



# **REQUEST FOR PROPOSALS**

## **Morgan Park Operations Center**

### **Septic System and Water Well Design and Permitting**

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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 designing and developing construction plans, bid specifications and permit applications, as well as bidding phase services and construction administration for the installation of a septic system and water well to service the Park District Operations Center at 8505 Nicodemus Road, Ravenna 44266, Shalersville, Portage County, Ohio.

Submittals: Proposals must address the information requested and may be submitted electronically to [admin@portageparkdistrict.org](mailto:admin@portageparkdistrict.org) or on paper 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 Water Well and Septic System Design**

### **I. Introduction:**

The Portage Park District (PPD) is seeking proposals from qualified professionals for the design, permitting, construction plan development, cost estimates, assistance with bid review and construction inspection services for the installation of a septic system and water well to service a new Operations Center and Field Office.

### **II. Project:**

PPD has acquired a former 10.5-acre farmstead addition to its Morgan Park, located at 8505 Nicodemus Road, Ravenna 44266, Shalersville Township, Portage County, Ohio. See map below. PPD intends to re-purpose an existing 7,200 sf agricultural building into an Operations Center with a workshop and offices for field staff. There is also an existing home at the site with a geothermal heating system that will be demolished, however, any existing septic system has not been located. The house does have an associated water well of unknown quality. The Operations Center has not yet been designed, however it will accommodate up to 20 staff on a regular basis and will include restrooms, shower, utility sinks, kitchenette and washing machine.

### **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. The award will be based on a combination of qualifications and lump sum fee proposal. 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:	2/9/2019
<b>Submission of Price Proposal Due Date</b>	<b>2/25/2019</b>
Estimated Award of Project	3/1/2019
Submission of Bid Set and Cost estimate	6/15/2019
Construction Administration start	8/1/2019

## VI. Scope of Work

- A. Meet with PPD to review Scope of Work and Timeline.
- B. Assemble available information from County GIS resources, Portage County Health District, and applicable utilities.
- C. Conduct geotechnical investigations and surveys as necessary.
- D. Locate existing water well and septic. Determine suitability of existing water well for future intended uses.
- E. Prepare permits and plans as necessary for removal of existing septic system and plugging water well if necessary.
- F. Draft site plan for location of septic system and water well; review with owner.
- G. Prepare plans for the installation of a commercial septic system to serve the Operations Center. Prepare plans for installation of a water well.
- H. Submit permit applications for all necessary local and state permits. Manage permitting process—address questions and make changes as needed.
- I. Prepare construction plans, specifications and cost estimates suitable for bidding the installation of the septic system and water well (PPD has prepared front-end bid documents). Include provisions to disconnect the existing geothermal system from the house for potential future re-use.
- J. Assist with bidding phase: conduct pre-bid meeting, address questions, issue addenda, assist with evaluation of bids.
- K. Provide construction administration services: on-site inspections as needed, review of invoices and final inspection.
- L. Provide “as-built” drawings.



**BID FORM**

1.	Site meeting with owner	\$ _____
2.	Information gathering	\$ _____
3.	Geotechnical and field surveys	\$ _____
4.	Location and evaluation of existing water and septic	\$ _____
5.	Draft site plan; review with owner	\$ _____
6.	Prepare plans and permit applications; manage all permits	\$ _____
7.	Prepare construction plans and specifications	\$ _____
8.	Bidding phase services	\$ _____
9.	Construction administration services	\$ _____
10.	Final inspections and as-built pdrawings	\$ _____
<b>TOTAL</b>		<b>\$ _____</b>

\_\_\_\_\_  
Printed Name of Bidder

\_\_\_\_\_  
Address of Bidder

\_\_\_\_\_  
Signature of Bidder or Authorized representative

\_\_\_\_\_  
Date