



**RJRD #2019-03**

**Request For Qualifications for Engineers and  
Architects, Etc.**

***RICHFIELD JOINT RECREATION DISTRICT  
Attn: RFQ#2019-03***

**4374 Broadview Road  
P.O. Box 246  
Richfield, OH 44286-0246  
(330) 888-0511  
[office@rjrd.org](mailto:office@rjrd.org)**

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Submit one (1) original Statement of Qualifications by e-mail to the Office of the RJRD Administrative Coordinator at [office@rjrd.org](mailto:office@rjrd.org) and three (3) identical printed copies to: Richfield Joint Recreation District, Attn: RFQ#2019-03, P.O. Box 246, 3900 Broadview Road, Richfield, OH 44286-0246

**No Later Than 5:00 O'clock PM, Friday, April 12, 2019**

## **INTRODUCTION:**

The Richfield Joint Recreation District (RJRD) was formed by the Village of Richfield and Richfield Township for the purpose of purchasing Crowell Hilaka Girl Scout Camp, which was permanently closed in 2011. The Preserve is now a 336-acre public preserve offering visitors' access to lakes, streams and wooded trails any day of the year from dawn to dusk. At the August 22, 2016 Board meeting, the RJRD Board of Trustees voted to name the new park "Richfield Heritage Preserve."

The RJRD is governed by a seven-member board of Trustees, which manages and controls the affairs of the RJRD. 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, pursuant to Section 755.14(C) of the Ohio Revised Code.

The mission of the RJRD is to safeguard, support and maintain the natural properties of Richfield while encouraging recreational and educational opportunities in our community. . At the core of RJRD four (4) words can be used: Preservation, conservation, recreation and education. Together, the RJRD Board of Trustees hopes to preserve natural properties in Richfield by:

- Identifying potential properties that would offer outdoor opportunities to foster educational, historical and recreational activities to protect the value and investments in our community.
- Develop, implement and operate long-term recreation plans that are sustainable and accessible to the community.
- Operate a collaborative initiative with the Residents of Richfield to maintain the rural residential environment the community desires.

## **HISTORY:**

The property at 4374 Broadview Road in Richfield, Ohio, has a long and rich history included historic structures belonging to the founding families of Richfield and to the Kirby Family of Kirby Vacuum Sweeper fame. The property contains a number of "roads," access ways, trails, accessory buildings, 5K gallon waste treatment plant, twenty-three (23) pit latrines, some flushable toilets, a 180-200 capacity dining hall with full kitchen, caretaker house, one (1) winter barn that housed the camp's horses, one (1) summer barn with tack room and riding ring, a 50-75 capacity enclosed cabin with kitchen, the original Kirby Home, Kirby Mill and a unique Kirby accessory building built on railroad track springs that was used for dances and plays. The historic buildings were modified when the Lake Erie Girl Scout Council purchased the property in order to accommodate the operations for their Girl Scout Camp Programs. Before the RJRD acquired it, the property and the structures had been neglected since 2011 after the Girl Scout Camp downsized their Girl Scout programs and use of this particular property.



In December 2014, RJRD entered into two purchase and sale agreements for the property with the Western Reserve Land Conservancy to keep the property from being developed. Today, Western Reserve Land Conservancy continues to help the RJRD explore additional public funding sources and potential uses for the property. On June 30, 2015, the RJRD closed on its purchase of the 336-acre property at 4374 Broadview Road, Richfield, Ohio.

The new Richfield Heritage Preserve has tremendous natural features and is located between Broadview Road and Oviatt Road north of Route 303, principally within Richfield Township. 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 on 184 acres, and passive park use only on 27 acres.

The RJRD Board engaged a professional consultant who assisted 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 Master Plan was passed by the board of the Richfield Joint Recreation District in May, 2017. The Master Planning Process and Documentation is available for review online at the RJRD website at: <https://www.rjrd.org/master-planning-process-and-documentation.html> and the Master Plan is now in the process of implementation.

#### **SCOPE OF THE WORK:**

The property is now actively under management by the Board, which is pursuing a vigorous process of completing all necessary improvements and restorations. Two Capital Projects are currently out to bid and expected to be under contract and completed in 2019, Phase One of the Rehabilitation of the Lower Lake Dam and the installation of a new Waste Water Treatment Plant and associated Sanitary Improvements.

The RJRD Board anticipates requiring the services of various professional individuals and firms over the next two years, in:

- Civil Engineering,
- Bridge Engineering,
- Structural Engineering,
- General Site Civil Engineering Design,
- Surveying,
- Construction Management/Inspection,
- Architectural Design, and,
- Landscape Architecture.

to perform various necessary professional services for the next steps in the Master Plan and also on an on-going basis related to the Master Plan and to general operations

Potential projects over the next two years may include (but are not limited to):

1. Restoration, removal or repurposing of an abandoned public swimming pool facility;
2. Restoration or construction of pedestrian, vehicular and/or bridle path bridges;
3. Renovation of dining facility for potential future use as public banquet facility;
4. Painting, renovation and restoration to various structures;
5. Assessments, designs and engineering of parking lots, roadways and culverts.
6. Identification and professional design of utility infrastructure such as water wells, gas and electric;

The RJRD is utilizing this Request for Qualifications process because the District anticipates having multiple requirements for the above-listed professional services over the next two years, which may require the District to contract for the services of multiple individuals and/or firms in a short time period with the typical estimated design fee on any one individual project estimated to be less than \$50,000.00.

#### **STATEMENTS OF QUALIFICATIONS:**

As set forth in ORC 153.69 and 153.67, RJRD is requesting Statements of Qualifications from qualified professional individuals and firms for any and all of the requisite professional services for the projects aforementioned, including structural engineers, bridge engineers, civil engineers, general site civil engineers, architects, designers, surveyors, and construction managers/inspectors..

