



***Request for Qualifications and Proposal
Architecture and Engineering Services***

Prepared for
Greater Cleveland Food Bank

*West Side Community Resource
Center Renovations
Cleveland, OH*

September 19 | 2025

TABLE OF CONTENTS

- 1.0) PURPOSE OF SOLICITATION
- 2.0) PROJECT DESCRIPTION & OBJECTIVES
- 3.0) PROJECT BUDGET
- 4.0) PROJECT SCHEDULE
- 5.0) DESIGN TEAM SELECTION SCHEDULE
- 6.0) SUBMITTAL DUE DATE
- 7.0) MANDATORY PRE-SUBMITTAL MEETING
- 8.0) REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS
- 9.0) MINIMUM REQUIREMENTS
- 10.0) SUBMITTAL REQUIREMENTS
- 11.0) SELECTION CRITERIA AND EVALUATION
- 12.0) PHASE II INTERVIEW (IF NEEDED)
- 12.0) OWNER FURNISHED INFORMATION
- 13.0) OWNER'S RIGHT, WARRANTIES & DISCLAIMERS

1.0 **PURPOSE OF SOLICITATION**

The Greater Cleveland Food Bank (GCFB) is planning to renovate an approximate 32,000 square foot facility to serve as their second Community Resource Center. The facility is located at 9830 Lorain Ave, Cleveland, 44102. This project is partially funded through federal earmark funding, and experience with federally funded construction projects is required. The facility would be used to enhance community outreach efforts by providing multiple wrap-around services in one location: healthy food, benefits access, employment training, housing connections, health care, clinic, clothing items etc. As the need has grown, so has the staff to accommodate the community. The new facility should also include additional office space and meeting rooms to accommodate staff and volunteers.

Greater Cleveland Food Bank (“Owner”) invites Qualification Statements and Proposals from interested and qualified architecture firms (“Architect”) to provide design and associated professional services related to the Additions and Renovations (the “Project”) located at 9830 Lorain Ave, Cleveland, OH 44102. The Owner intends to secure the services of an Architect and its architect-lead design team (collectively “Design Team”) that would provide comprehensive design services in order to complete the Project. Each candidate Design Team shall include the following design disciplines within its Scope of Services:

- **Architecture**
- **Structural**
- **Mechanical**
- **Electrical**
- **Civil, Landscape & Hardscape**
- **Interior Design & Signage**
- **A/V & Technology**
- **Low Voltage**
- **Food Service**
- **FF&E Design Coordination**

The selected Design Team will be required to become involved immediately in programming and the design phase of this Project and to collaborate with the Owner and Owner’s Representative to meet the Scope, Schedule and Budget requirements of the Project.

The Owner has retained the services of an Owner’s Representative, NV5, Inc. (“Consultant”), to represent its interests throughout this solicitation and for the duration of the project. The Owner’s Representative will manage, on the Owner’s behalf, all prime contracts including the Architect contract resulting from this solicitation. It is the goal of this solicitation to select a Team that will be compatible with the Owner and the Consultant to provide successful design and construction services for the project. The Owner reserves the right to select the Team that it deems to be in its best interest and to reject any and all proposals. The successful Team will enter into a contract with the Owner for concept design services of this project and will be responsible for the proper completion of all Services and Work for the project.

Information concerning the proposed Project and this request can be found in the following Sections.

2.0 **PROJECT DESCRIPTION & OBJECTIVES**

GCFB has completed the master planning process and intends to renovate its existing facility. The project scope generally includes 32,000 square foot of renovations and additions consisting of the following:

1. Front Lobby Expansion
2. Food Demonstration Area
3. Transform an Existing Area into a food pantry
4. Commercial Refrigeration Requirements in food pantry
5. Add Overhead Door for Food Deliveries
6. Parking Lot Renovations
7. Replicate Design Concept of GCFB Waterloo Resource Center
8. Provide Value Engineering Services as Needed
9. Implement Shared Community Space
10. Potential for custom space for 1-2 onsite partners

The project delivery method will likely be Construction Manager at Risk (CMAR) and is anticipated to occur in May of 2026 with the successful architectural firm scheduled to begin preconstruction services on December 1st, 2025.

