



# **REQUEST FOR PROPOSALS**

## **Trail Lake Park**

### **Trailhead and Trails Design and Engineering**

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Date: August 13, 2019

Contact: Christine Craycroft, Executive Director  
[ccraycroft@portageparkdistrict.org](mailto:ccraycroft@portageparkdistrict.org); (330) 297-7728; [portageparkdistrict.org](http://portageparkdistrict.org)

Due Date: Monday, August 26, 2019 12:00 pm

Summary: The Portage Park District seeks proposals from qualified professionals for final design, development of construction plans and specifications, permitting, bidding phase services and construction administration for the construction of a trailhead, trails and amenities at Trail Lake Park, Streetsboro, 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 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.

*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**

# **Trail Lake Park Trailhead and Trails Design and Construction Administration**

### **I. Introduction:**

The Portage Park District (PPD) owns a 131-acre property with a 30-acre lake on Ravenna Road in Streetsboro, Ohio known as Trail Lake Park—see attached draft site plan and photos. A 50-car paved parking lot is currently ready to bid for construction in fall, 2019. PPD is now seeking proposals from qualified professionals for designing the trailhead, trails and access to shoreline and affiliated structures.

### **II. Project:**

Professional services requested include design, geotechnical investigations, engineering, permitting, construction plans and specifications, bidding and construction phase services necessary for the construction of the project, which includes:

- a trailhead area connected to the parking lot with locations for handicapped access to an information kiosk, restrooms, bench, trash receptacle, lighting and other trailhead amenities (PPD will separately install the amenities except for the restroom)
- permit applications for installation of a double CXT restroom building, (PPD has an existing standard design), and separate service road access drive from Ravenna Road
- a handicapped accessible trail around Trail Lake, handicapped accessible and natural surface trails to the lake shoreline and shoreline access areas, handicapped accessible boat launch (for hand carried boats), and fishing dock (designed or premanufactured).

Design will anticipate the future design and construction of a handicapped accessible shelter structure located as shown in the attached draft site plan. Other future developments include a natural surface trail connection to Herrick Fen State Nature Preserve, enhanced “open space areas”. PPD is committed to environmental sustainability practices and materials.

### **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. PPD Permit and plan review fees will be paid by the owner.

### **IV. Proposal Submittals:**

1. Cover letter
2. Proposal Form with lump sum fee proposal
3. Listing of proposed project manager and design team
4. Listing of firm's 'standard rates' for professional services
5. Listing of proposed services provided 'in-house' or via subconsultant
6. Statement of Qualifications if not already on file with PPD

### **V. Schedule:**

Issuance of Request for Proposal:

8/13/2019

<b>Submission of Price Proposal Due Date</b>	<b>8/26/2019</b>
Estimated Award of Project	8/26/2019
Submission of Bid Set and Cost estimate for bidding	12/1/2019
Bidding phase services	1/1/2020-1/31/2020
Construction phase services	2/1/2020-9/1/2020

## **VI. Scope of Work**

- PPD will provide: boundary and topographic surveys; conceptual site plan (appended); preliminary construction plans for parking lot (appended); Portage Park District Master Plan for design reference is available at [portageparkdistrict.org](http://portageparkdistrict.org).
- Meet with PPD to review scope of work, timeline and draft site plan.
- Investigate the site; conduct geotechnical studies as needed.
- Provide general cost estimates for alternative design options of trail lengths and surfaces and amenity types (e.g. custom or premanufactured docks). Consult with PPD to determine most appropriate design options within budget.
- Prepare construction plans, specifications and cost estimates suitable for bidding.
- Assist with bidding phase: conduct pre-bid meeting, address questions, issue addenda, assist with evaluation of bids.
- Manage permit applications and process for all necessary local, state and federal permits.
- Provide construction administration including review of shop drawings and submittals, on-site inspections, review of invoices, change orders and final contractor's punch list.
- Provide "as-built" drawings.

**Proposal Form**

Task

Estimated schedule

1. Kickoff meeting; review of existing conditions
2. Preliminary design options drafted
3. Review meetings with PPD
4. Develop construction plans, specifications, cost estimate
5. Bidding phase services
6. Permit applications
7. Construction administration services
8. Final inspections and as-built plans

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**FEE PROPOSAL FOR SCOPE OF WORK****\$** 

