



Village of Bratenahl

Request for Proposals for

Architectural and Engineering Services for the Bratenahl Community Center

Submission Deadline - 4:00 PM on October 22, 2018

There will be a **Pre-Proposal Informational Meeting on Tuesday, October 9, 2018 at 1:00 PM at the Bratenahl Community Center, 10300 Brighton Road, Bratenahl, Ohio.**

Table of Contents

A.	Introduction	page 1
B.	Project Scope.	page 2
C.	Scope of Services	page 4
D.	Content of Proposals	page 5
E.	Proposal Evaluation and Selection	page 6
F.	Proposal Submission Deadline	page 6
G.	Village Limitations of Liability	page 6
H.	Conditions of Submission	page 7

A. Introduction

The Village of Bratenahl invites **consultant teams** to submit proposals to provide all **Professional Services** necessary to plan, design, and implement the renovation of the Village Community Center. **Scope of services include:**

- Primary: Architecture
- Secondary: Engineering services including civil, structural, mechanical, electrical, and plumbing
- Services to Assist Bond Issue Passage

The Village anticipates that services of the selected professional team will begin late December 2018 with project completion in Early 2021 dependent on time of bond issue passage

Eight (8) paper copies of the proposal and one (1) electronic copy in PDF format shall be submitted to Mayor John Licastro and Councilperson Joyce Burke-Jones at 411 Bratenahl Road, Bratenahl, Ohio 44108 no later than 4:00 pm on October 22, 2018.

B. Project Scope – Bratenahl Community Center

The Village re-acquired the 32,500 square foot, old Bratenahl Elementary School in 1989 from the City of Cleveland School System and currently uses it as the Bratenahl Community Center. The two-acre site is in a residential neighborhood at 10300 Brighton Road with parking access from Burton Avenue. The old Bratenahl Elementary School was built in three phases:

- 2-floor, 1908 classroom building,
- 2-floor, mid 1910's classroom addition, and
- Final 3-level, 1933 gymnasium and classroom addition.

Only minor renovations have been done to the building since the Village re-acquired it and most of the facility resembles the old school.

The 2013 Village of Bratenahl *Strategic Master Plan** identified improving public facilities as a key issue in maintaining Bratenahl's built environment and attracting new residents.

Follow-up Village of Bratenahl *Community Facilities Master Plan and Lands Use Strategy** (November 2015) by Allegro Realty Advisors assessed public buildings. The Bratenahl Community Center was assessed as:

- Underutilized
- In Fair condition with \$725,000 in deferred maintenance and building HVAC and electrical components requiring modernization
- Not in Compliance with American with Disabilities Act (ADA) requiring approximately \$486,000 to provided 3-stop elevator, toilet rooms, etc.
- There are generally identified areas of Asbestos that may require removal in demolition areas before design of improvements begin
- Building modernization costs were identified between \$1,778,345 and \$3,530,095 depending on square footage scope.
- Building utilization needs to be determined

The 2017 Village of Bratenahl *Community Programs and Recreation Survey - Report & Findings /Space Programming, Physical Space Alternatives & Cost Options** by Doty & Miller Architects concluded the Community Center development process. It identified the scope of needs of the community and identified two renovation options, two new building options and a minimum code compliance option.

All reports are available on the Village website.*

Project

The Village of Bratenahl may not need a 32,500 square foot facility. If the Village built a new facility it would be only 16,000 square feet. Allegro Realty Advisors counseled that the general constraints of the village location and site as well as specific constraints of the building made new housing the only viable alternative for the private development.

However, the existing building has historic value to the community. Given the differed maintenance and current code incompliance, the Village resolves to

- Making the facility safe, weather tight, and accessible
- Preserving as much of the historic character of the interior and exterior of the building as possible
- Incorporate LEED best practices in the execution Center modernization
- Locate building required public spaces together

- Limit unused areas from general, public access with ability to expand into areas in the future
- Invest in building upgrades to reduce future operational costs. Make decisions based on long term return on investment.
- Anticipate Construction Budget is estimated at **\$2,100,000**.