Other Project Consultants (not part of the Design Team) Retained by Owner

In addition to the Architect and design services described in this request, the Owner is also going to procure and manage other consultants necessary for successful completion of the Project. These consultants will include:

- Owner's Representative
- Geotechnical Engineering
- 3rd Party Inspections & Construction Materials Testing
- Commissioning
- CMGC
- Other Consultants the Owner may determine are necessary to meet the objectives of the Project

Attached hereto and referenced below is supplemental information provided by the Owner to aid in understanding their goals, objectives and initial program elements:

- **Exhibit A – Phase I Report – 3140 W 98th ESA**
- **Exhibit B – Phase II Report – 9830 Lorain Avenue**
- **Exhibit C – Standard Form of Agreement – AIA B133**
- **Exhibit D – Westshore Remodel – Bowen DD Set – CP Review 2017-02-16**
- **Exhibit E – 001-Survey-060624 Lorain Rd.Survey**

3.0 **PROJECT BUDGET**

The total Cost of Work including the disciplines identified above in Sections 1.0 and 2.0 have a Cost of Work budget of approximately \$2.7 Million.

This budget is provided for informational purposes and is subject to change at a future date without penalty to the Owner.

4.0 **PROJECT SCHEDULE**

The Owner's Representative will work with the Architect to develop a detailed Design and Construction Schedule once the Design Team is selected. In the submittal, Teams should indicate the anticipated duration for the design portion of the Project from pre-design through construction documents, (following typical design milestones) with a timeframe for each component. The Owner will require completion of the documents so that bidding can occur as early as possible. The Owner anticipates a phased completion and occupancy of the Work with the final phase of occupied building(s) **on or before January 31, 2027**.

5.0 **DESIGN TEAM SELECTION SCHEDULE**

The following is the proposed schedule for the Design Team selection process for this effort:

RFQ Notification Date	Friday September 19, 2025
Mandatory Pre-Submittal Meeting	Friday October 3, 2025
Intent to Submit / Request for Clarifications	Wednesday October 8, 2025
Response to Clarifications	Tuesday October 14, 2025
RFQ/P Submittal Deadline	Monday October 20, 2025
RFQ/P Evaluations	October 21 – November 4, 2025
Interviews (if needed/required)	TBD
Finalize the Agreement	November 5 – November 19, 2025
Board Action to Ratify Selection	TBD

6.0 **SUBMITTAL DUE DATE**

Provide an electronic submittal only (including the fee proposal), emailed to the Owner's Representative Team as outlined below. This can be by attachment to an email or a link within the email to your cloud location.

The electronic document shall be in PDF format with section bookmarks to match the submittal requirements outlined in this document.

NV5 can receive email up to 50MB. Please email the electronic copy to the Owner's Representative Team at the below email addresses:

Marquita Garrison, NV5 Project Coordinator – Marquita.Garrison@NV5.com
Jarrett Parker, NV5 Project Manager – Jarrett.Parker@NV5.com

Submittals will be received until **5:00pm, Monday October 20, 2025**.

Submittals received after the date and time stipulated above will be considered non-responsive.

RFQ submittals will be reviewed and the reviewing committee. The committee may forgoes identifying a short list of submitting Teams for presentation/interviews and reserves the right to decide on the architectural team based on this RFQ/P submittal response. If there are short listed firms, they will be notified and may be requested to schedule a time for a presentation and interview with the reviewing committee.

7.0 **MANDATORY PRE-SUBMITTAL MEETING**

- A. A mandatory Pre-Submittal Meeting will be held at the following location on the date and time listed below:

Friday October 3, 2025 @ 10:00 AM EST
West Side Community Resource Center
9830 Lorain Ave.
Cleveland, OH 44102

- B. The purpose of the pre-submittal meeting is to provide Teams with detailed information concerning this solicitation and to address questions and concerns raised by interested firms. Owner's staff and NV5 will be present to address technical questions and inquiries related to the RFQ Submittal requirements.