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Name of Bidder/Firm

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Address of Bidder

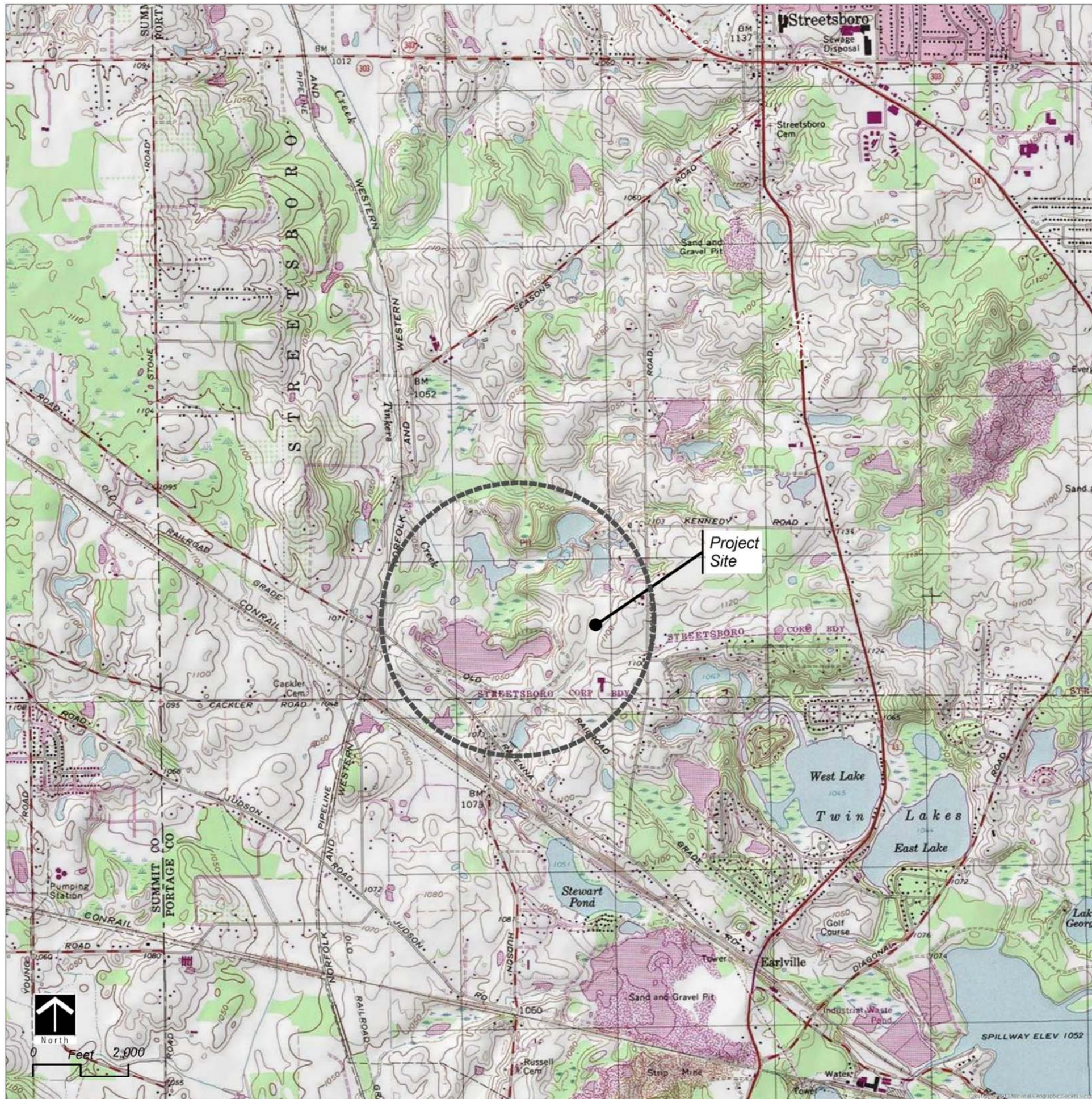
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Signature of Bidder or Authorized representative

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Date





# Trail Lake Master Plan



Portage Park District  
705 Oakwood Street, Suite G-4  
Ravenna, Ohio 44266

Executive Director:  
Christine Craycroft

Park Commissioners:  
Scott McKinney  
Allan Orshan  
Thomas Hrdy  
Charles Engelhart