The project will provide:

- ADA compliant access to public Bratenahl Community Center amenities
 - Provide access to all 3 building levels to comply with building code
 - This may incorporate a grade entrance from the Burton Avenue parking lot to access elevator
 - Provide code compliant access to restroom facilities
 - This may incorporate new public men's and women's accessible restrooms
 - Provide improvements required for the visually and hearing impaired
 - Provide any other improvement required to comply with code
- Modernize portions of the Bratenahl Community Center including: provide the minimum of the following public spaces
 - Large community room (gymnasium) for meetings and exercise use with:
 - Improved HVAC and lighting
 - Improved acoustics
 - Catering kitchen
 - Facilitate modern technological requirements
 - Small community room for council and other public meetings with
 - Improved HVAC and lighting
 - Facilitate modern technological requirements
 - Optimally with capacity over 50 occupants
 - One meeting / education room with improvements indicated above
 - Weight room
 - Multipurpose room with storage
 - Community Center office
 - "Club" room with lounge capacity of 8-15
 - Historic Society resource room
 - Village administration secure long-term storage (lower level)
 - Village police secure long-term storage (lower level)
 - Capacity for selected public Administrative offices to relocate to the facility in future
 - 800 - 1,500 square feet of open office areas
 - Access to short term storage in lower level
- 2-acre site improvements including:
 - Facilitate new ADA compliant entrance to building
 - Resurface existing asphalt parking and access drive and improve existing storm sewer
 - New paved sidewalks to building
 - Investigate Brighton Road access to parking area
- Building exterior improvements including:

- Provide addition to house new elevator if design determines it necessary
- Repair large wood parapet facade around building perimeter
- Repair and tuck point all exterior walls
- Repair exterior stairs to be utilized to access or egress building and incorporate site materials whenever possible.
- Building interior improvements including:
 - Provide ADA components identified previously
 - Implement code compliance solutions
 - Provide economically & noninvasively upgrade heating, ventilating, and cooling system in occupied spaces and heat and ventilate unoccupied as required by code in unoccupied spaces and
 - Upgrade electrical service and add convenience outlets and wifi to occupied areas
 - Incorporate LED lighting
 - Provide storm windows for original building windows and provide new storefronts for aluminum windows. Repair existing wood window frames assemblies
 - Use as many existing wood doors and door frames as possible and repair. Provide new doors and door frames to complement existing.
 - Install sprinkler system and fire alarm system if necessary
 - Provide new plumbing fixtures and accessories for facilities required for occupancy
 - Provide new roof
 - Improve building envelope insulation
 - Maintain as many of the existing finishes and materials in facilities as possible.
 - Improve acoustic solution from existing in occupied rooms and areas
 - Provide new catering kitchen with cabinets and equipment

The Village intends to utilize occupiable areas of the Bratenahl Community Center during construction

C. Scope of Services: Architectural and Engineering Services

Consultant Team Services

- Primary: Architecture
- Secondary: Mechanical, Electrical, Plumbing, Structural, Civil Engineering
- Assist in passage of project bond issue for as many as 3 ballot attempts. Services including:
 - Confirm the project construction budget based on preliminary design as part of Schematic Design Phase
 - Preparing renderings and sketches for bond issue communication
 - Communication with village officials and citizens on behalf of passage of the bond issue.
- Incorporate LEED best practices
- Historic Preservation
- Construction Cost Estimating
- Design that reduces future operational costs
- All services necessary to plan, execute, and administer the project design in the traditional scope phases of Schematic Design, Design Development, Construction Documents, Bidding, and Construction

Administration similar to AIA contract document B101-2017. The Contract will be prepared by the Village.

The selected consultant team will be responsible for working in cooperation with Village Officials and Village representatives.

Estimated **selection schedule and project completion** is as follows:

- | | |
|--------------------------------------|--|
| ○ RFP Issue | September 24, 2018 |
| ○ Pre-Proposal Informative Meeting | October 9, 2018 |
| ○ Proposal Due | October 22, 2018 |
| ○ Informal Interviews | 1 st week November 2018 |
| ○ Selection and Contract Negotiation | November / December 2018 |
| ○ Design Contract Commencement | December 20, 2018 |
| ○ Filing Deadline Ballot Issues | February 7, 2019 |
| ○ Bond Issue inclusion on Ballot | May 7, 2019 |
| ○ Contract Project Completion | 2021 depending on funding & Council approval |

The Village anticipates the **Architectural and Engineering Services fee to be 9% of project construction cost.**

D. Content of Proposals

To facilitate evaluation of the proposals, the respondent is instructed to be concise and to include in the Proposal the following information:

1. Letter of Transmittal include name, title, address and telephone number of the individual(s) with authority to contractually bind the company and also the person who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information
2. Brief organization profile, including background and experience of the firm and contract consultants, as well as depth of professional personnel
3. Qualifications and experience of persons who will be performing the work
 - a. Identify proposed Principal in Charge of project
 - b. Identify proposed Project Manager - primary contact and service provider
 - c. Identify other pertinent professionals
4. Previous experience including reference contact information, for projects that are similar in scope to the project described herein that demonstrate pertinent firm and individual experience. Identify no less than three (3) or more than five (5) projects with:
 - a. Public Projects and assisting local governments with bond issues
 - b. Historic Renovations
 - c. Sustainable Design & LEED accreditation
 - d. Reducing facility operational costsIdentify specific team member firms whose projects are identified.
5. Cost estimating and scheduling track record of similar projects identified
6. Projected project schedule
7. Indicate Team Litigation and Unresolved Finding for Recovery
8. Fee Confirmation

- a. Professional Fees will follow the traditional phases with assisting in bond issue passage being incorporated in the schematic design phase.

See Section G - Conditions of Submissions

The Village will schedule informal interviews as identified in schedule.

Firms may contact Mayor John Licastro, jlicastro@bratenahl.org 216-681-4266 ext 230 or Councilperson Joyce Burke-Jones, jburkejones@bratenahl.org, 216-702-0559 with questions.

E. Proposal Evaluation and Selection

The **Village of Bratenahl Council** will evaluate proposals based on, but is not necessarily limited to, the following considerations:

1. The proposal's responsiveness to the RFP -
2. Relevant Experience and technical competence in order of importance,
 - a. Public Projects and assisting local governments with bond issues
 - b. Historic Renovations
 - c. Construction cost estimating and limiting construction overruns
 - d. Sustainable Design & LEED accreditation
 - e. Reducing facility operational costs
3. Qualifications and experience of project manager and other personnel committed to the project.
4. Cost estimating track record – including change orders
5. Litigation and Unresolved Finding for Recovery
6. Schedule track record
7. Projected project schedule
8. Fee Confirmation

F. Proposal Submission Deadline

All responses to this RFP must be received in a sealed envelope and clearly marked "ARCHITECTURAL AND ENGINEERING SERVICES FOR BRATENAHL COMMUNITY CENTER" by 4:00PM on **October 22, 2018** to be eligible for consideration. Proposals shall be submitted to:

Mayor John Licastro and Councilperson Joyce Burke-Jones
Bratenahl Village Hall
411 Bratenahl Road
Bratenahl, Ohio 44108

Please submit eight (8) paper copies and one (1) electronic copy in PDF format of the Request for Proposal.

G. Village Limitations of Liability

The Village of Bratenahl assumes no responsibility or liability for costs incurred by Proposers in responding to this RFP or in responding to any further request for interviews, additional data, etc.

Proposals that do not include the information required in Sections D, F, and H may be considered as unresponsive and not considered further by the Village.

The Village may, before or after proposal opening and in its sole discretion, clarify, modify, or amend this RFP if the Village determines it is in the Village's best interest. Any such action shall be effected by a posting on the Village' website, www.bratenahl.org. Each respondent is responsible for checking the Village's website to determine if the Village has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

The Village reserves the right to reject any or all proposals. The Village further reserves the right to negotiate with the selected consultant a final Scope of Services that best meets the needs of the Village.

H. Conditions of Submission

When signing the letter of transmittal and submitting a proposal the principal of the lead firm submitting for the consultant team agrees that the proposal is submitted and the work will be undertaken in accordance with the following conditions and understandings:

1. The proposal shall include name, title, address and telephone number of the individual(s) with authority to contractually bind the Consultant Team and the person who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.
2. Signed statement stating that proposal is made without collusion with any person, firm, or corporation associated with officials or staff of the Village of Bratenahl.
3. The firm awarded this contract must provide a current Certificate of Insurance at the commencement of work, with the following requirements submitting proposals must obtain and maintain liability insurance as follows:
 - a. Commercial General Liability with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate
 - b. Automobile Liability with a combined single limit of \$1,000,000
 - c. Worker's Compensation and Employer's Liability as required by the State of Ohio
 - d. Professional Liability (errors and omissions coverage) with a minimum of \$1,000,000 per claim / \$5,000,000 annual aggregate. Professional consultants to maintain separate professional liability insurance of \$1,000,000 per claim/annual aggregate.
4. Consultant Team not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract.
5. The proposal will be valid for a minimum of ninety (90) days from the date of submission.
