

**City of Milford**  
**Request for Statement of Qualifications**  
**Professional Architectural Services**

**Introduction:**

The City of Milford is seeking a “Statement of Qualifications” regarding professional architectural services for a possible city center or multi-functional open space type usage located at 525 Main Street in Milford, Ohio.

**Objective:**

The City is seeking an architectural firm to work with Council to develop design services and specifications to accomplish the objective of maximizing the best use of public space for the property. The existing space is approximately 3.5 acres and is currently owned by the City. The property has potential uses to include, but not limited to: open green space, a venue for hosting outdoor concerts, festivals, community and family-friendly events or other recreational opportunities. The City has expressed the desire to build a potential multi-use venue for the public purpose of providing recreational, cultural and community development opportunities for the residents of the City and to further promote tourism and visitation in the City.

**Scope of Work:**

The selected architectural firm should have experience in design work for maximizing public open spaces for community, recreational and leisure development. The selected firm will assist Council with developing designs that will enhance the public space associated with the property. The firm will act as a consultant by providing space feasibility recommendations and assist City Council in determining the best usage for the public space. The selected architectural firm should be able to provide the following services including, but not limited to design, construction and civil engineering design plans. The firm selected will also assist with putting together any construction bid documents, assist Council with the evaluation of bids, attend any pre-construction meetings and coordinate with the City of Milford Public Works Department all invoices and change orders.

**Statement of Qualifications:**

Statement of qualifications shall include:

- A. Identify your firm, organizational structure and support resources
- B. List qualifications of key personnel who would be assigned to the project including their relative experience. Include the following:
  - Title
  - Job Description
  - Years of Experience
  - Short General Description of the professional qualifications for each person Involved in the project
  - The Hourly Rate of Services for each identified position participating in the architectural services for this project

- C. Provide a detailed portfolio of completed projects of similar scope. Include photos, design diagrams, location, scope of project and final total project cost. Each individual project should be identified using the following format:
- Name of project
  - Client contact information
  - Total project cost versus budgeted project cost
  - Schedule of completion date versus actual completion date
  - Visual presentations (beginning of project to completion of project)
- D. Provide references for recently completed projects of similar scope (contact information)
- E. Architectural practices and organizational methodology. Include the following:
- Information on your firm's ability to perform services on the City of Milford project while also accommodating your workload for other projects
  - Outline your firm's method for establishing the schedule for a project and any methods you would use to meet the expected design work required for the project.
  - Describe how your firm can add value to this project and include any examples from previous projects where the owner realized tangible value from your work
  - Provide a copy of your firm's current Certificate of Insurance for professional liability
- F. Provide a detailed narrative with reasons why your firm is best qualified to provide architectural services for this project to the City of Milford

**Evaluation and Selection Process:**

Respondent Firms shall be evaluated and selected based on the following criteria:

- A. Firm's experience in performing projects of similar size and scope in Ohio
- B. Demonstrative strength to perform work, including project team composition and staff qualifications and experience
- C. Submission of a past projects portfolio indicating projects with relevance to the scope of services requested by the City of Milford
- D. Work performance, including history of performing past projects on schedule and on budget

The process will include the following steps:

1. Initial submission of the SOQ by qualifying firms
2. A review of all SOQ submissions by City Council
3. A selection of qualifying firms to participate in an interview process with City Council
4. Any follow-up second interview with qualifying firms
5. Selection of a preferred architectural firm
6. Negotiation with the designated preferred architectural firm with the City of Milford
7. Final designation of the preferred architectural firm to assist City Council with the design of the project

The City reserves the right to enter into negotiations with the most qualified respondent as determined by the Milford City Council. The City intends to award the project design to the firm that best satisfies the needs of the City Council and the Milford community. This Statement of Qualifications does not commit the City to award a contract or share in the expense of preparing the proposal. Any submittal not received on or before the stated deadline or not addressing the required items in the Statement of Qualifications shall be rejected. The Milford City Council reserves the right to reject any or all submittals. The selected firm will be designated as the preferred architect moving forward with the project.

Questions may be directed to Michael Doss, City Manager at 513-576-5460 or email [mdoss@milfordohio.org](mailto:mdoss@milfordohio.org)

Any architectural firm interested in submitting a Statement of Qualifications must mail or hand deliver their SOQ packet to the following address:

**City of Milford**  
**Attn: Milford Main SOQ**  
**745 Center Street, Suite 200**  
**Milford, OH 45150**

**Deadline for submission is Friday, October 27, 2017 at 4:30 p.m.**