8.0 **REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS**

All questions concerning this solicitation must be addressed to the Owner's Representative at the following (*please refrain from contacting representatives of Greater Cleveland Food Bank directly*):

Marquita Garrison, NV5 Project Coordinator
Phone: 216.785.4831
Email: Marquita.Garrison@NV5.com

And

Jarrett Parker, NV5 Project Manager
Phone: 216.678.9351
Email: Jarrett.Parker@NV5.com

All telephone conversations are considered to be unofficial responses and will not be binding. Questions or requests for clarifications to the solicitation shall be submitted in writing, and if appropriate, will be responded to in writing and distributed through emailed addenda to all respondents. Written addenda will be the Owner's official method of response. To be considered for response, requests for clarification must be received no later than **5:00pm, Wednesday October 8, 2025**.

9.0 **MINIMUM REQUIREMENTS**

The Architect and all members of the Design Team must submit proof of possessing the minimum qualifications described below. Such proof is to be included in Section A of the submittal. Failure to meet such Minimum Requirements may result in rejection or disqualification from the process. In that event, information contained in the other sections of the submittal will not be reviewed or evaluated.

Required Licenses, Registrations and Regulations:

The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

Commercial General Liability with policy limits of not less than « One Million » (\$ « 1,000,000.00 ») for each occurrence and « Two Million » (\$ « 2,000,000.00 ») in the aggregate for bodily injury and property damage.

The Commercial General Liability shall:

1. **Include a Waiver of Subrogation Clause.**
2. **Include a Separation of Insureds Clause (Cross Liability).**

Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than «One Million » (\$ « 1,000,000.00 ») per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.6.1 and 2.6.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

Workers' Compensation at statutory limits.

Employers' Liability with policy limits not less than « One Million » (\$ « 1,000,000.00 ») each accident, «One Million » (\$ « 1,000,000.00 ») each employee, and « One Million » (\$ « 1,000,000.00 ») policy limit.

Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than «One Million » (\$ « 1,000,000.00 ») per claim and « Two Million » (\$ « 2,000,000.00 ») in the aggregate.

In the event that any professional liability insurance required by this Contract is written on a claims-made basis, Architect warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning at the time work under this Contract is completed.

Policy shall contain a waiver of subrogation in favor of the Owner.

Additional Insured Obligations. To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The Owner shall be an additional insured to the full limits of liability purchased by the Architect even if those limits of liability are in excess of those required by this Contract. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations. For purposes of identifying additional insureds, the Owner shall mean the Owner, **its subsidiary, parent, associated and/or affiliated entities, successors, or assigns, its elected officials, trustees, employees, agents, and volunteers.**

Notice of Cancellation. Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the Owner, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to the Owner. If the insurance carrier will not provide the required notice, the Architect and or its insurance broker shall notify Owner of any cancellation, or reduction in coverage or limits of any insurance within seven (7) days of receipt of insurers' notification to that effect.

Verification of Coverage. Architect shall furnish the Owner with certificates of insurance (ACORD form or equivalent) that evidence compliance with the requirements in this Section 2.6.

The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and any required endorsements are to be received and approved by the Owner before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project including any warranty periods. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract. All certificates required by this Contract shall be sent directly to the Owner. The project title/contract number and project description shall be noted on the certificate of insurance. The Owner reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.

AIA Qualification Statements:

The Team must provide a completed AIA Document B133 – latest edition, Architect's Qualification Statement. The form must be completed by the Prime Consultant proposed for the Design Team.

Form of Agreement:

Selected firm will be expected to execute the Architect Agreement (B133) as provided per attachment **Exhibit C**.

10.0 SUBMITTAL REQUIREMENTS

Throughout the submittal, the Team's emphasis should be placed on the proposed team members and firm's relevant experience in the design of facilities of similar size and complexity to the project described in Section 2.0.

There is no page limit for the Team's Statement of Qualifications however, concise responses addressing the specific requirements of this Request for Qualifications will aid in the evaluation process.

