

REQUEST FOR PROPOSALS (REVISED 09-26-19)

For the

Design, Preparation of Bid Specifications, and Project Management for Installation of Perimeter Fencing at the Warren Community Amphitheatre

Submission Deadline:	October 11, 2019 – 3:00 p.m. EST
Submission Location:	City of Warren Community Development Department 258 E. Market St., Suite 305 Warren, Ohio 44483

Overview

The City of Warren Ohio desires to install fencing around the perimeter of the Warren Community Amphitheatre. The fencing should be a commercial grade aluminum fence, or similar material, approximately 4 feet high with a number of man gates and vendor gates as entrance and exit points for visitors and for deliveries to the site. The new fencing should be similar to existing fencing adjacent to City Hall to ensure continuity and preserve the aesthetic appeal of the City's downtown. Estimate approximately **1,900** linear feet.

The City is issuing a Request for Proposals (RFP) seeking professional services to assistance with the design, production of documents, drawings, specifications for bid, and project supervision of the perimeter fencing for the Warren Community Amphitheatre.

This RFP invites companies to submit proposals, qualifications and references describing their approach and a fee structure within the criteria and scope of work set by the City.

Scope of Work

- Meet with City officials to discuss design concepts, specifications and budget parameters
- Design layout, budget, and timeline for construction.
- Develop construction documents, drawings, and specifications to present for bid.
- Review and provide input on submitted bids.
- Provide oversight and technical expertise during construction.
- Final inspection of completed project.

Reservations and Disclaimers

The City, at its sole discretion, reserves the right to:

- supplement, add to, delete from, and/or make amendments to the RFP
- request additional data or information after the submittal date, if such data or information is considered pertinent.
- conduct investigations with respect to the qualifications and experience of each respondent;
- waive any informalities or defects in the submittals
- select the proposal, which, in its sole discretion and judgment, is determined to be in the best interest of the City in accordance with lowest and best price, qualifications and experience, responsiveness to this RFP, and any other factors the City deems relevant.

Proposals and all correspondence relating to questions, comments or clarifications of this RFP should be directed to:

Lori A. Lemasters
Community Development Department
258 E. Market St, Suite 305
Warren, Ohio 44481
330 841-2575
llemasters@warren.org

Schedule

Request for Proposals Issued: September 24, 2019

Deadline for Responses: October 11, 2019

Proposals received are considered public records under Ohio law and subject to disclosure

RFP Attachment A - 2019 Amphitheater Fence Project Cost Summary

<i>Scope of Work Item</i>	<i>Unit Cost</i>	<i>Units</i>	<i>Total Cost</i>
Site Familiarization	<hr/>	<hr/>	<hr/>
Meeting with City Officials	<hr/>	<hr/>	<hr/>
Documents and specifications	<hr/>	<hr/>	<hr/>
Review bids	<hr/>	<hr/>	<hr/>
Construction oversight	<hr/>	<hr/>	<hr/>
Final Inspection	<hr/>	<hr/>	<hr/>
Total Proposal Amount			<hr/>

Company Information:

Company Name:

Authorized Signatory – Name Typed:

Title:

Street Mailing Address::

City, State, Zip:

Federal Tax ID #:

DUNS # (required):

Telephone:

Email:

Date:
