



REQUEST FOR PROPOSALS

Morgan Park Operations Center

Design and Construction Administration

Date: February 8, 2019

Contact: Christine Craycroft, Executive Director
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Due Date: February 25, 12:00 pm EST

Summary: The Portage Park District seeks proposals from qualified professionals for the design, construction plans and specifications, bidding phase services and construction administration for the conversion of a 7,200 sf agriculture building into an Operations Center at 8505 Nicodemus Road, Ravenna 44266, Shalersville Twp., Portage County, Ohio.

Submittals: Proposals must address the information requested and may be submitted electronically to admin@portageparkdistrict.org or on paper in a sealed envelope to Portage Park District 705 Oakwood St. Suite G-4 Ravenna, Ohio 44266. The proposal name must be labeled on the envelope or in the subject line. Download the RFP packet at <http://portageparkdistrict.org/news/notices/>

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

Request for Proposal

Morgan Park Operations Center Design and Construction Administration

I. Introduction:

The Portage Park District (PPD) is seeking proposals from qualified professionals for the conversion of an existing agricultural building into an operations center with field offices. The Park District is committed to environmentally sensitive development and seeks to use design approaches, materials and processes whenever feasible that reduce its negative impact on the environment.

II. Project:

PPD has acquired a former 10.5-acre farmstead and adjacent 29.5 acre lot as additions to its Morgan Park, located at 8505 Nicodemus Road, Ravenna 44266, Shalersville Township, Portage County, Ohio. See map and photographs below. The project includes the design, permitting, construction plan development, cost estimates and assistance with bid review and construction administration services for the conversion of an existing 7,200 sf agricultural building to an Operations Center.

The Operations Center should accommodate 10 staff on a regular year-round basis with up to 10 additional seasonal staff. The center should at least include office spaces, restrooms, shower, utility/changing room with washing machine, break room and workshop area. Modifications to windows and doors may be necessary.

There is an existing home at the site that will be demolished. It is currently served by a geothermal heating system that should be re-purposed if possible. The project includes evaluation of existing electric, gas and geothermal utilities, interior and exterior lighting, HVAC and connections to water and septic. A water system and septic system will be designed and constructed separately but concurrently.

III. Selection Procedure:

Interested professionals should submit their Statement of Qualifications for 2019-2020 if they haven't already done so. The RFQ is located on the Park District website. It is anticipated that the fees for this project will be under \$50,000. The award will be based on a combination of lump sum fee proposal and qualifications. Permit and plan review fees will be paid by the owner.

IV. Proposal Submittals:

1. Cover letter
2. Bid Form
3. Listing of firm's 'standard rates'

V. Schedule:

Issuance of Request for Proposal:	2/8/2019
Submission of Price Proposal Due Date	2/25/2019
Estimated Award of Project	3/1/2019
Submission of Bid Set and Cost estimate	7/1/2019
Construction Administration start	8/1/2019

VI. Scope of Work

- A. Meet with PPD to review scope of work, timeline and draft site plan
- B. Review and evaluate existing facilities and utilities
- C. Meet with PPD to review space needs, functions needed, traffic flow, access and building limitations.
- D. Prepare 2-3 options for interior space configurations, windows, exterior aesthetic improvements and access. Include provisions to reuse the existing geothermal system from the house if possible. Review with PPD.
- E. Conduct review meetings with PPD for approvals as necessary
- F. Prepare construction plans, specifications and cost estimates suitable for bidding (PPD has prepared front-end bid documents).
- G. Assist with bidding phase: conduct pre-bid meeting, address questions, issue addenda, assist with evaluation of bids.
- H. Assist with permit applications for all necessary local and state permits. Manage permitting process—address questions and make changes as needed.
- I. Provide construction administration including review of shop drawings and submittals, on-site inspections as needed, review of invoices and final contractor's punch list.
- J. Provide “as-built” drawings.







BID FORM

1.	Kickoff meeting; review of existing conditions	\$_____
2.	Design options	\$_____
3.	Review meetings with PPD	\$_____
4.	Construction plans, specifications, cost estimate	\$_____
5.	Bidding phase services	\$_____
6.	Permit applications	\$_____
7.	Construction administration services	\$_____
8.	Final inspections and as-built plans	\$_____
TOTAL		\$_____

Printed Name of Bidder

Address of Bidder

Signature of Bidder or Authorized representative

Date