

LEGAL NOTICE

**REQUEST FOR QUALIFICATIONS
REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES – ARCHITECTURAL
MAYFIELD VILLAGE,
CUYAHOGA COUNTY, OHIO**

Pursuant to Mayfield Village's Policy for the Selection of Professional Services, Mayfield Village intends to contract for complete architectural services including but not limited to mechanical, electrical, plumbing, structural and site engineering in connection with renovations to the Village's Community Room. Architectural firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications no later than noon on the 13th day of June, 2014. Statements received after this deadline will not be considered.

Statements of qualifications should include information regarding the firm's history; education and experience of the owners and key technical personnel; the technical expertise of the firm's current staff; the firm's experience in designing similar projects; availability of staff; the firm's equipment and facilities; references; and any previous work performed for Mayfield Village, Ohio or other municipal corporations within Cuyahoga County.

Statements of qualification should be transmitted to:

Diane Wolgamuth
Director of Administration
Mayfield Village Civic Center
6622 Wilson Mills Road
Mayfield Village, Ohio 44143
Phone: 440-471-1048
dwolgamuth@mayfieldvillage.com

As required by Ohio Revised Code Sections 153.65 through 153.71, responding firms will be evaluated and ranked in order of their qualifications. The Village reserves the right to reject any and all qualifications.

In addition to a statement of qualifications, as required above, a proposal for architectural services relating to the project shall also be provided to the Village. The proposal shall include consideration for working with staff, committees and boards to achieve final design approvals, the cost to prepare detailed construction plans with bid specifications, and complete construction management services, including but not limited to, the General Contractor bid process, awarding of contract, approval of payment requests, on site progress review meetings and final punch list with follow up.

The preliminary project description is as follows:

- Name of Project:** Community Room Renovation
- Location:** 6621 Wilson Mills Road, Mayfield Village, Ohio 44143
(NW corner of Wilson Mills and SOM Center Roads)
- Project Description:** Upgrade of existing 5,800 sq. ft. facility, including site development and interior and exterior improvements. Conceptual designs and proposed changes to the floor and site plans have been completed and can be viewed at:
www.mayfieldvillage.com/government/public-notice.
Current photographs of the facility are also available on the Village website.
- Total Project Budget:** Not to Exceed Seven Hundred Thousand Dollars (\$700,000.00)
- Source of Funding:** Mayfield Village General Fund

Project Schedule:

- Anticipated Dates for Design
Start-up/Completion: July 2014 / November 2014
- Anticipated Dates for
Construction Start-up/Completion: March 2015 / June 2015

**Special Requirements
or Restrictions:** None

By Order of the Mayfield Village Administration

**DIANE WOLGAMUTH
DIRECTOR OF ADMINISTRATION**

Advertisement Dates: May 22, 2014
May 29, 2014
June 5, 2014