



Legal Notice

Request for Qualifications (RFQ)

“Kent-Brimfield Bog Park”

Professional Landscape Architecture/Engineer Design Services

The Portage Park District is issuing a Request for Statements of Qualifications per Ohio Revised Code Sections 153.65 - 153.69 for a firm to serve as the prime consultant for final design and development of construction plans and specifications for a new park in Portage County, Ohio. Submittals should not include a fee estimate proposal at this time; the Park District will evaluate qualifications and rank firms using the factors described in the RFQ. A contract will be developed with the selected professional/firm, and negotiate the project final scope and fee. The RFQ is available at www.portageparkdistrict.org. Submittal deadline is February 12, 2024.

Request for Qualifications “Kent-Brimfield Bog Park”

Portage Park District requests Statements of Qualifications (SOQ) from firms interested in being the prime consultant providing professional services for the development of the proposed “Kent-Brimfield Bog Park” (*final park name yet-to-be-determined*). The Park District seeks to contract with one firm responsible for overall design, construction plans and specifications, that will subcontract as necessary for specific outside professional services.

Section I – GENERAL NOTICE

- A. Owner: Portage Park District 705 Oakwood St Ste. G-4, Ravenna, OH 44266
- B. Questions regarding this Request for Qualifications shall be directed to: Christine Craycroft, Executive Director at 330-297-7728 or by email to: ccraycroft@portageparkdistrict.org
- C. Qualifications Due Date: February 12, 2024 4:00 PM

Section II – PROJECT DESCRIPTION

The Portage Park District’s mission is to conserve Portage County’s natural heritage and provide opportunities for its appreciation and enjoyment. With its focus on conservation, education and stewardship, the Park District prioritizes sustainability in design, materials and maintenance whenever feasible, along with showcasing green infrastructure.

Park project goal: To provide safe, enjoyable public access for nature education and recreation through developing low-impact park and trail facilities.

The project site is the ~215-acre “Kent-Brimfield Bog Park” located at 795 Howe Road, Kent, with the site in both Brimfield Township and City of Kent, Portage County, Ohio. It is adjacent to the Kent-Cooperrider Bog State Nature Preserve on Meloy Road—see attached map. The Park District acquired the site in 2015 to protect the remaining portion of the bog and its adjacent forest, along with a portion of the Plum Creek corridor, floodplains and open space.

The property was acquired with Clean Ohio Greenspace Conservation funds and Water Resource Restoration Sponsorship Program funds, with each program requiring conservation deed restrictions and limited development subject to state-level plan review and approval. A ~70-acre portion of the park site includes bog that is contiguous with the neighboring State Nature Preserve owned by the State of Ohio which has also been recently dedicated as a state nature preserve.

Park elements include:

- Park entrance and drive; parking lot, overflow parking and associated stormwater management
- Standard accessible trailhead amenities (park district will provide standard designs): signage, bollards, information kiosk, restrooms, benches, tables, lighting
- Fully and partially accessible multipurpose trails of varying lengths, sited to utilize existing infrastructure, avoid sensitive areas, provide access and highlight park features
- Picnic shelter foundation (park district timber frame standard installed by others)
- Spaces for unstructured recreation and group gatherings
- Potential repurposing of un-reclaimed mine area for recreational areas

Total estimated project budget: \$1,200,000

Section III – SCOPE OF WORK

- A. One on-site kickoff meeting, up to four design review meetings with PPD staff and one public draft plan review meeting. Develop renderings appropriate for public review and display.
- B. Topographic survey and geotechnical studies as necessary for park design and engineering.
- C. Determine feasibility and scope of final development plans (e.g. size and surface of parking lot, ADA trails, length of trails, etc.) based on cost estimates and site conditions.
- D. Prepare and manage all permit applications, including drive access; stormwater management and pollution prevention plans; wetlands impact; restrooms, utilities.
- E. Create construction plans, bid specifications and engineer’s cost estimate for bidding.
- F. Provide bidding and contract award services: review Park District ‘front-end’ bid documents, attend pre-bid meeting, address Requests for Information (RFI), issue addenda, review bids and recommend award of contract.
- G. Provide construction administration and limited site inspection services: pre-construction meeting, review shop drawings, answer RFIs, site visits during construction, create punch list, close out documents, as-built drawings, etc.

Section IV - PROJECT SCHEDULE (Approximate)

Qualifications Due.....	February 12, 2024
Interview and Select Most Qualified Team, Negotiate Scope and Fee	February, 2024
Project Award, Contract, Commencement of Services.....	March, 2024
Construction Plans Complete.....	July, 2024
Bidding.....	August, 2024
Construction Administration and Inspection Services Complete	July 1, 2025

Section V - OWNER'S RESPONSIBILITY

- 1. Assign a PPD Project Manager and Construction Oversight/Prevailing Wages Manager
- 2. Provide project budget
- 3. Coordinate site visits, PPD review meetings and public review meeting
- 4. Timely review and approval of design submittals
- 5. Provide Design Team with PPD’s standard trail materials, details, standard restroom design and vendor, entrance signage, kiosk, standard shelter design and vendor, etc.

Section VI – SUBMITTAL REQUIREMENTS

- 1. Cover letter with Table of contents
- 2. Firm/project team’s profile and applicable services provided; identify location of local office
- 3. Qualifications of Project Manager and key individuals who will be involved on the project
- 4. List of proposed professional subcontractors
- 5. Examples of experience with conservation-focused park design and sustainability solutions
- 6. Client references and contact information for similar projects on which the firm consulted
- 7. Project and design approach and proposed milestones
- 8. Proposed project schedule

Section VII - SUBMISSION OF QUALIFICATIONS

Deliver one hard copy of the submittal and one PDF file labeled “Kent-Brimfield Bog SOQ” to:

Portage Park District
 705 Oakwood St. Ste G-4
 Email: admin@portageparkdistrict.org; Phone: 330-297-7728

Section VIII - EVALUATION OF QUALIFICATIONS

Portage Park District staff will review qualifications and rank the top three firms then negotiate the scope of work and proposed fees with the firm ranked most highly qualified. Evaluations will be based on but not limited to the following:

1. Competence of the firm as indicated by the technical training, education, and experience of the firm's personnel overall, and especially those assigned to perform the services on this project;
2. Ability of the firm in terms of its workload and availability of qualified personnel, equipment and facilities to perform the required professional design services competently and expeditiously;
3. 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, creative solutions; sustainability; constructability; public communications and meeting timelines
4. Past experience of firm or assigned individuals with this agency;
5. Previous experience with public projects of a similar nature and similar scale;
6. Qualifications and experience of the project manager, including range of experience managing similar projects from design through construction
7. Experience with sustainable design, material selection and construction methods.