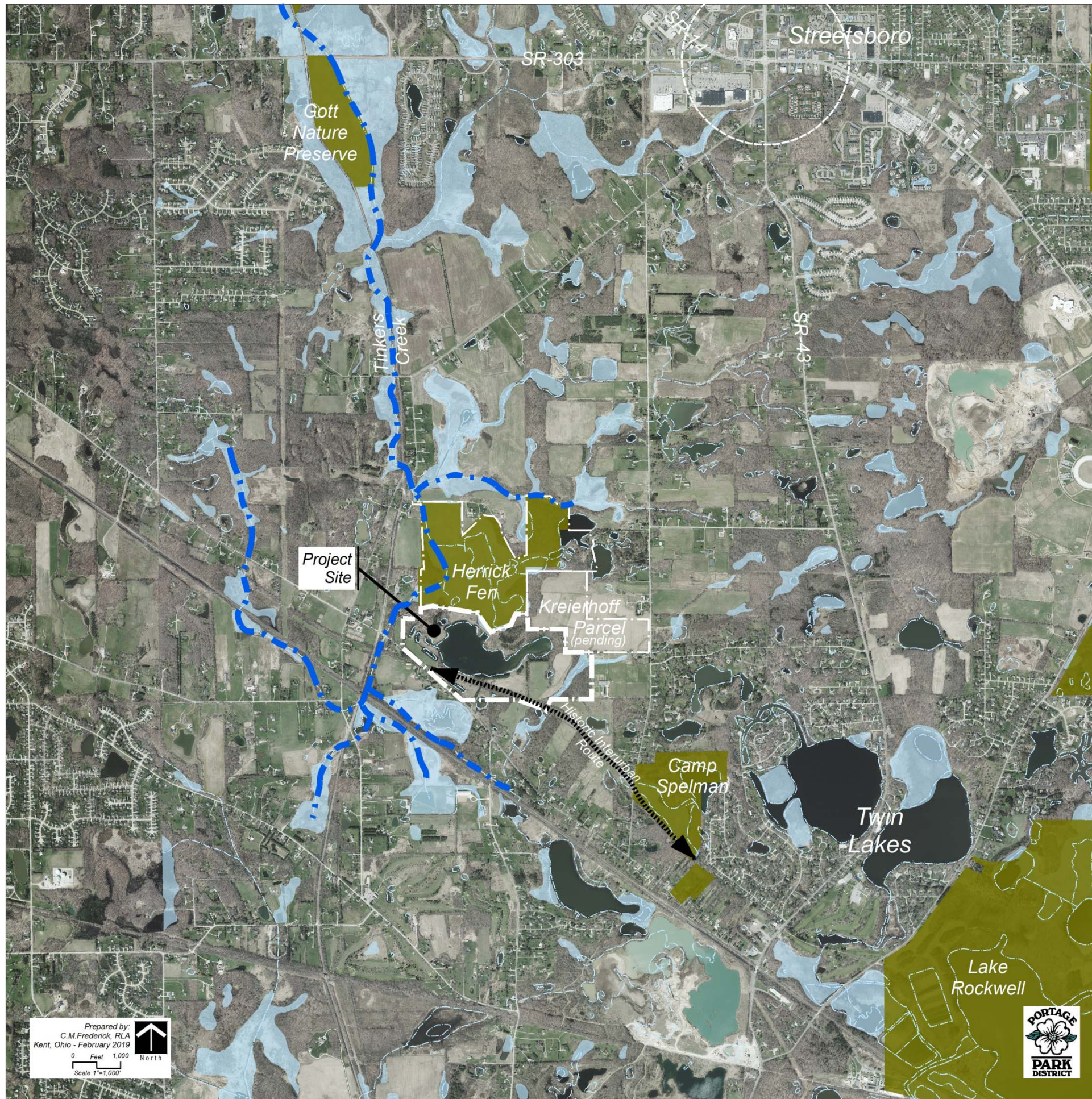
Prepared by  
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330.592.1307  
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February 2019



Trail Lake Project Area – USGS 1970's/7.5 Min. Series





# Trail Lake Site

## Background

### Open Spaces, Riparian Corridors, and Wetlands

The regional context consists of hydrology systems (riparian corridors and wetlands) as well as local parks and open spaces. The project site is immediately adjacent to the Herrick Fen Nature Preserve and is the primary water source to the wetland. The Tinkers Creek riparian corridor is immediately adjacent to the western boundary of the site. The site is just north of the middle Cuyahoga watershed, thus is in the headwaters area of Tinkers Creek.

The site is located between the city of Streetsboro and Franklin township, with SR-43 approximately 1 mile to the east. Access to the site is from Ravenna Road on the southern boundary. There is an historic interurban route within the site that could connect to Camp Spelman and Twin Lakes.



