact, who, at his or her sole discretion, will determine whether to authorize a change, recognizing that certain circumstances (such as termination of employment) may occur that are beyond the Consultant's control. Unauthorized changes to the Project Team at any time during the procurement process may result in elimination of the Respondent from further consideration.

## **6.5 Addenda**

If any revisions to the RFQ or procurement process become necessary or desirable (at the City of Massillon's sole discretion), the City of Massillon may issue written addenda. The City of Massillon will not transmit addenda to potential Respondents. The City of Massillon will post all addenda on the City of Massillon's website at [www.massillonohio.gov/engineering](http://www.massillonohio.gov/engineering). It is Respondent's responsibility to obtain all addenda prior to submitting its Proposal.

## **Attachment A - Definition of Terms**

The definitions of some of the terms used in this RFQ are presented below:

**Designer** - The Consultant or other firm (such as a subconsultant or joint venture partner) that will provide professional design services and have responsible charge of the design, including preparation of the construction documents.

**Key Personnel** - The individuals, employed by consultant or another firm included on the Project Team, who would fill certain key roles in delivery of the Project and related services by the Consultant, including the following positions: project manager, design manager, and design team staff.

**Owner** - City of Massillon

**Project** -Requests for Proposals for Architectural Design Services for Improvements to the Existing City of Massillon Municipal Buildings HVAC systems.

**Project Team** - The Consultant, Key Personnel, and any additional firms (such as subcontractors and subconsultants) included in the Proposal.

**Respondent** - The entity responding to this RFQ by submitting the Proposal

**Attachment B - Project Background Documents  
Floor Plans**

**Attachment C – Proposed Cost Proposal and Contract Documents  
(to be completed after Award notification)**