

**ORDINANCE NO. 53-18**

**AN ORDINANCE AUTHORIZING THE MAYOR TO COMMENCE A QUALIFICATIONS BASED SELECTION PROCESS (QBS) TO SELECT A CRITERIA DEVELOPER FOR A DESIGN BUILD PARKING FACILITY ADJACENT TO MEDINA CITY HALL.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

- SEC. 1:** That the Mayor is hereby authorized and directed to commence a Qualifications Based Selection Process (QBS) to select a Criteria Developer for a design build parking facility adjacent to Medina City Hall.
- SEC. 2:** That a copy of the QBS RFQ is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

**PASSED:** March 26, 2018

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** March 27, 2018

**SIGNED:** Dennis Hanwell  
Mayor

**Effective date – April 26, 2018**

**Project Name:** Criteria Developer – Design Build Parking facility  
**Response Due Date:** Thursday, May 17, 2018 at 4:30 P.M.

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Pursuant to Authority granted by Medina City Council under Ordinance No. 53-18, passed March 26, 2018, the City of Medina is inviting qualified firms to submit a proposal for consultant services for the following:

**Criteria Developer – Design Build Parking Facility**

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The City of Medina is seeking professional services of an Architectural/Engineering Firm with experience in planning and design-build delivery of parking garage facilities. The City is seeking a criteria developer to assist the City in developing the design-build bid package, selection of the design build firm and to serve as the owner's agent during construction of the project (reference Appendix A: Scope of Services).

The City is pursuing an approximately 200 space, two level parking facility to be located adjacent to south side of City Hall, extending south into an area of an existing City owned surface parking lot. The southern edge of the new parking facility will be located approximately 80 feet north of the right-of-way of West Liberty Street (SR 18) in order to allow for future development of an approximately 80 ft. deep by 140 ft. wide commercial/retail building. It is assumed that the future building will abut the southern side of the new parking facility. The anticipated footprint of the new parking structure is 140 ft. by 250 ft., not including entry/exit ramps.

This structure will be located within the City of Medina's Historic District, as such the architectural design and aesthetic enhancements are expected to complement and enhance the architecture of surrounding buildings within the district. The City's Historic Preservation Board will review and have final approval of the final design of the parking structure.

The City anticipates selecting a Criteria Developer by June, 2018. The bid package, including bridging documents, for the project will be completed by the criteria developer and issued to short listed firms in mid-September 2018. A Design/Build firm will be selected by early December with construction activities anticipated to begin in March, 2019. A project completion is anticipated within the fall of 2019.

**Issuing Office – Project Administrator**

The RFQ is being issued by the City of Medina, Medina County, Ohio through the Engineering Department. All questions regarding this RFQ should be directed to the following:

Patrick Patton, City Engineer  
132 North Elmwood Avenue  
Medina, Ohio 44256  
Phone: (330) 721-4721  
Email: ppatton@medinaoh.org

### **General Instructions and Submittal Information**

1. Three (3) copies of the proposal shall be submitted.
2. Provide the information requested in the "Proposal Content" section of the RFQ.
3. Responses must be received by **Thursday, May 17, 2018 at 4:30 P.M.** Responses received after this time on the specified due date will not be considered.
4. The responses shall be submitted to:  
Patrick Patton, PE  
Medina City Hall  
City of Medina, Ohio  
132 North Elmwood Avenue  
Medina, Ohio 44256
5. Responses will be reviewed and evaluated by the City of Medina. Proposals will NOT be opened and read publicly.
6. Preliminary Schedule:
  - Proposal Due Date: May 17, 2018
  - Award Date: June 11, 2018
  - Estimated Date of Authorization to Proceed: June 15, 2018

### **Response Content:**

Responses to this RFQ should be brief not to exceed 10 pages excluding a 1-page over letter, individual team member resumes, and references. The response to the RFQ should indicate the firms:

- Experience and understanding of parking garage design and construction.
- Experience with Design/Build process for parking structures.
- Experience developing bid packages and bridging documents.
- Knowledge of applicable state and local requirements and approvals.
- Experience in developing and evaluating RFP's that involve both technical and price evaluation.
- Experience in design/build project administration.
- Experience in construction oversight and project adherence to Design Build RFP/Proposal requirements.

### **Selection Process**

The City will review all responses submitted to determine which firms are qualified to complete this project. Firms that are not considered to be qualified to complete this project will be eliminated from further consideration. If deemed necessary by the project review team, the City may elect to invite a limited number of selected firms to an interview. The City of Medina reserves the right to reject any and all requests for qualifications and the right to waive any informalities or irregularities in the request for qualifications and subsequent evaluation of responses received.

**Award of Contract:**

After evaluation of the responses received in response to the RFQ, the City shall engage in individual discussions and interviews with two or more firms deemed fully qualified, responsible, and suitable on the basis of initial responses, and with professional competence to provide the required services. At the conclusion of the informal interview process the City will rank in order of preference, the firms. Negotiations shall be conducted with the firm ranked first. If a contract satisfactory and advantageous to the City can be negotiated at a fee considered fair and reasonable, the award shall be made to that firm. Otherwise, negotiations shall be formally terminated and negotiations conducted with the first ranked second, and so on until such contract can be negotiated.

## Appendix A

### Scope of Services for Criteria Developer

#### Phase 1:

- Assist City of Medina is short listing of Design Build firms' response to the RFQ.
- Assist the City of Medina in reviewing design and constructability issues with the future development of the retail/commercial structure which will abut the parking facility along its southern side.
- Develop an RFP that communicates the City's requirements for the project so the short listed Design Builders can prepare comprehensive Design/Build proposals for the project. The key components of this RFP are as follows:
  - Selection criteria and point system for selection that supports the owner's priorities in terms of experience, design, quality, schedule, and budget.
  - Narrative that describes the minimal and preferred functional/operational requirements of the facility.
  - Narrative and outline specification that defines the minimum and preferred structural, maintenance, and durability requirements.
  - Guidelines relating to architectural design identifying design intent and non-acceptable design alternatives as well as preferred architectural design elements.
  - Coordinate with owner, geo-tech and Civil/Site survey.
  - Capture the concerns of the city regarding future development to the south, traffic management, and acceptable architectural design for the facility.

It is the City's intent to minimize the amount of actual structural, functional, and architectural design provided in the RFP and rather describes the requirements in narrative form. Any actual design should be limited to that required to ensure that all Design/Build finalists adequately understand both the basic requirements of the project and the preferred owner intent in the areas of functionality, quality, and architecture.

#### Phase Two:

The Criteria Developer will assist the City's Selection Committee in evaluating the proposals of the Design/Build candidates in terms of:

- Adherence to the RFP requirements
- Quality of the proposed project approach and schedule
- Technical advantages and disadvantages of the proposed design in terms of:
  - Durability
  - Functionality
  - Maintenance/Life-cycle Costs
  - Architectural Compatibility

The Criteria Developer will advise and provide technical opinions to the City's Selection Committee. They will not vote or score firms, but they will assist the City in the tabulation of the final results.

#### Phase Three:

Through the remainder of the design and construction phase, the Criteria Developer will provide oversight of the Design/Build process to insure compliance to the Design/Build RFP/Proposal. The Criteria Developer will assist the City on a regular, structured basis with project oversight; however, this is not anticipated to be a full time staffing.

During construction, the City of Medina will provide all necessary Construction Engineering and Project Management services. The Criteria Developer will provide technical assistance throughout construction, including design reviews, material submittal reviews, guidance and recommendations with any technical issue arises, etc.