Feb. 2019

*Regional Context*



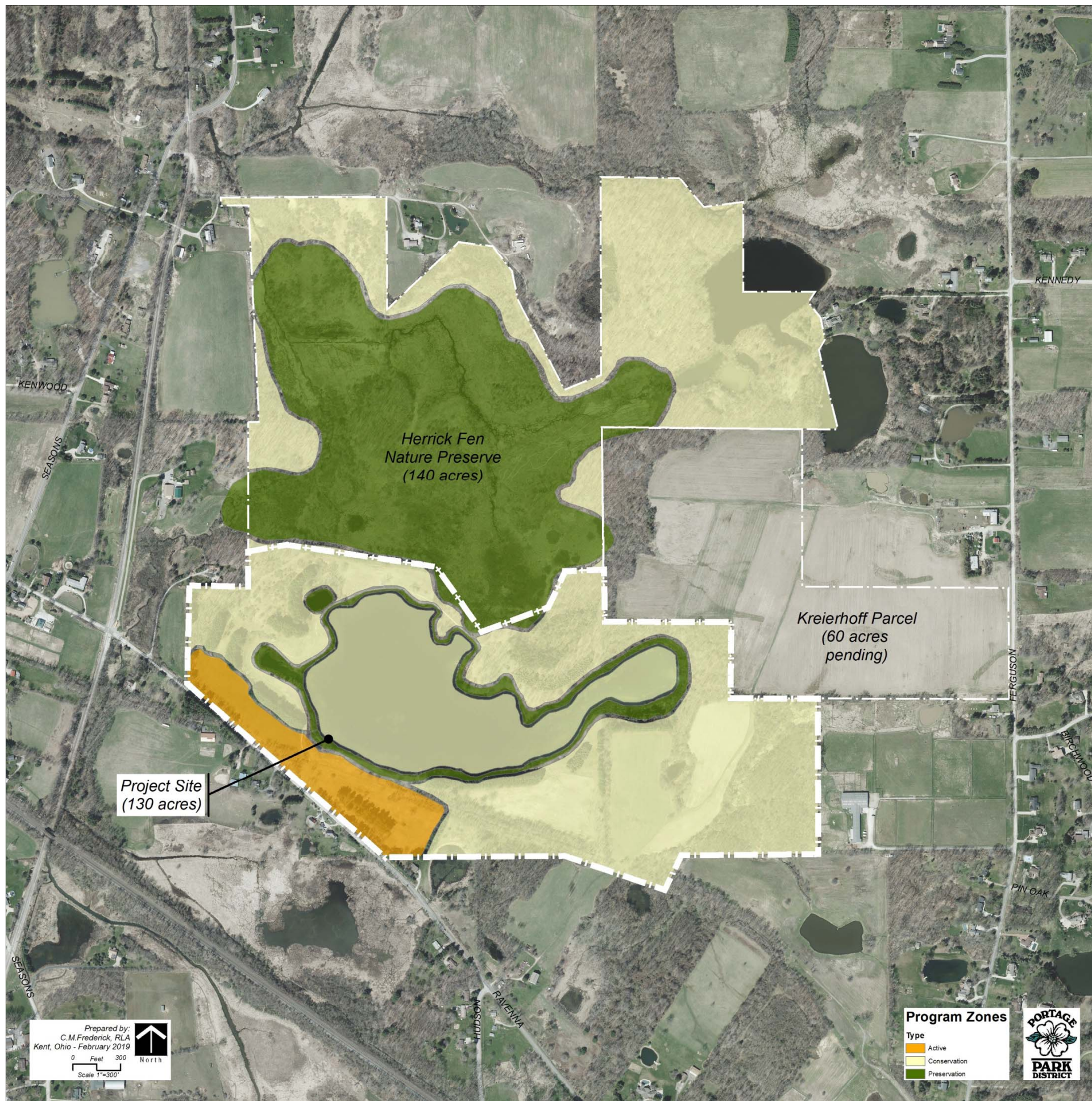
# Trail Lake Site

## Issues

## Use Zones

The site was analyzed for three possible uses. They incorporate active uses – which allows for trailhead, parking, restrooms, and flexible open spaces; conservation uses – which allows for low impact uses, like trails, shelters, and boating/fishing but generally protects the environment; and preservation uses – which allows for the overall protection of an area and typically limits access to the public.

- Active Areas – 12.5 acres
- Conservation Areas – 109.5 acres
- Preservation Areas – 8 acres