The qualifications statement shall include the following information, numbered, and tabbed, in the order indicated below:

Cover Letter

Present in brief, concise terms, a summary level description of the contents of the qualifications statement, including identifying the Design Team and the Team's capabilities. Give the name(s) of person(s) who will be authorized to make representations for the Team, their title(s), and contact information including email and telephone number(s). The signer of the cover letter must declare that the information submitted is in all respects fair and in good faith without collusion of fraud and that the signer of the letter has the authority to bind the Team.

A. Minimum Requirements

Submit proof of possession of Minimum Requirements, as per Section 9.0 of this RFQ including a completed AIA B133 form.

B. Design Team Organization

Provide a clear and descriptive organizational outline or chart, identifying participating firms and their permanent office locations(s). All major participants of the Design Team shall be identified along with their project roles and responsibilities and their reporting accountability. Lines of authority and communication shall be clearly shown. The primary Project contact for the Prime Consultant should also specifically be identified.

If the Applicant is a Joint Venture, describe the responsibilities between the participating firms, the offices and locations that will be the primary participants and the percent interest of each firm. Should the Owner select an Architect that has a Joint Venture structure, the firm(s) will be required to provide copy of the Joint Venture Agreement signed by the officer(s) to understand the complete nature of the arrangement.

C. Qualifications of Key Personnel

Provide a one-page resume for each individual listed on the organizational chart (Section B). List the individual's firm and position therein, project responsibility, education, license or registration (where applicable), affiliations, publications, awards, and relevant experience over the last five years. Applicants are reminded that after pre-qualification, significant changes in the composition of the Design Team's personnel, roles or responsibilities may not be made without the consent of the Owner.

D. Prime Consultant Design Experience and Capability

Provide examples of projects with similar scope that the Prime Consultant completed within the last five years, which required similar skills, expertise, and management to that which are required by this Project. Identify those persons within the Design Team that held responsible management positions on each example project cited and explain their responsibilities.

Provide owner references for each project cited. The cited reference shall contain correct name and telephone number of the appropriate reference and the applicant should verify the availability of the references prior to submittal.

Applicant should demonstrate excellence in the following:

- Interior building renovation similar to GCFB's Community Resource Center's
- Major building rehabilitation/remodel
- Design for construction in occupied buildings

The applicant should have broad knowledge and experience in important areas, such as, aesthetics, client communications, programming, permitting, and construction administration.

E. Sub-Consultant Design Experience and Capability

Identify all design disciplines and specialty consultants that the Project Design Team intends to employ in the design of this Project. List each firm or sub-consultant, their area of responsibility and the corresponding principal-in-charge. For each firm, give examples of similar type projects (completed within the last five years). Identify individuals proposed for this Project that held responsible positions on examples cited. Provide a matrix indicating the participation in a similar capacity, if any, of each of the firms and specialty consultants proposed for this Project, on the projects cited.

F. Fee Breakdown

Provide a schedule of the proposed lump sum fees associated with each of the following components of the Project listed below. Provide a not-to-exceed number for the construction administration portion of the project, with hourly rates listed for each of the team members.

- Program Confirmation & Schematic Design
- Site Plan
- Design Development
- Construction Documents
- Bidding / Permitting
- Construction Administration
- Close Out
- Warranty

G. Design Timeline

Provide a breakdown of the proposed timeframes the Design Team will require for each of the following project design stages:

- Pre-Design & Schematic Design
- Design Development
- Construction Documents
- Bidding / Permitting
- Project Closeout

H. Statement of Differentiation

Explain in one page or less what differentiates your Team from other qualified competing Firms, specifically in regard to this project.

