



City of Powell, Ohio
**Request for Qualifications (RFQ) for
Professional Services – Architectural
Services (2025-2027)**

Issue Date

Wednesday, February 19, 2025

Issued By

City of Powell
47 Hall St.
Powell, Ohio 43065

Inquiries Jeffrey S. Tyler, RA.
Assistant City Manager
(614) 885-5380 (office)
jtyler@cityofpowell.us (email)

Proposal Submission Deadline

2 p.m. EDT, March 5, 2025

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1) General Information

The City of Powell prides itself on being the perfect place to raise a family and grow a business. We have paired a safe, quaint, small-town atmosphere with the modern conveniences and amenities of a growing city.

Our history, humble roots, and small-town hospitality are the foundation of our growth. Accessible to a big city yet nestled in the rolling highlands of the Scioto and Olentangy River valleys, it's clear why more than 14,000 people and 1,300 businesses choose to call Powell home.

For our families, Powell features beautifully manicured neighborhoods, a highly-rated school district, and a supportive, active community. On a warm day, our residents can walk or bike along our scenic interconnecting bike paths to our vibrant downtown district or one of our award-winning parks. They can bond with their children while enjoying the music of a Lolli-Pops! Children's Concert, or to watch a firework show that concludes the annual Powell Festival.

For our businesses, Powell offers a community of local merchants and artisans intermingled with upscale restaurants and progressive businesses. Powell is committed to the city's economic development and supports our local businesses with a wide range of resources to help them thrive.

Fast Facts

1. 14,000+ Residents
2. 1,300+ Businesses
3. 'AAA' Bond Rating

2) Introduction

The City of Powell is inviting experienced and qualified firms to submit Statement of Qualifications for Architectural professional services during the period of 2025 - 2027. These professional services will support the City's general activities and specific projects, including approved projects in the Capital Improvement Program (CIP).

3) Consultant Prequalification Requirements

- a) Certificate of Authorization
 - i) *Professional Architectural Services*

For firms that provide Architectural Services in accordance with Ohio Revised Code Section 4703.06 and holds a current Certificate of Authorization from the Ohio Architects Board in accordance with ORC 4703.10. The Ohio Architects Board requires Consultants to update the firm's Certification of Authorization on an annual basis. For additional information regarding

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certification, please contact the Ohio Architects Board, 77 S. High Street, 16th Floor, Columbus, Ohio 43215-6108. Telephone (614) 466-2316 or <http://www.arc.ohio.gov/>.

b) Technical Capability Within the Areas of Prequalification Requested

The City reserves the right to deny prequalification based on poor consultant performance.

4) Project and Category Descriptions

The City of Powell anticipates the need for the following services over the 2025-2027 period.

General Services:

- Space Planning
- Architectural Design Services
- Wayfinding Design Services
- Architectural Rendering Services
- Universal Design Services
- Historic Preservation Design Services
- Plan Review Services (with the requisite certification(s) from the Ohio Board of Building Standards)
- Architectural Design Review Services
- Contractor Selection/Construction Administration Assistance

4. CIP Projects

The Capital Improvement Plan (CIP) guides the construction and major enhancements of City facilities and infrastructure. It constitutes a critical component in the City's system of planning, monitoring, and managing municipal activities. This system links together in a single process the annual cycle of planning, budgeting, implementation, and quality assessment activities.

Overall direction is established by the City Council's vision and strategic plan; these together with the Council Priorities, guide the five-year and one-year plans. The actual implementation of the City's plans is accomplished through the budget and the Capital Improvement Program. This process coordinates service delivery and assures that each City service and facility provided contributes to the City's long-term vision

The 2025 Budget, adopted on November 18, 2024, requested the projects including project descriptions, details, estimated costs, and programmed years that can be found at the following web address:

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One-Year (2025) Plan

<https://city-powell-oh-budget-book.cleargov.com/17899/capital-improvements/capital-improvements-one-year>

Five-Year (2025-2029) Plan

<https://city-powell-oh-budget-book.cleargov.com/17899/capital-improvements/capital-improvements-multi-year>

Please note that the City of Powell approves all capital project budgets on a yearly basis and is subject to change.

5) Statement of Qualification: 30-page limit

Interested consultants shall submit a statement of qualifications, no more than thirty (30) pages, with the following information:

- Cover letter
- Firm Name, Address, Contact Person and email addresses
- Firm Qualifications
- Project Team and Relevant Experience
- Certificate of Authorization
- Completed Representative Projects
- References

6) Requirement Compliance:

- It is the responsibility of the firm and/or employee to notify the City of Powell within 30 days of an employee disassociating (leaving) a firm.
- If a user, identified as a key person for a firm, has an expired dated requirement or other requirement missing causing the firm to no longer meet the minimum key person requirements, the category will be revoked from the firm.
- If a user, identified as a key person for a firm, has disassociated from a firm causing the firm to no longer meet the minimum key person requirements, the category will be revoked from the firm.
- Categories can only be reinstated through a category review submission to the City.

7) Contact Information

During submittal development, the respondent's questions regarding this Request for Qualifications should be directed only to Jeffrey S. Tyler, RA., Assistant City Manager, via email at jtyler@cityofpowell.us with the Subject heading **“Request for Qualifications (RFQ) for Professional Services – Architectural Services.”**

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8) Submission Deadline

An electronic copy in Adobe PDF format via email or flash drive must be received at the City of Powell no later than 2:00 p.m. EDT on March 5, 2025. Proposals will not be accepted after this time. Proposals will be addressed as follows:

Jeffrey S. Tyler, RA., Assistant City Manager
CITY OF POWELL, OHIO
Request for Qualifications (RFQ) for Professional Services – Architectural Services
47 HALL STREET
POWELL, OHIO 43065

Or via email at jtyler@cityofpowell.us

9) Withdrawal from Consideration

A respondent may withdraw at any time before the submission deadline by submitting a written request for withdrawal to: Jeffrey S. Tyler, RA., Assistant City Manager, 47 Hall Street, Powell, Ohio 43065. The request for withdrawal will be signed by the respondent or an authorized agent. Modifications offered in any manner, oral or written, will not be considered after the deadline.

10) Conditions of Responses

- A. *Completeness:*
All information required by the Request for Qualifications must be supplied to constitute a legitimate submittal.
- B. *Request for Clarification:*
During the period of evaluation, the City will have the right to request clarification from the respondents. If any such respondent fails to respond to such a request within five (5) business days from the date of the request, the City will have the right to reject the submittal.
- C. *Oral Presentations:*
After all responses have been evaluated, the selection committee **may** require representatives of one or more of the respondents to appear and present before the selection committee, at the respondents' expense, to make a final evaluation.

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D. *Consultant Prequalification:*

The City of Powell will review all Statement of Qualifications and will evaluate each submittal. Once completed, the City of Powell will provide each applicant with a "Notice of Prequalification" which will indicate the inclusion in the City of Powell's prequalification list for professional services in the specified areas.

PROFESSIONAL SERVICES QUALIFICATIONS SELECTION

Please select the services that are being requested for qualification below by checking the box next to the service listed.

- Space Planning**
- Architectural Design Services**
- Wayfinding Design Services**
- Architectural Rendering Services**
- Universal Design Services**
- Historic Preservation Design Services**
- Plan Review Services (with the requisite certification(s) from the Ohio Board of Building Standards)**
- Architectural Design Review Services**
- Contractor Selection/Construction Administration Assistance**

Name of Firm: _____

Authorized Agent (Printed): _____

Authorized Agent (Signature): _____

Date: _____