Program Uses



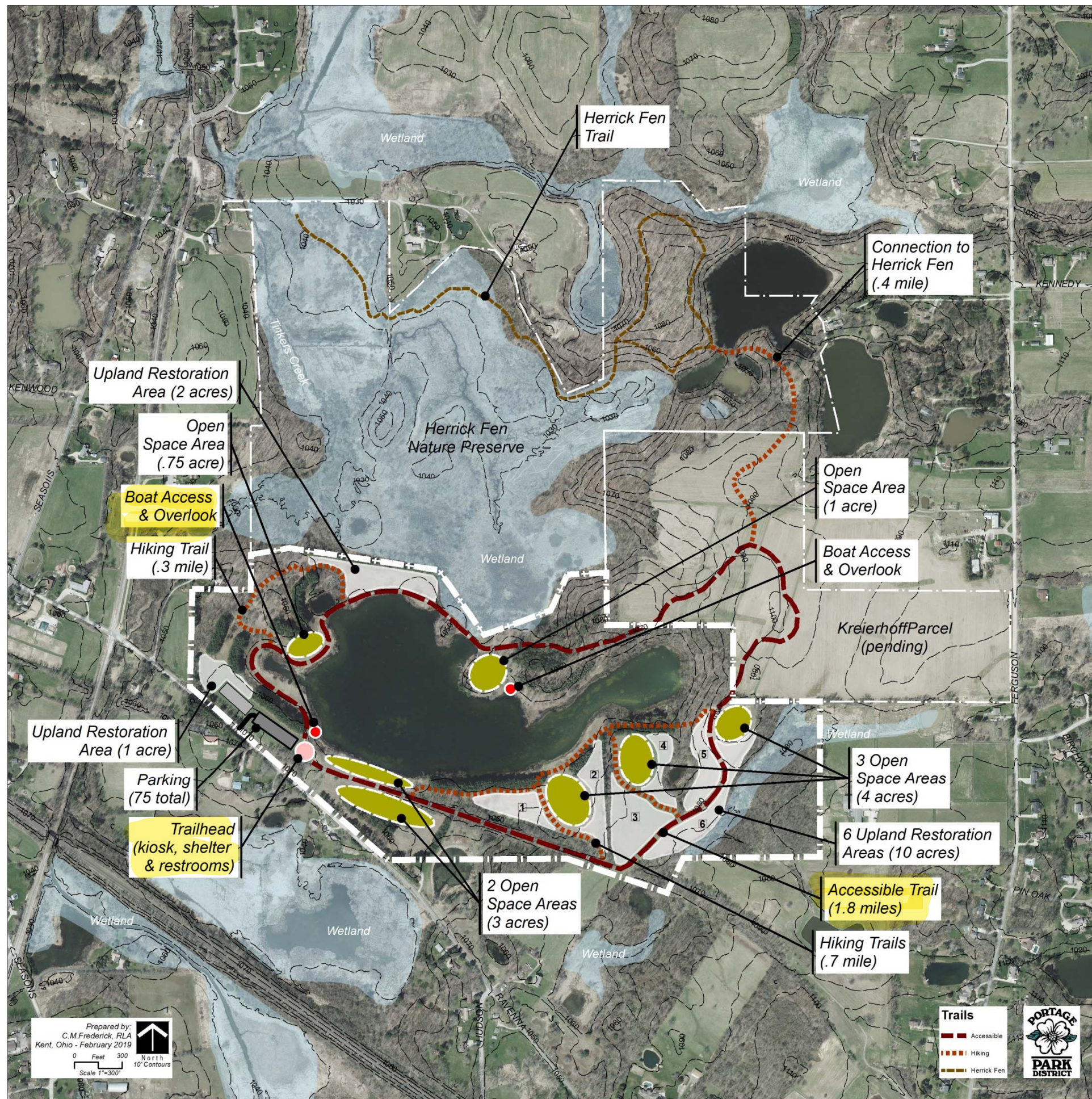
# Trail Lake Site

## Ideas

## Site Concepts

The project concept places the parking and trailhead area directly adjacent to an access point on Ravenna Road. For passive recreation there are open spaces adjacent to the lake as well as various trails. Active recreation is boating and fishing opportunities on the lake.

- Trailhead – 1/3 acre (restrooms, shelter, information kiosk)
- Parking – 75 total spaces (main and overflow areas – with biofiltration)
- Multi-Purpose Trails – 3.2 total miles (with possible connection to Herrick Fen)
- Open Spaces – 7 areas/8.75 acres (flexible areas for gathering, education, and events)
- Boating Access/Fishing & Scenic Overlooks – 2 total
- Upland Restoration Area – 13 acres

