



## **REQUEST FOR QUALIFICATIONS**

### ***PROFESSIONAL DESIGN SERVICES FOR VARIOUS PROJECTS 2019-2020***

#### **Board of Park Commissioners Portage Park District**

Scott McKinney  
Allan Orashan  
Charles Engelhart  
Thomas Hrdy

**Executive Director**  
Christine Craycroft

February, 2019

# *Request for Qualifications Professional Services*

**Issue date:**

February 1, 2019

**Contracting agent:**

Portage Park District  
705 Oakwood St. Suite G-4  
Ravenna, Ohio 44266  
Attn: Christine Craycroft, Executive Director

**Portage Park District– Agency Profile****Governance**

The Portage Park District is organized under Chapter 1545 of the Ohio Revised Code as a metropolitan park district and is not part of any other local, county, state or Federal government. The Portage Park District is governed by a volunteer Board of Commissioners appointed by the Portage County Probate Judge. The Board serves as a policy-making body to establish and guide the overall direction of the Park District and adopts the annual tax budget. The Park Board appoints and Executive Director who serves as the Chief Executive and a non-voting member of the Board as its Secretary.

**Facilities and Jurisdiction**

The Park District includes all of Portage County and manages approximately 2,000 acres of land and 14 miles of hike and bike trail.

**Agency Mission**

The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment.

**Funding Sources**

Funding for the Park District is derived from a ½ mill property tax levy that yields approximately \$1.7 million/year, as well as donations, royalties, rent and other miscellaneous receipts. Supplemental funding may be provided by State, Federal and local grant sources.

Additional information can be found at [portageparkdistrict.org](http://portageparkdistrict.org).

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## **INTENT AND SCOPE OF THIS REQUEST FOR QUALIFICATIONS**

### **General Description of Intent**

This process is intended to identify professional firms most qualified to perform work for the Portage Park District for each of the following disciplines: Architecture, Landscape Architecture, Engineering, Appraisal, Surveying and Environmental Assessments

Portage Park District is seeking qualifications from the above disciplines as recognized by ORC §153.65-71 to provide services for projects for the calendar years 2019-2020. Only firms with registered professionals in the State of Ohio in these disciplines will be considered. This request for qualifications is intended to provide information for the Park District to evaluate professionals for contracting anticipated projects with professional services needs valued over and under \$50,000 each. See Appendix C for the current list of anticipated projects; please include SOQs relevant to those project needs. Full scopes of services for those projects will be developed for fee proposal requests as projects are scheduled; requests will be posted on the Portage Park District website.

### **Selection Process**

The selection of consultants qualified for specific projects will take place at the time the project for contract services is being considered. All Statements of Qualifications received will remain on file through calendar year 2020. Representatives from Portage Park District will review qualifications from interested firms and select the most qualified firms based on, but not limited to, the following evaluation criteria:

- Competence to perform the required professional design services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services;
- Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously
- Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines
- Proximity to Portage County
- Experience with sustainable design, material selection, and construction
- Previous experience with projects of a similar nature and similar scale
- Experience with this agency

### **Project Availability and Consultant Selection**

Once projects are available for contracting, Portage Park District will review the qualifications and select the most qualified based upon the above criteria. As necessary, the Park District will interview the three to five top firms in each discipline and select the most qualified individual or firm to perform the project and negotiate a contract price and terms.

Upon completion of negotiations for a specific approved project, a binding agreement will be entered into between Portage Park District and the selected firm.

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Each consultant retained shall act as a prime consultant for the assigned project(s) and will be responsible for providing specialty services either directly or through sub-consultants.

### **Submit Statement of Qualifications**

Firms interested in being considered should provide the information requested as outlined in **APPENDIX "A"** in the same order as listed, accompanied by a letter signed by an authorized officer of the firm. Firms will be evaluated using the form in **APPENDIX "B"**

A list of proposed and potential Portage Park District improvement projects is included herein, as **APPENDIX "C"**. Depending on time and budget constraints these projects may or may not be performed during the 2019-2020 time-frame and may or may not require the services of outside consultants.

\* \* END OF SECTION \* \*

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## **APPENDIX “A”** **STATEMENTS OF QUALIFICATIONS SUBMITTAL**

### **General Notes**

Each firm shall submit a separate Statement of Qualifications for each discipline for which the firm is qualified; Architecture - Landscape Architecture – Civil Engineering – Surveying, accompanied by a letter signed by an authorized officer of the firm.

### **Each Statement of Qualifications shall include the following in the order specified:**

1. The discipline for which your firm is qualified.
2. Identify areas in which your firm is ODOT prequalified
3. Clearly identify who the project manager will be, his or her discipline, (1) one page resume of his or her relevant qualifications and primary office location.
4. Identify other key staff members. Include their disciplines, primary office location and (1) one page resume for each
5. List the location of the office where the majority of the work will be performed.
6. List proposed sub-consultants by firm name, address, phone number and types of services for which they are qualified\*.
7. For disciplines other than surveying, please describe your “Green” building and sustainable site development experience. Please be specific about your qualifications and practical experience with sustainable design
8. Provide no more than five (5) examples of recent projects for this discipline for which the proposed project manager was the lead including description of work performed and your firm’s responsibility. If these projects appear on key member resumes, list what their role was if not project manager.
9. Provide no more than five (5) client references, other than Portage Park District, preferably including the projects listed above.
10. Certificate of current Professional Liability Insurance.

