

## **Request For Qualifications for Architectural Services Middle Neighborhoods Initiative**

### **Project Overview**

New Village Corporation (NVC) is seeking to engage an architect or firm to provide architectural design services for the Middle Neighborhood Initiative (MNI). The Middle Neighborhoods Initiative is a four (4) year transformative real estate project that leverages the resources and expertise of the organization to benefit Cleveland's Middle Neighborhoods. The Middle Neighborhoods Initiative seeks to acquire and rehabilitate approximately two hundred (200) homes located in Cleveland's middle neighborhoods.

NVC expects the search for this Consultant to begin February 2024 and the hiring process to be complete by April 2024. RFQ responses from consultants are due March 15, 2024. We expect all responses to outline total fee and compensation parameters, and we anticipate the engagement to be an approximately 48-month commitment. CNP will issue a Standard Master Agreement between the Owner and Architect/Firm.

### **New Village Corporation - Background**

New Village Corporation is a subsidiary of Cleveland Neighborhood Progress (CNP). CNP is a non-profit community development organization founded in 1988 by philanthropic, civic, and corporate leaders and serves as the only local community development intermediary in the region. Cleveland Neighborhood Progress is leading the revitalization of Cleveland's neighborhoods. It impacts the community by providing financial support, training, and capacity building efforts to community development corporations, supporting, and performing placemaking activities to improve residential, commercial and greenspace properties, and delivering economic opportunity programming to ensure city residents can thrive where they live.

### **Qualifications**

The architect or firm must demonstrate the capability to perform the below-stated services in accordance with generally accepted employment and hiring principles.

### **Scope of Service**

The scope of services for an architect or firm assigned to a project may include architectural services required to rehabilitate single family homes including predesign, planning, and design. Services may include but are not limited to the following: document existing conditions, planning, schematic design, design development, construction documents, and construction administration. Project Architects may be required to meet with NVC and CNP staff as needed for programmatic guidance. NVC will provide a Standard Master Agreement between the Owner and Architect/Firm.

### **RFQ Requirements**

1. Provide the following company information:
  - a. Name of Firm
  - b. Firm's address and telephone number
  - c. Primary contact's name, phone number and email address
2. Brief description and history of the firm
  - a. Include firm's size and staff
  - b. Years in business
3. Design Team Background

- a. Architectural team resumes
    - i. Principal in Charge
    - ii. Project Architect
    - iii. Project Manager
    - iv. Drafter
  - b. Consultant resumes
    - i. Structural Engineer
    - ii. Mechanical/Electrical Engineer
    - iii. Plumbing Engineer
    - iv. Civil and Landscape Engineer
4. Representative Projects – provide a minimum of three (3) projects completed by your firm that best represents a project of similar scope. Please include each project’s completion date, name and location, budget, graphic description, and photograph. Please also include each project’s change order percentage.
  5. Outline hourly fees for each role.
  6. Please indicate if the Principal or Project Architect has had their license suspended to practice architecture in Ohio.
  7. Identify any ongoing legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an owner or contractor against your firm for any project in the past five (5) years.

#### **Selection Process**

A selection committee will evaluate all submissions based upon the information presented in the RFQ response submissions. NVC will choose the architect(s) and/or firm(s) based on the architect or firm’s qualifications and experience. Preference will be given to firms that have familiarity/experience working in the City of Cleveland.

#### **Interviews**

NVC, at its discretion, may elect to interview selected architects or firms. If a firm is required for an interview, the key proposed project staff will be expected to attend the interview. The interview will allow NVC to review the architect or firm’s RFQ responses and qualifications.

#### **Process for Submission**

All submissions must be complete, in a PDF format, and include all requested information in this RFQ. Questions related to this RFQ can be directed to Kimberly Hurt at [Khurt@clevelandnp.org](mailto:Khurt@clevelandnp.org) or (216) 457-2491.

Responses must be received via email on or before 5 pm March 15, 2024, to:

Kimberly Hurt, Middle Neighborhoods Initiative Manager  
[Khurt@clevelandnp.org](mailto:Khurt@clevelandnp.org)