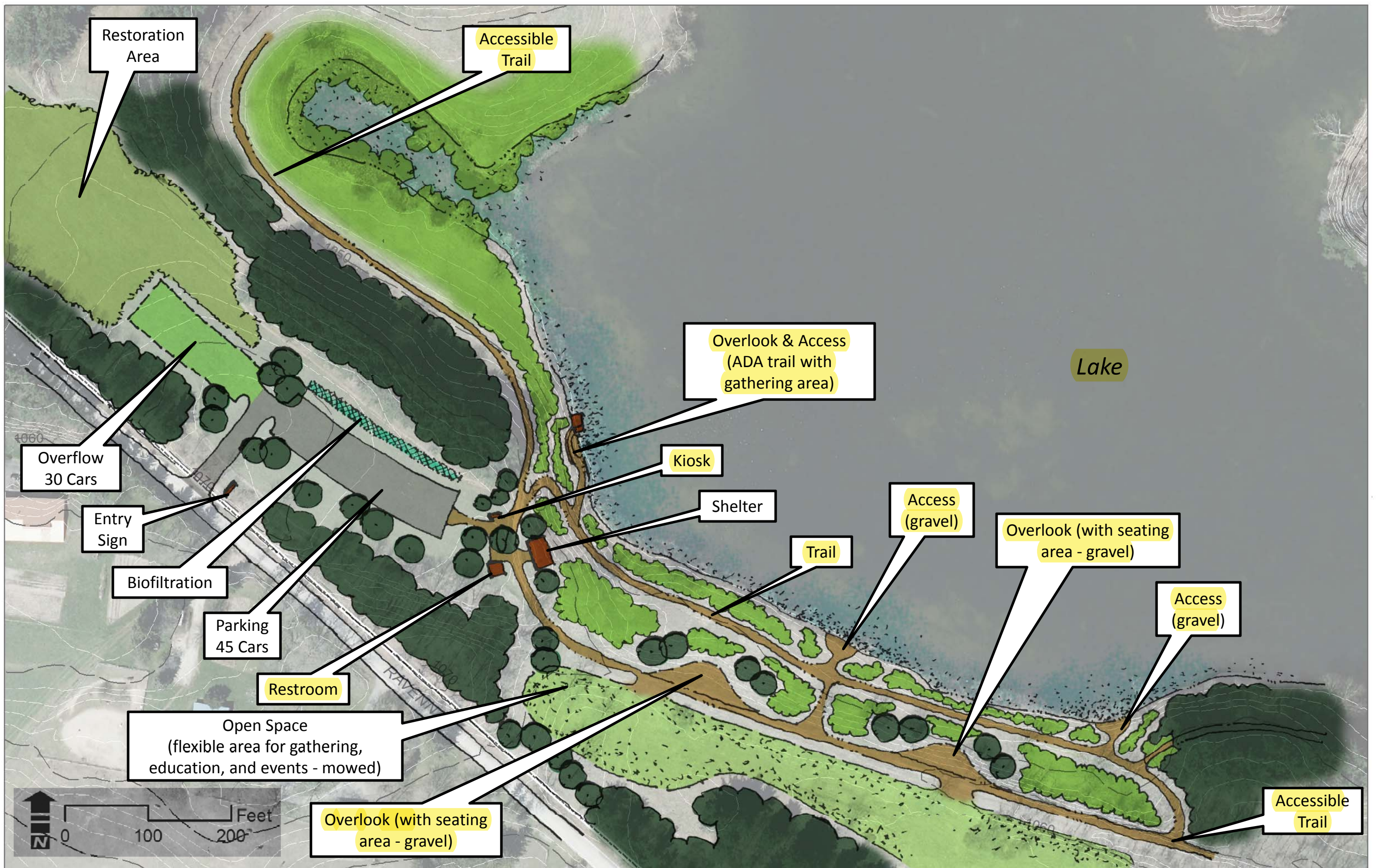


Site Plan



Feb. 2019

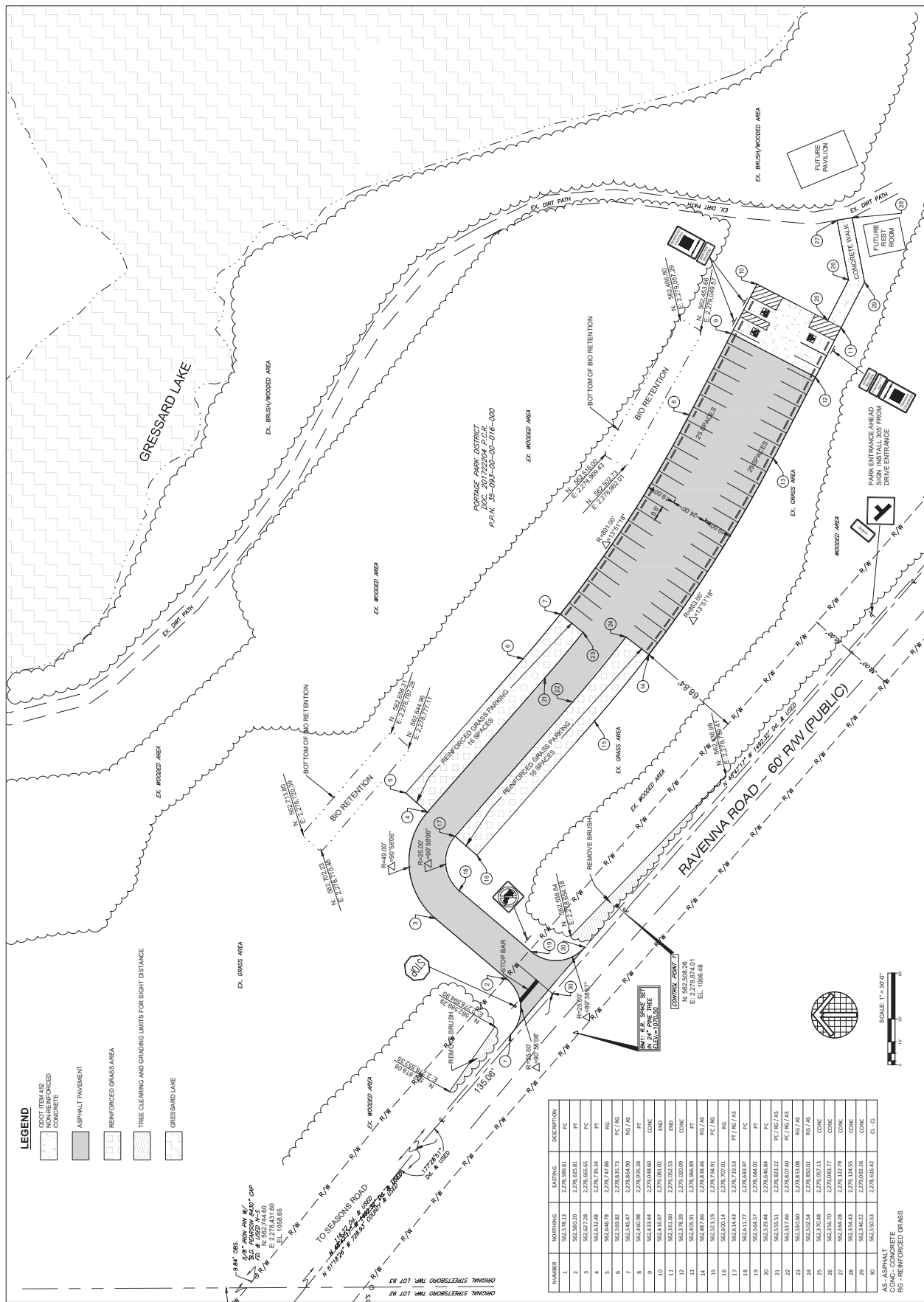




Trail Lake – Site Plan

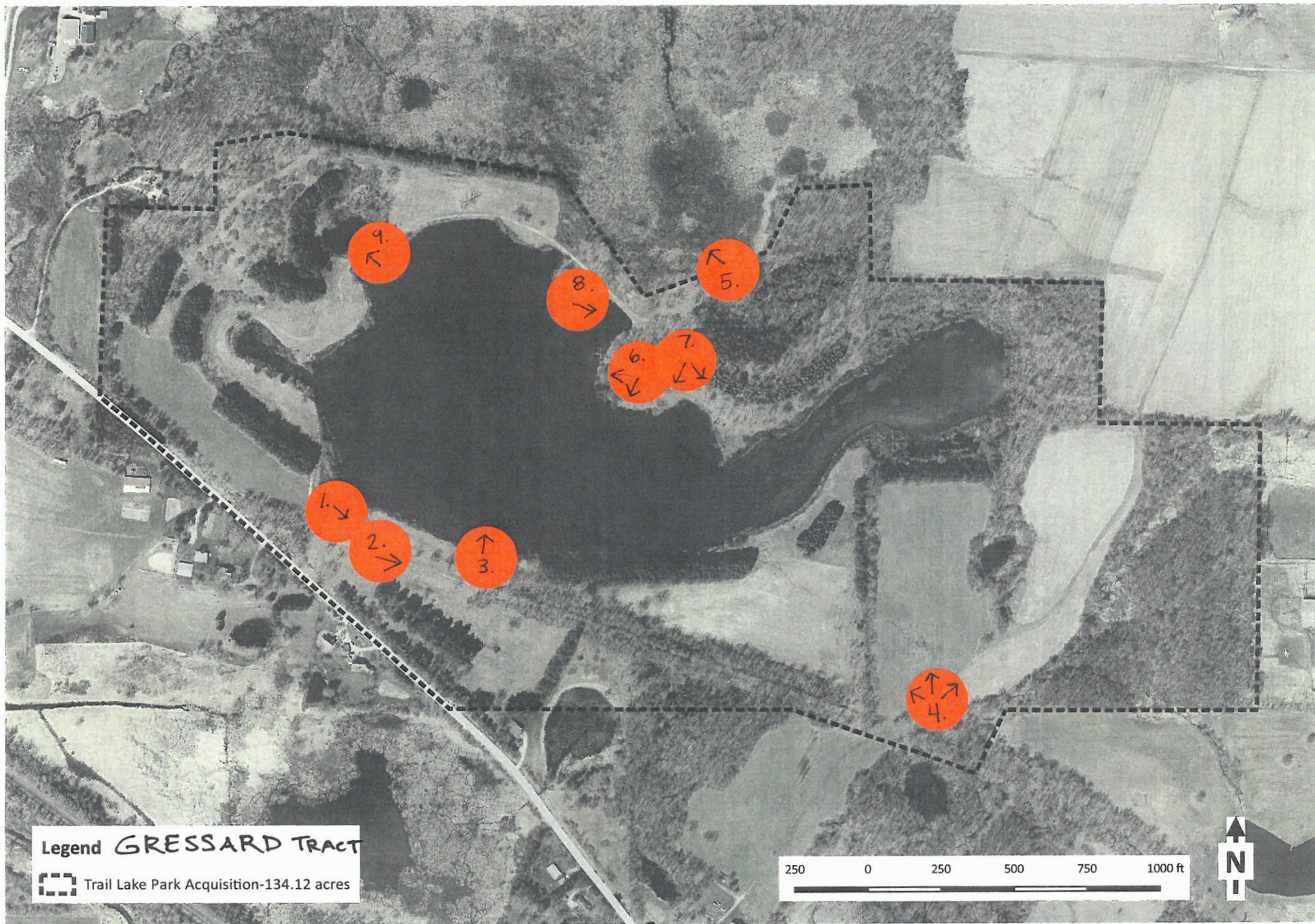


REV. NO.	DESCRIPTION	DATE
1	PROJECT NO. 2018070	
2	DRAWN BY: COG	
3	APPROVED BY: CJB	
4	DATE: 08/12/2019	
5	SCALE: 1" = 30'	
6	SHEET TITLE	





