



**Architecture Services
Request for Proposal**

Issued January 27, 2023

Responses due February 17, 2023 by 10:00 a.m. E.D.S.T.

Optional Onsite Visit February 7, 2023 at 10:00 a.m. E.D.S.T.

REGIONAL INCOME TAX AGENCY
Architecture Services
Request for Proposal

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January 27, 2023

The Regional Income Tax Agency (RITA, the Agency), headquartered at 10107 Brecksville Road, Brecksville, OH 44141, is seeking proposals for Architecture Services including design options for renovations to the facility as well as the preparation of construction documents and construction administration. The project is located at 10107 Brecksville Road, Brecksville, OH 44141.

Proposals are due no later than 10:00 a.m. E.D.S.T., February 17, 2023. RITA prefers that proposals be submitted electronically. Proposals should be sent to rfp@ritaohio.com.

If any part of your proposal is printed and delivered to RITA the envelopes shall be clearly marked "Architecture Services". All proposals must conform to this requirement of the Request for Proposals (RFP).

Copies of the RFP will be on file for inspection and may be obtained at the offices of the Regional Income Tax Agency.

Respondents shall aggregate their questions and requests for clarification, and submit them via e-mail to Lori Starcher via e-mail at lstarcher@ritaohio.com no later than 12:00 p.m. on February 6, 2023. Such requests for clarification, and RITA's responses, will be provided to all parties that have received copies of the RFP, without identifying the source of the inquiry. An optional site visit will take place at the Brecksville facility on Tuesday, February 7th at 10:00 a.m.

The Agency reserves the right to reject any and all proposals, or any part of any proposals, or to waive informalities or defects in proposals, as the Board of Trustees of the Agency deems to be in the best interest of the Agency.

Cordially,

Amy L. Arrighi
Executive Director

Introduction

The Regional Income Tax Agency (RITA, the Agency) is a governmental entity established to administer and collect local income taxes for political subdivisions. As an agent for its municipalities, RITA provides substantial financial services to its members. Municipal income tax is collected from individuals and/or employer withholding on salaries, wages, commissions, fees and other forms of compensation. The tax is also collected from business entities based on net profits. As of 12/31/2022 there are over 390 taxing jurisdictions served by the Agency and total annual municipal income tax collections in excess of \$2.1 billion.

The Agency is headquartered at 10107 Brecksville Road, Brecksville, OH 44141. The single tenant occupancy facility is a three-story building and includes 12,000 SF per floor (total 36,000 SF). The building is zoned Manufacturing Distribution and is in Use Group B (Business). The facility had its last major renovation completed in 2001.

Changes are anticipated to all three floors of the facility. Most areas will require new paint and flooring, and restrooms will require a complete renovation on each floor. There may be some redesign of the current open work areas/offices to accommodate a mix of hybrid and on-site staffing. Depending on the cost and timeline of the final project the project may have to be completed in phases.

RITA personnel are working with a designer from a local furniture warehouse to determine the best furniture options and required space for staff that are working onsite at the Brecksville location. The successful firm will partner with the designer to develop a preliminary design plan for the facility to accommodate the desired furniture.

The Agency is not responsible for any costs incurred by the respondent in preparation of a proposal. RITA reserves the right to negotiate with the vendors submitting proposals in order to obtain the most favorable terms, conditions and pricing for the Agency as determined by the Agency in its sole discretion. Also, as deemed in the best interest of the Agency by the Board of Trustees, RITA reserves the right to reject any or all parts of the proposals.

Proposal Responses

Proposals must be submitted in the format and order outlined below. All proposals should present all information in a concise manner, neatly arranged, legible and in terms understandable for evaluation. All information requested is to be addressed directly and completely.

It is more desirable to give additional information than less when the answer could be misinterpreted. There should be no attachments, enclosures, or exhibits other than those considered by the proposer to be essential to a complete understanding of the proposal submitted.

Each section of the proposal must be clearly identified with the following headings and in the order specified below.

Section I – Qualifications and Experience

1. Length of time your firm has been performing architecture services.
2. Provide a list of clients/customers for similar projects which your firm has completed.
3. Provide a brief resume or bio along with the years of experience of the specific resource(s) who will be assigned to this project.

Section II – Costs and Pricing for the following

1. Review and/or prepare “As Is” Drawings for 10107 Brecksville Road, Brecksville, OH facility.
Construction-quality drawings exist but it is not clear at this time if these are available in electronic formats.
2. Work with Agency personnel and selected furniture vendor to develop preliminary design and drawings for updates to the 36,000 SF facility.

We anticipate making changes to all three floors of the facility. Most areas will require new paint and flooring, and restrooms will require a complete renovation on each floor. There may be some redesign of the current open work areas/offices to accommodate a mix of hybrid and on-site staff. Depending on the cost and timeline of the final project the project may have to be completed in phases.

3. Once the design is approved, prepare Construction Drawings and assist RITA with the necessary permitting.
RITA is required by its Board of Trustees to request bids for a project of this size, and will look to the architect to prepare construction drawings that reflect changes as agreed to by RITA personnel, and to secure necessary permitting with governmental agencies (Ohio, Cuyahoga County, City of Brecksville) as appropriate.
4. Develop the bid documents with assistance from Agency personnel and assist RITA with the process of advertising for and securing construction bids and, once received, with evaluating those bids so that a recommendation can be made to the Board of Trustees.
5. Assist RITA with managing the construction project from bid award through completion.

The Agency requests that all costs and pricing are provided with great detail.

Proposal Instructions

Proposals must be received by the Executive Director, Regional Income Tax Agency, by 10:00 a.m. E.D.S.T., February 17, 2023. Proposals shall be emailed to rfp@ritaohio.com. If portions of the proposal cannot be emailed then submit these portions in sealed envelopes addressed to:

Executive Director
Regional Income Tax Agency
10107 Brecksville Road
Brecksville, Ohio 44141

If the proposal or any part of the proposal is submitted on paper, it shall have marked on the outside of the envelope "Architecture Services".

It is RITA's intention to enter into a contract as soon as practical after the proposals are evaluated. The successful vendor shall enter into a contract with the Regional Income Tax Agency within ten days of the notification of award or as soon as practical thereafter as determined by RITA.

Proposals will be evaluated on several factors including the respondent's understanding of the engagement to be performed, previous relevant experience of both the respondent firm and the individuals on the team, and the firm's ability and the flexibility to "customize" their services to meet RITA's needs and the associated costs.

The Agency reserves the right to reject any and all proposals, or any part of any proposal, or to waive informalities or defects in proposals, as the Board of Trustees of the Agency shall deem to be in the best interest of the Agency. By submitting a proposal, each respondent is ensuring that complete confidentiality of all Agency information will be maintained by all vendor personnel.

By submitting a proposal, each respondent is ensuring that they are an Equal Opportunity Employer and that their employees and applicants for employment are not discriminated against because of their race, creed, color, sex, sexual orientation, gender identity, gender expression, genetic information or national origin. By signing a contract with RITA, the successful vendor guarantees that they comply, or will comply with the above provision and all other applicable state and federal laws regarding public contract work, and agrees to indemnify and hold the Regional Income Tax Agency harmless from any claims or damages incurred against or by the Regional Income Tax Agency resulting from any non-compliance by the successful vendor.

By submitting a proposal, each respondent is declaring that they are not in arrears to RITA for municipal income taxes or any other obligation to the Agency.