



**REQUEST FOR STATEMENTS OF  
QUALIFICATIONS FOR DESIGN  
PROFESSIONAL FIRMS FOR PUBLIC  
IMPROVEMENTS**

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***RICHFIELD JOINT RECREATION DISTRICT  
P.O. BOX 387  
4410 West Streetsboro Road  
Richfield, Ohio 44286  
[www.rjrd.org](http://www.rjrd.org)  
330.659.9201 Extension 238 or Option 9***

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***Submit by e-mail to the Office of the RJRD Administrator  
at [admin@rjrd.org](mailto:admin@rjrd.org) or three (3) Statements of Qualifications in writing to Richfield  
Joint Recreation District, Attn: Board, P.O. Box 387, 4410 West Streetsboro  
Road, Richfield, Ohio 44286***

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**STATEMENTS ARE DUE NO LATER THAN  
5:00 P.M. FRIDAY, MARCH 3, 2017**



## Richfield Joint Recreation District Request for Statements of Qualifications from Design Professional Firms

The Richfield Joint Recreation District (RJRD) is soliciting statements of qualifications from design professional firms to provide professional engineering and architectural services related to multiple public improvement construction projects flowing from RJRD's Master Plan. This RFSOQ's will be sent to firms with prior statements of qualifications on file with or recommended to our office and will also be posted on our website, [www.rjrd.org](http://www.rjrd.org). The expected timeframe to complete these projects is 18-24 months, with a current maximum construction budget of \$3,000,000.

### **INTRODUCTION:**

The Richfield Joint Recreation District (RJRD) is a political subdivision of the State of Ohio established in 2014 by the Village of Richfield and Richfield Township under Section 755.14(C) of the Ohio Revised Code. The RJRD is governed by a seven-member Board of Trustees. On June 30, 2015, the RJRD acquired for park purposes a 336-acre property [Richfield Heritage Preserve] located at 4374 Broadview Road, Richfield, Ohio (hereinafter the "Property"). Most of the structures on the Property are located on a 211-acre parcel that is subject to a conservation easement permitting active recreation and passive park uses. In addition, 125 acres of the Property have been set aside for passive park use only, subject to a Clean Ohio conservation easement. The RJRD Board has engaged a professional consultant to assist in the development of a master plan for the Property, consistent with its statutory responsibility to operate the Property as a park and recreation area.

The Property, including the structures, has been neglected since 2011 after the Girl Scouts discontinued use of the Property as a camp. The Property contains a number of "roads," access ways, trails, accessory buildings, 20K gallon waste treatment plant, the original Kirby Home, Kirby Mill, a 200+ capacity dining hall with full kitchen and various other buildings and shelters.

### **SCOPE OF PUBLIC PROJECT SERVICES:**

Work assignments may include but are not necessarily limited to architectural, landscape architectural, engineering and surveying services related to dams, waterfronts, water and sewer, utilities, trail and road projects and related specialty consulting services such as services related to facility evaluation, review or creation of scopes of work for various projects, preparation of cost estimates, prototype building design, preparation of bidding and construction documents and pre-design investigations, evaluation of proposals or bids received, and managing projects approved by the RJRD.

The scope of services will include but are not limited to the following:

- Civil Engineering
- Water/Waste Water Engineering
- Dam/Structural Engineering
- Architecture
- Landscape Architecture



Request for Statements of Qualifications from Design Professional Firms

- Ecological Scientists
- Environmental VAP Certified Experts
- Survey
- Geotechnical
- Permitting

**STATEMENTS OF QUALIFICATIONS SHOULD INCLUDE THE FOLLOWING:**

1. The name of the relationship manager who will be the main point of contact for the RJRD, and who will take lead in performing the anticipated services and managing other personnel assigned. The relationship manager and other proposed personnel shall not be changed during the project without prior notice and discussion.
2. Information regarding the firm's history.
3. Education, technical training, and experience of key personnel.
4. The name and CV of each team member.
5. The firm's experience with substantially similar projects.
6. Evidence of the firm's ability to complete projects within proposed timelines and budget constraints.
7. Evidence of the firm's ability, in terms of workload and availability of qualified personnel, equipment, and facilities, to perform the required services competently and expeditiously; including evidence that the firm has the capacity to increase workload for the types of design services as described.
8. Evidence of past performance as reflected by the evaluations of previous and current clients with respect to such factors as quality of work and meeting deadlines. The firm should include a list of three (3) relevant projects with which the firm has been involved during the past five years. These projects should be the firm's most recent projects. The following information should be included for each project:
  - a. Project owner, name of project and location;
  - b. Brief description and picture of the project;
  - c. Year completed or anticipated completion date;
  - d. Construction cost;
  - e. Other relevant information about the project and the firm's services;
  - f. Reference contact person and phone number.
9. Any other information relevant to the Statement of Qualifications in light of the background and scope of services.