11.0 SELECTION CRITERIA AND EVALUATION

Design Teams responding to this Request for Proposals will be evaluated based on the criteria noted below:

- A.** The consultant's understanding of the Project and the needs of the Owner and general Project approach. **(15 Points)**
- B.** The consultant's experience, qualifications and capability. This may also include management experience of the firm related to sub-consultants, firm size, availability and diversity of expertise. **(10 Points)**
- C.** The relevant experience of principal team members. **(10 Points)**

- D.** The consultant's references for work performed on similar projects. **(5 Points)**
- E.** The clarity, responsiveness and professionalism of the proposal. **(10 Points)**
- F.** Whether the consultant is firmly established in the business, financially responsible, and has the resources and the ability to offer its services in a professional and expedient manner. **(20 Points)**
- G.** The estimated costs for completion of the work. **(10 Points)**
- H.** The proposed timeframe for completion of the work. **(10 Points)**
- I.** The consultant's understanding of the requirements of the Greater Cleveland Food Bank. **(10 Points)**

Evaluation Criteria Summary

The following is a summary of the evaluation factors and score value assigned to each.

A.	Understanding & Approach	15 Points Possible
B.	Qualifications & Capability	10 Points Possible
C.	Team Member Experience	10 Points Possible
D.	References	5 Points Possible
E.	Clarity, Responsiveness, & Professionalism	10 Points Possible
F.	Capability to Execute Services	20 Points Possible
G.	Fees	10 Points Possible
H.	Design Timeline	10 Points Possible
I.	Understanding of the Client	10 Points Possible
	TOTAL	100 Points Possible

The Owner may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered non-responsive. Modifications may be made to the scoring based on the experiences the selection committee has had with the consultant, or if they envision conflicts of interests. The Owner reserves the right to reject any and all proposals, waive informalities and to reject non-conforming, non-responsive or conditional proposals.

12.0 **PHASE II – INTERVIEW (as needed)**

If desired or needed based on the answers to this solicitation, an interview invitation may be sent out to the shortlisted firms with the highest RFQ submittal scores on the date noted in Section 5.0 – Design Team Selection Schedule. The invitation will explain the interview requirements and provide details on time and location. However, the owner may elect to pick the design team based solely on this solicitation.

13.0 **OWNER FURNISHED INFORMATION**

The following owner-furnished data will be made available to the selected Team in order to support the design process:

- ☒ Geotechnical Report & Recommendations (if deemed necessary)
- ☒ Site Survey including boundary, topography and existing features
- ☒ Phase I Environmental Site Assessment
- ☒ Phase II Environmental Site Assessment
- ☒ Asbestos hazard and regulated building materials survey

The owner is providing the above items noted but in no way does it remove responsibility of the Design Team to preform due diligence. No allowance or extra consideration shall be paid by the owner as a result of the Design Teams lack of familiarity with the site and location of the work.

14.0 **OWNER'S RIGHT, WARRANTIES & DISCLAIMERS**

1. The selection of the Design Team will not be based solely on cost, but rather the best interest of the Owner. Owner's selection committee will make a recommendation to the Greater Cleveland Food Bank based upon all elements of evaluation and information provided in the submittal, interviews and subsequent contract negotiations.
2. The respondents to the Request for Qualifications warrant that they are able to complete the project to specifications that will meet or exceed the minimum code and safety requirements as set by the Greater Cleveland Food Bank, where applicable, as well as, all other Authorities Having Jurisdiction over the projects. Additionally, they also warrant that they will complete the projects to the minimum standards and requirements of all municipal, county, state and federal agencies having jurisdiction and authority over the projects.
3. The Owner reserves the right to accept/reject any or all submittals received through this solicitation process. The Owner reserves the right to terminate or modify the Design Team selection process, including the Selection Schedule, at any time as may be deemed necessary and in the best interests of the Greater Cleveland Food Bank.
4. The Owner reserves the right to award the project(s) in the manner deemed most beneficial to the Greater Cleveland Food Bank, and that provides the greatest overall value.
5. The Owner has elected to utilize the Architect Agreement as provided by the Greater Cleveland Food Bank. Please note that this document is subject to additional revisions. Selected firm will be expected to execute the Architect Agreement as provided by the Greater Cleveland Food Bank. Please note that this document is subject to additional revisions.
6. All costs incurred by prospective Design Teams associated with the preparation of submittals, attendance at interviews and contract negotiations in response to this Request for Qualifications are the sole responsibility of the Applicant.
7. The Qualification Statement and Fee Proposal, and all supporting documentation, attachments, supplementary materials, sketches, etc. shall become the property of the Greater Cleveland Food Bank and will not be returned to the Design Team.
8. Responses may be modified or withdrawn by the architect prior to the submission deadline.