The selected individuals and/or firms shall be entirely qualified to perform the professional services that are addressed in their submittals for a public authority in the State of Ohio, and shall possess all requisite training, education, experience, and licenses, and qualified applicants shall submit sufficient documentation in writing to enable the RJRD to make a determination as to the applicant's qualification for the work. Incomplete documentation may be cause to determine that the SOQ is non-responsive. The SOQ shall include the following:

Statements of qualifications should include the following:

1. The specific professional services that the individual or firm proposes to perform, whether structural engineer, bridge engineer, civil engineer, architect, designer or other.
2. The name of the Registered Engineer, Architect or other Professional, who will take the lead in performing the anticipated services and other personnel assigned. The lead or any other proposed personnel shall not be changed during a project except with the written consent of the RJRD Board of Trustees.
3. Information regarding the firm's history.
4. Education, technical training, and experience of owners and key personnel.
5. The name and CV of each team member.



6. Experience with historical structures and preservation and/or restoration.
7. Experience with substantially similar projects for substantially similar clients.
8. Evidence of the firm's ability to complete similar projects within proposed timelines and budget constraints.
9. 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; evidence that the firm has the ability to increase workload for the types of design services as described.
10. Inclusion of past performance as reflected by the evaluations of previous and current clients with respect to such factors as control of costs, quality of work, and meeting deadlines. The firm should include a list of three (3) relevant projects, which the firm has been involved with during the past five years.

These projects should be the firm's most recent projects. These projects should indicate direct hands-on experience of projects on properties substantially similar to the Preserve.

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.
11. Any other relevant factors that you think may be significant to the Statement of Qualifications.

## **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:

1. Background:
  - a. Company services provided applicable to park requirements.
  - b. Proximity to project site.
  - c. Company history, approach and company philosophy.
2. Engineer, Architect or other profession candidate.
  - a. Background, education, licenses, and professional memberships.
  - b. Professional experience.
  - c. Specific experience in public parks.
  - d. Experience on projects similar in size and scope.
  - e. Experience with historic preservation and/or restoration.

3. Project Team Experience:
  - a. Background, education, licenses, and professional memberships of team members.
  - b. Experience in proposed roles.
  - c. Specific experience in public parks.
  - d. Experience on projects similar in size and scope.
  - e. Experience with historic preservation and/or restoration.
4. Any other factors deemed relevant by RJRD.

Following the close of the time for submittal of Statements of Qualifications, which ends April 12, 2019 at 5:00 PM local time, the RJRD's Selection Committee will review the Statements of Qualifications timely submitted, and will designate those finalists whose submissions comply with this Request as determined by the Board as Prequalified. Finalists will be notified of such designation in writing, and their names will be posted at the RJRD website <https://www.rjrd.org/public-notices.html>. Prequalified firms or individuals should submit an updated statement of qualifications after 12 months, which shall be placed on file by the Board.

For a two-year period from the award date of Prequalification, the Board through a Selection Committee shall, whenever there is a need for the specific professional service and on a project-by-project basis, determine which Prequalified individual or firm is the most qualified to provide the required professional design services, and enter into contract negotiations.

Negotiations will be directed toward:

- a. Ensuring that the firm and RJRD have a mutual understanding of the essential requirements involved in providing the required services;
- b. Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time;
- c. Agreeing upon compensation which is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the services.
- d. Acceptable proof of professional liability insurance including errors and omissions coverage to be maintained throughout the contract.

If unable to reach agreement, the RJRD will notify the firm of the cessation of negotiations, and proceed to negotiate with the next most-qualified firm, and so on until a contract is reached. The RJRD may seek additional statements of qualifications if no original finalist can be selected, including the situation in which the Board determines that no originally Prequalified firm or individual is appropriately qualified to provide the needed service.

Services will be provided pursuant to a standard type consultant agreement, approved by Resolution of the Board of Trustees, pursuant to RJRD's contract approval process.

#### **REQUEST FOR QUALIFICATIONS TIMELINE**

Issuance Date	Friday, March 8, 2019
Deadline for Questions	Friday, March 22, 2019
Statements of Qualifications Due	Friday, April 12, 2019
Prequalification Decisions Posted	Tuesday, April 30, 2019



This process shall not impose any obligation or liability on RJRD until such time as an authorized representative of the Richfield Joint Recreation District formally executes an agreement with the Individual or Firm for specific services. RJRD expressly reserves the right to accept or reject all or none of the responses received to this Request for Qualifications, and /or to take any other action that is determined by the Board to be in the best interest of the RJRD. By responding to this RFQ, the proposer agrees to abide by the decision of the RJRD, which shall be final.

All questions concerning the RFQ must be submitted in writing through electronic mail, to [ihardy@rjrd.org](mailto:ihardy@rjrd.org). The deadline for questions is Friday, March 22, 2019 at 5:00 PM. RJRD will post written answers to all questions deemed material at <https://www.rjrd.org/public-notices.html> in order that all interested parties receive the exact same information. RJRD reserves the right to respond or not to respond to any individual question asked.

**STATEMENTS ARE DUE NO LATER THAN 5:00 P.M., FRIDAY, April 12, 2019.**

Submit one (1) electronic version to the Office of the RJRD Administrative Coordinator at [Office@rjrd.org](mailto:Office@rjrd.org) and three identical (3) Statements of Qualifications in writing to:

**Richfield Joint Recreational District**

**Attn: RFQ 2019-03**

**P.O. Box 246**

**3900 Broadview Road**

**Richfield, Ohio 44286**

*Late submissions may not be considered.*

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This Request for Qualifications is authorized by RJRD Resolution 05-2019, passed on March 7, 2019. RJRD Resolutions are available for examination at <https://www.rjrd.org/resolutions.html>