**EVALUATION:**

The RJRD will follow a modified Qualifications Based Selection Process as described herein. RJRD's evaluation of Statements of Qualifications will include consideration of the following factors, weighted in accordance with RJRD's discretionary assessment of its needs for services in connection with Master Plan-driven improvement projects:



Request for Statements of Qualifications from Design Professional Firms

1. Background:
  - a. Company services applicable to project requirements
  - b. Proximity to project site
  - c. Number of Licensed Professionals:
    - i. More than 10 professionals
    - ii. 3-10 professionals
    - iii. Less than 3 professionals
2. Project Manager
  - a. Project Management/Coordination Experience
  - b. Similar Projects Experience
3. Project Team Experience:
  - a. Dams and Waterfront Design
  - b. Park Development
  - c. Architecture
  - d. Utilities
  - e. Experience with similar projects
  - f. Knowledge of Grants Available and Grant Process
4. Approach to Projects
5. Any other factors deemed relevant by RJRD.

Following the close of the time for submittal of statements of qualifications, which ends March 3, 2017, the RJRD's Governance Committee will review the statements of qualifications timely submitted, and will recommend design professionals to the RJRD Board for prequalification. Firms that are prequalified will be notified of such designation in writing. Prequalification status, if confirmed by the Board of Trustees, will mean that a prequalified firm will be eligible for contracts associated with RJRD public improvement projects for 24 months, regardless of the expected design service contract amount, but such status will not constitute a guarantee that a firm will be awarded any particular amount or type of work, or any work, within the 24 month period. Services will be provided pursuant to a standard form consultant agreement, and only following selection of a consultant for a particular project based upon the qualifications review will a fee proposal be solicited. Contract negotiations will be directed toward:

1. Ensuring that the firm and RJRD have a mutual understanding of the essential requirements involved in providing the required services.
2. Determining that the firm will make available the necessary personnel, equipment and facilities to perform services within the required time; and
3. Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope, complexity and nature of the services.

Upon a failure to negotiate a contract with an identified pre-qualified firm, RJRD will inform the firm in writing of the termination of negotiations and will enter into negotiations with another prequalified firm.



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**STATEMENT OF QUALIFICATIONS TIMELINE**

Issuance Date	Friday, February 17, 2017
Statement of Qualifications Due	Friday, March 3, 2017
Prequalification Decisions	Monday, April 10, 2017

Pursuant to ORC 153.69, Richfield Joint Recreation District Board of Trustees will review the statements of qualifications received and may invite firms to meet with the Trustees to review the information submitted to explore further the firm’s statements of qualifications, the scope and nature of the services the firms would provide and the various technical approaches the firms may take toward the project.

Richfield Joint Recreation District furthermore reserves the right to prequalify any, all or none of the firms submitting statements of qualifications in response to this Request for Statements of Qualifications.

This process shall not impose any obligation or liability on Richfield Joint Recreation District until such time as an authorized representative of the Richfield Joint Recreation District formally executes a final agreement with the Firm.

***Firms are encouraged to visit the Richfield Joint Recreation District website: [www.rjrd.org](http://www.rjrd.org) to view the Master Plan documents, Clean Ohio and Non-Clean Ohio Baseline Documentation Reports that include pictures and an inventory of the infrastructure.***

***Questions are required to be in writing through electronic mail. Questions should be sent to [admin@rjrd.org](mailto:admin@rjrd.org)***

**STATEMENTS ARE DUE NO LATER THAN 5:00 P.M., FRIDAY, MARCH 3, 2017**

Submit one (1) electronic version to the Office of the RJRD Administrator at [admin@rjrd.org](mailto:admin@rjrd.org)  
or three (3) Statements of Qualifications in writing to  
RJRD, Attn: Board, P.O. Box 387, 4410 West Streetsboro Road, Richfield, Ohio 44286

This Request for Statements of Qualifications is authorized by RJRD Resolution No. 5-2017, available at [www.rjrd.org](http://www.rjrd.org).