



City of Mentor-on-the-Lake

5860 Andrews Road, Mentor-on-the-Lake, OH 44060-2827

Phone: (440) 257-7216 Fax: (440) 257-2766

www.CityMOL.org

February 28, 2020

This is an issuance of Request for Qualification for Design and Engineering Services to prepare bid specifications and/or drawings for the Mentor-on-the-Lake City Hall Park Pavilion.

The City of Mentor-on-the-Lake, an equal opportunity/affirmative action employer, has obtained FY 2019 CDBG Allocation Funding for this project.

You are invited to submit your qualification and a proposal to be received no later than **12:00 Noon local time, March 13, 2020** by the Department of Administration, 5860 Andrews Road, Mentor on the Lake, Ohio 44060, in accordance with the Request for Qualifications with the following sections:

Section A	Problem Statement
Section B	Scope of Work
Section C	Project Schedule
Section D	Contract Type
Section E	Proposal Contents
Section F	Factors for Award/Evaluation Criteria

The Director of Administration and Finance will evaluate the Qualifications and Proposals. A contract will be awarded to the responsible offeror with the necessary qualifications determined to be the most advantageous to the City of Mentor-on-the-Lake. The terms and conditions in this Request will be incorporated into the Contract. Any contract resulting from this Request is subject to CDBG restrictions and approval.

The factors to be considered and the methods to be utilized in the evaluation of the qualification of the selection of the engineer are set forth in Section F.

Qualification and Proposal Submissions by Mail

Hollie Bartone, Director of Administration and Finance
City of Mentor on the Lake
5860 Andrews Rd.
Mentor on the Lake, Oh 44060

A. Problem Statement

PROJECT – City Hall Park Pavilion

A. The pavilion is located at 5860 Andrews Road, Mentor on the Lake, Oh 44060.

The project will include the following:

 Create bid ready specifications for

- a. Construction of park pavilion

B. Scope of Work

Scope of Work includes:

1. Meet with Hollie Bartone, Director of Administration, (440)257-7216, and Brent Moore, Service Director.
2. Prepare design and detailed bid specifications.
3. Attend both pre-bid and pre-construction conferences.
4. Make Inspections as necessary, and approve contractors' requests for payment.
5. Conduct a final closeout, release of liens, obtain contractors' warranties, etc.

C. Project Schedule

The design plans and specifications will be completed and submitted to Mentor-on-the-Lake Department of Administration by **April 6, 2020.**

Construction bidding by May 15, 2020, construction would take place July 2020.

D. Contract Type

The contract will be a fixed fee. A cost schedule must be submitted with a proposal. The Architect will be paid according to regulations as outlined by the Lake County Community Development Block Grant requirements.

E. Proposal Contents

The proposal must contain four (4) parts:

1. Technical - describing the approach to be taken in addressing the proposed scope of work.
 This is to include delineation of specific tasks to be undertaken.
2. Summary of qualifications.
3. Prior related experience, including a description of the firms related experience including contact person and phone numbers.
4. Cost and pricing for all components.

F. Factors for Award/Evaluation Criteria

1. Qualifications/Experience of proposed personnel
2. Technical Approach
3. Work Management Plan
4. Cost

Qualification will be reviewed by the Department of Administration, the Zoning/Building Department and the Mayor of Mentor-on-the-Lake.

For questions concerning this Request for Qualifications and Proposal, contact Hollie Bartone or Brent Moore, at (440)257-7216.

Mentor-on-the-Lake City Hall Park Pavilion Proposal

1. Construction of approximately 50 x 35' Pavilion
2. Installation of approximately 50 x 35' Concrete Base
3. Installation of ten (10) rectangular and three (3) square picnic tables
4. Installation of two (2) outdoor grills

Total of Entire scope of work: \$ _____

Company Name _____

Name of Representative _____

Mailing Address _____

Telephone: _____ Cell: _____

Federal I.D.: _____

Email address: _____