\*Portage Park District will select the prime consultants based on the nature of each project. Some projects require the assistance of multiple disciplines, if your firm has these disciplines on staff please acknowledge; if not please identify the firms you typically use.

### **Submittal Procedure:**

Interested firms wishing to offer their services should submit one electronic PDF copy of a Statement of Qualifications, either delivered on a flash drive or CD/DVD, or via email or electronic file transfer to [admin@portageparkdistrict.org](mailto:admin@portageparkdistrict.org). Please do not submit paper copies. The file name for each SOQ should be in the following format:

SOQ~~firmnamediscipline~~, with “discipline” being one of the following: Architecture, Landscape Architecture, Civil Engineering, Surveying

Email or mail to the attention of, and refer questions to:

*Christine Craycroft, Executive Director*  
*Portage Park District*  
*705 Oakwood St., Suite G-4, Ravenna, Ohio 44266*  
[admin@portageparkdistrict.org](mailto:admin@portageparkdistrict.org)

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**APPENDIX “C”**  
**POTENTIAL 2019-2020 PROJECT LIST**

**General Needs**

1. Boundary surveys, property splits and combinations
2. Real estate property appraisals
3. Trail feasibility studies: Identify potential trail routes and development phases; develop cost estimates
4. Multipurpose trail and handicapped accessible trail engineering and construction plans and cost estimates
5. Access drive and parking lot site design and construction documents, including permeable pavement design.
6. Miscellaneous structural and civil engineering
7. Architecture and landscape architecture
8. Environmental assessments, including:
  - a. Phase I and Phase II Environmental Site Assessments
  - b. Wetlands delineations and Ohio Rapid Assessment Methodology (ORAM) reports
  - c. Natural resources inventories, including VIBI

**Specific Projects:**

1. Architectural designs, construction drawings and cost estimates for the renovation and repurposing of an existing agricultural structure into field offices and workshop at Morgan Park, Shalersville Township.
2. Design, construction plans and cost estimates for crushed stone parking lots and drives at Trail Lake Park, Streetsboro and Breakneck Creek Park, Ravenna Twp.
3. Engineering, construction plans and permit applications for drinking water wells, commercial septic systems and sanitary sewer connections at Morgan Park, Shalersville Township.
4. Engineering assessment and plans for dam and spillway maintenance and improvements at Trail Lake, Streetsboro and Camp Spelman, Franklin Township
5. Architectural designs, construction drawings and cost estimates for the renovation and repurposing of an existing pool house structure into a picnic shelter, Towner's Woods Park, Franklin Township.

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**6. APPENDIX “B” REVIEWER EVALUATION FORM**

**Name of consultant:** \_\_\_\_\_

**Discipline:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	<b>Points Possible</b>	<b>Points Awarded</b>
<b>Discipline</b> Does firm employ appropriate licensed professionals?	Yes or No	
<b>Insurance</b> Evidence of current professional liability insurance.	Yes or No	
<b>Project Manager and key team members</b> Education, professional licensure and relevant experience of project manager and key personnel.	25	
<b>Project Examples</b> Relevant project examples within the past 5 years for which the firm has been lead consultant, and for which proposed key personnel were significantly involved. Consider quality of work in relation to proposed project. Previous experience with Portage Park District	25	
<b>Firm's capacity and experience</b> Professional and administrative capacity of firm; availability of appropriate tools and equipment	20	
<b>References</b> Five recent client references for relevant projects.	10	
<b>Office location/project manager location</b> Where is primary office and primary project manager's office located? Proximity to Portage County?	5	
<b>Sustainable Development</b> (other than surveyor) Qualifications and experience in designing low-impact, low-maintenance and environmentally and economically sustainable improvements	10	
<b>Other</b>	5	
<b>TOTAL SCORE</b>	100	

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**LEGAL NOTICE**

**Portage Park District Request for Qualifications, Professional Services**

The Portage Park District is seeking qualified consulting firms to perform landscape architecture, engineering, architecture, surveying, appraisal and environmental services for various operations and capital improvement projects for calendar years 2019-2020. Statements of professional qualifications will be kept on file for selection for projects as needed.

Interested firms wishing to offer their services may obtain an information package by visiting the Portage Park District website at <http://portageparkdistrict.org/news/notices/> or by contacting the Portage Park District by phone at (330) 297-7728, or email at [admin@portageparkdistrict.org](mailto:admin@portageparkdistrict.org).

Portage Park District  
Christine Craycroft, Executive Director

\* \* END OF SECTION \* \*