PHOTOGRAPH MAP  
Portage Park District







1. Looking Southeast



2. Looking East/Southeast @ abandoned railroad corridor path





3. Looking north



4. Looking Northeast





4. Looking North



4. Looking Northwest



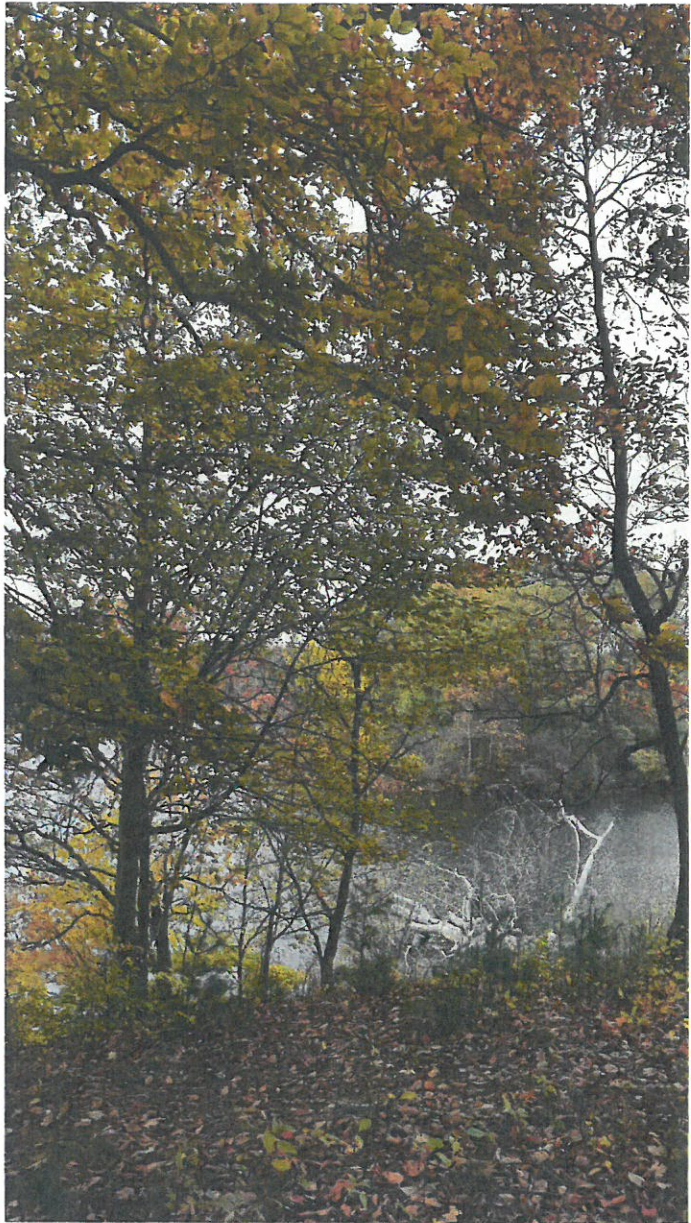


5. Looking Northwest

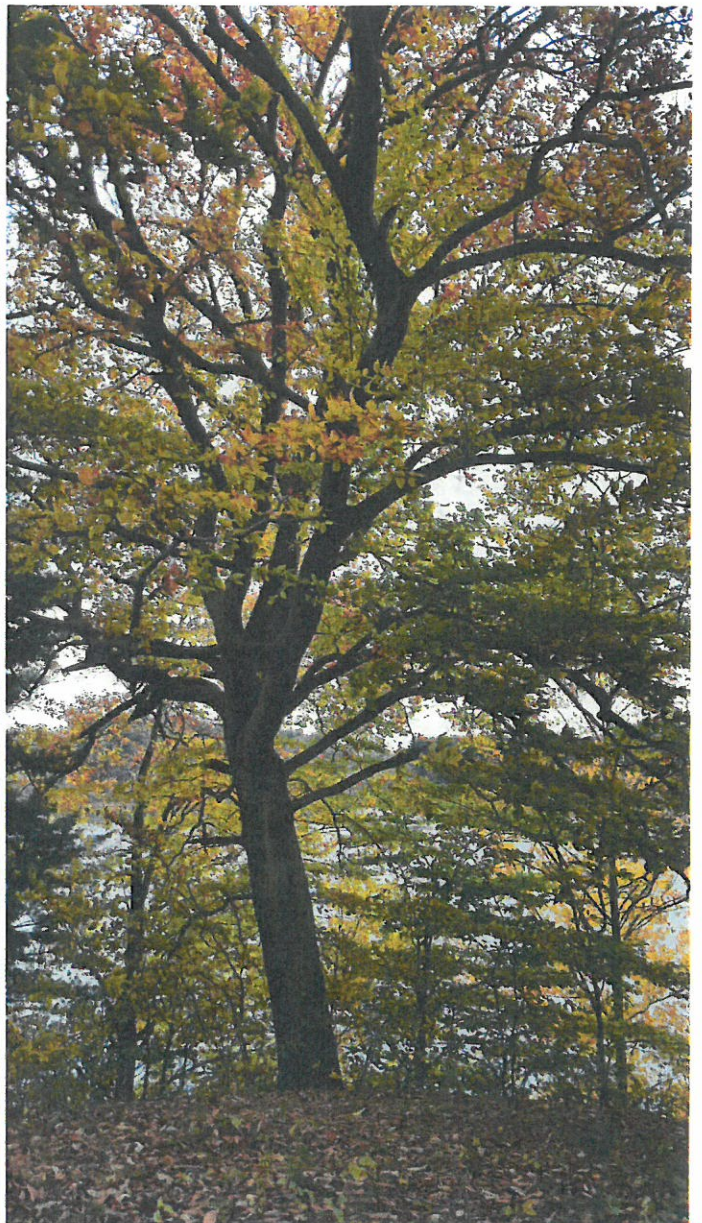


5. Spring feeding Herrick Fen





6. Looking West



6. Looking South





7. Looking East/Southeast



7. Looking South/Southwest





9. Looking Northwest



8. Looking East