

Architectural Design Renderings

Request for Qualifications

1. The City of Elyria is soliciting offerors of a statement of qualifications in response to this Request for Qualifications for architectural design rendering services to assist potential entrepreneurs, business and property owners with architectural design renderings.
2. Proposals will be received by the City of Elyria, Ohio, until 2:00 pm local time on August 23, 2024 for architectural design rendering services. The proposals are to be submitted to the Office of Community Development, 131 Court Street, Suite 302, Elyria, Ohio 44035. They can also be emailed to Mona Almobayyed at malmobayyed@cityofelyria.org.
3. **Background.** The purpose of the Request for Qualifications (RFQ) is to design and prepare detailed drawings, estimates, and provide feasibility studies for commercial and multi-use buildings in the city of Elyria. Contract award is subject to funding availability.
4. **Personnel.** Must be licensed to practice architecture in the State of Ohio.
5. **Scope of Work.** The Contractor will assist program applicants in providing services as for a variety of projects on an “as needed” basis. The scope will vary slightly from project to project, but the general intent is to provide architectural design renderings.

Work may include any of the following:

Site Visits: The Contractor will be required to visit the site to understand the context of the project, develop design director, provide digital renderings delineating a proposed design solution.

Client Meetings: The architect will discuss with client ideas concerning factors that will contribute to and support the success of the project. The discussion will include present and future goals, budget, schedule, review and approval process, key areas of concern, and any other pertinent issues.

Preparation of a schedule for the project indicating activities, phases, presentations, and decisions and approvals required.

Certificate of Occupancy: Analyze the currently authorized use and assist with obtaining a Change of Use if required.

Space Measurement: Measure the space to confirm the actual usable square footage.

Space Plans: Develop final space plan for the selected site. Provide layout of client’s proposed premises showing interior walls, open area, door swings, demising walls, corridor partitions and exterior window walls in relationship to the building core and entire floor plan. Provide location and accurate size of columns, stairways, elevators and other building features shall also be shown on the space plan. Provide names and sizes of all rooms contained on the space plan.

Schematic furniture layout. Ensure appropriate scale and proportion of furnishings.
Develop summary information from space plan indicating: Total rentable square footage requirements. Total usable square footage requirements.

Develop, document and present a design concept based upon clients' desired image, budget, schedule and consistent with the standards developed. Create a preliminary pricing package to be issued to a General Contractor inclusive of the final space plans and detailed notes to facilitate initial construction pricing.

6. Required Submittals.

- a. Each proposal shall contain the full name or names of persons and company submitting the RFQ and shall be enclosed in an envelope and marked "Firm/Agency to prepare Architectural Design Rendering Services."
 - b. Any interpretation, correction or modification to the specifications desired shall be submitted in writing to Mona Almobayyed, Manager, Community Development 131 Court Street, Suite 302, Elyria Ohio 44035 or emailed to malmobayyed@cityofelyria.org and must be received four days prior to the date of proposal opening.
 - c. Each proposal should include a schedule of pricing to complete activities outlined in the scope of work per item #5.
 - d. The following documents must be included with the proposal:
 - i. Brief History of the Firm including size of firm/staff, years in business, organization chart of the firm.
 - ii. Team Background including principal in charge, project manager, project architect, interior design.
 - iii. Resumes of team members
 - iv. Any consultants
 - v. List a minimum of five projects completed by your firm that best represents a similar scope, budget, program and complexity. For each project, please include: Completion date, Name and Location, Budget, Photographs
 - vi. Please provide a minimum of five references to contact.
 - vii. Fee proposal including breakdown by task and personnel
7. List of Pre-Qualified Firms: The City of Elyria will review and evaluate submittals for completeness. Firms with complete applications will be placed on a list that will be provided to program applicants. Program applicants will select from that list for their project.
8. MBE/WBE Participation. The City will encourage MBEs and WBEs to participate in the Architectural Design Rendering Program. Any certified firms are encouraged to submit copies of any certifications with proposals.

9. Equal Opportunity Clause. All qualified bidders will receive consideration without regard to race, religion, color, sex, national origin, disability, age, or ancestry.
10. Award of Contract. The City reserves the right to reject any or all bids received and to accept any bid with any combination of alternates which is deemed most favorable to the City at the time and under the conditions stipulated in the project documents. The City also reserves the right to waive any technical defects, irregularities, and omissions which the City, in its sole discretion, determines to be in the best interest of the City.
11. Compliance with all Laws. All work shall be carried out in compliance with all federal, state and local laws, rules and regulations that apply to the work. Any project specification item in conflict with a federal, state, or local law, rule or regulation, shall be void