9. A minimum warranty of one (1) year is required. An alternate for a two (2) year warranty should also be provided for Owner's review and consideration.
10. News releases pertaining to this RFQ or any resulting contract shall NOT be made without prior written approval by the Greater Cleveland Food Bank.
11. Reservation of Rights. The Greater Cleveland Food Bank reserves the right to cancel, reissue, close or reopen this RFQ at any time, without penalty. The Greater Cleveland Food Bank will not be liable for any costs incurred by any Architect in the preparation and production of the vendor response to the RFQ. The responses will be reviewed by a selection committee. The committee may request additional information from Architects. The Greater Cleveland Food Bank reserves the right to award the work in whole, or in part, as determined to be in the best interest of the Greater Cleveland Food Bank. The Greater Cleveland Food Bank reserves the right to reject any and all RFQ responses or any part thereof. The Greater Cleveland Food Bank reserves the right to waive any formalities, informalities or minor irregularities within, accept in whole or part, and/or workshop, any or all RFQ responses, modify, cancel or re-advertise this RFQ, and to award projects as deemed in the best interest of the Greater Cleveland Food Bank, including making award recommendations for select projects to previously prequalified architectural firms. The Greater Cleveland Food Bank further reserves the right to engage the successful architects(s) to perform additional services for the Greater Cleveland Food Bank.
12. Premises Access Certification. Architect, through the submission of a response to this RFQ, certifies it shall not knowingly employ on the Greater Cleveland Food Bank's premises any persons convicted of any felony or misdemeanor crime of unlawful sexual behavior.
13. The Architect Agreement attached to this RFQ/P ("Contract") must be completed and signed by all parties concerned before a successful Bidder can proceed with the work. In the event the parties are unable to enter into a contract, the Greater Cleveland Food Bank may elect to cancel the award and make the award to the next most responsible Bidder. Depending on the final scope of services as determined by the Greater Cleveland Food Bank, it may be necessary to receive Board of Directors approval prior to issuance by the Greater Cleveland Food Bank of a purchase order to the successful Bidder or execution of a contract with the successful Bidder. The Greater Cleveland Food Bank will make efforts to obtain approval as soon as reasonably possible.
14. Acceptance of Contract. This section is intended for informational purposes only and no response is expected nor encouraged. However, questions, comments, or concerns with regard to the contract terms and conditions must be included with your proposal. Absent any such attachment, the Greater Cleveland Food Bank will assume vendor's full acceptance of the contract terms and conditions. Exceptions requested, or alternative language suggested, will be treated as a "counter-offer." The willingness and/or ability of the Greater Cleveland Food Bank to accept or negotiate such suggested changes will be considered on a case--by--case basis. Vendors please note, IF you do offer suggested modifications, the decision to reject, accept, or further negotiate requested changes will be at the Greater Cleveland Food Bank's discretion. *Architect Agreement anticipated to be sent Friday, November 19th 2025. Please note that this document is subject to additional revisions.* IF YOUR COMPANY NORMALLY SEEKS LEGAL REVIEW OF CONTRACT TERMS, THIS PROCESS SHOULD OCCUR PRIOR TO SUBMISSION OF YOUR OFFER AND YOUR OFFER MUST IDENTIFY ANY TERM OR CONDITION YOU ARE QUESTIONING AND HOW YOU WOULD SUGGEST IT BE RESOLVED.

**END OF REQUEST FOR QUALIFICATIONS AND PROPOSAL
ARCHITECTURAL AND ENGINEERING SERVICES
GREATER CLEVELAND FOOD BANK
WEST SIDE COMMUNITY RESOURCE CENTER RENOVATION**