



**Medina County  
Park District**

**REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL DESIGN SERVICES**

**PROJECTS WITH DESIGN FEES LESS THAN \$50,000**

**Medina County Park District  
6364 Deerview Lane  
Medina, Ohio 44256**

**Issued June 19, 2020**

## **Medina County Park District** **History, Mission, and Core Values**

Medina County Park District was formed on April 19, 1965 under Ohio Revised Code Chapter 1545. The district's boundaries include all of Medina County except Hinckley Township. After the park district was established, a statement of purpose was formulated:

*"Medina County Park District seeks to enhance the quality of all life through education, conservation, and the protection of natural resources."*

Since its formation, the park district has acquired and developed land in areas throughout the county. Emphasis has been placed on acquiring land for open space preservation and preservation of unique natural resources. Medina County Park District currently manages more than 7,200 acres.

The park district is governed by a three-person board of commissioners that is appointed by the Medina County Probate Judge. Commissioners serve without compensation. The board appoints the director, who oversees day-to-day operations.

Residents of the county support the park district through a 1-mill property tax. These monies are used to purchase land for the preservation of wildlife and natural resources, to fund the development of park facilities, and to facilitate day-to-day operations of the district. Medina County Park District offers services and facilities without discrimination.

### **Core Values**

Medina County Park District employees and volunteers are expected to share these values:

**INTEGRITY**: We uphold the highest standards and ethical principles, demonstrating honesty in all of our actions. Having integrity means doing the right thing even when no one is watching.

**TRANSPARENCY**: We hold ourselves accountable to the public and to each other. Information is provided not because it has to be shared, but because it is the right thing to do.

**SUSTAINABILITY**: We support efforts to improve the environment, locally and beyond. In addition to natural resources, the park district takes seriously its stewardship of financial resources.

**COMMUNICATION**: We communicate proactively with visitors, volunteers, and the residents of Medina County – and with one another. Constructive feedback and ideas are encouraged.

**COLLABORATION**: We value our partnerships with cities, villages and townships, with nonprofits and our public partners. Equally as important are relationships among staff. Together, we do great things.

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES**  
**IN ACCORDANCE WITH ORC 153.66 AND 153.71**

**SCOPE OF SERVICE**

- A. Medina County Park District is inviting qualified professional design firms to submit their qualifications to provide architectural, engineering, landscape architecture, surveying and other related professional services for projects with a professional design fee of less than fifty thousand dollars (\$50,000). Projects with a design fee exceeding \$50,000 will have an individual RFQ issued for each project.
- B. Medina County Park District regularly has projects requiring professional design services, some of which may need to proceed immediately and/or require urgent attention. Firms submitting their Qualification Statements by **July 20, 2020** will be considered for these projects.
- C. The Qualification Statements will be kept on file for a period of one year in accordance with ORC 153.71. At the end of this one-year period, all firms must provide updated Qualification Statements to be considered for future projects. Firms may voluntarily update their Qualification Statements at any time during the one-year period. Firms not responding to the initial RFQ deadline may submit Qualification Statements at any time to be considered for future projects.
- D. Professional design services may include a wide range of scopes, from feasibility studies to detail engineering and construction drawing preparation. Categories of services that may be required during the one-year period include, but are not limited to, those outlined below. Firms may submit qualifications in any one or more category.
  - 1. Architectural
    - a. Studies of existing and proposed structures
    - b. Development of plans and specification documents
    - c. Interior design
    - d. Permitting and code evaluation and interpretation
    - e. LEED evaluation or commissioning
  - 2. Engineering
    - a. Civil Engineering
    - b. Structural Engineering
    - c. Mechanical Engineering
    - d. Electrical Engineering
    - e. Geotechnical Engineering
    - f. Environmental Evaluation (Phase I and Phase II studies) and Engineering

- g. Geographic Information Systems (GIS)
  - h. Project Cost Estimation
  - i. Permit and code evaluation and interpretation
  - j. Americans with Disabilities Act compliance and review
  - k. Construction support, management, administration, inspection, and other construction related services
3. Landscape Architecture
    - a. Site design
    - b. Site development
    - c. Planting plans
    - d. Irrigation and drainage designs
  4. Surveying
    - a. Boundary surveys and legal description interpretation
    - b. Topographic surveys
    - c. Preparation of plats and legal descriptions
    - d. Construction layout

**QUALIFICATIONS**

- A. Competence to perform professional design services as indicated by the technical training, education, and experience of the firm’s personnel who would be assigned to perform the services;
- B. Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously;
- C. Past performance of the firm as reflected by the evaluation of previous clients and with respect to such factors as control of costs, quality of work, and meeting of deadlines;
- D. Past performance of the firm specific to park, recreation, and conservation projects consistent with the mission and values of Medina County Park District;
- E. Presence of a local office within northeast Ohio where personnel assigned to the project reside; and
- F. Any other relevant factors as determined by Medina County Park District.

**PROPOSAL CONTENT**

Each proposal should contain the following information:

- A. Firm profile including general description, history, current staffing, and services provided;
- B. Total firm staffing broken down by discipline and showing the number of licensed staff by discipline;
- C. Provide resumes for the principle(s) in charge, project managers, design professionals, and any other staff that may be assigned to projects;

- D. Firm's experience providing professional services on projects similar to those undertaken by Medina County Park District, including client/owner contact person, project costs, completion dates, and scope of services;
- E. Evidence of current professional liability insurance including insurance limits and name of carrier;
- F. A list of all lawsuits or arbitration proceedings pending or resolved within the last five years involving the firm, and a general description of the nature of the claims being asserted;
- G. A description of the firm's Equal Employment Opportunity Program; and
- H. Additional information and comments you believe to be pertinent, but not specifically mentioned elsewhere.

### **EVALUATION CRITERIA**

All firms whose qualifications are generally found to be acceptable shall be included on a list of prequalified firms for projects with a professional design fee of less than \$50,000. For each individual project, qualified firms will be evaluated, and a firm selected, in general accordance with the procedures set forth in ORC 153.69. For professional design services obtained under this RFQ, the primary basis of selection will be the experience of the selected firm with specific type of work proposed. If multiple firms are determined to be qualified from the Qualification Statements, an interview process may be conducted to determine the most qualified.

### **INSTRUCTIONS FOR SUBMISSIONS**

1. **Submission.** Two (2) hard copies and one electronic copy (on a flash drive) of the qualification statement shall be submitted by **July 20, 2020**. Responses must be addressed to: Isaac D. Smith, Planning Manager, Medina County Park District, 6364 Deerview Lane, Medina, Ohio 44256.
2. **Questions.** Questions may be submitted to Planning Manager Isaac Smith via email to [ismith@medinaco.org](mailto:ismith@medinaco.org) by **July 15, 2020**. Questions received shall be answered by Medina County Park District by **July 17, 2020**.
3. **Communications.** All questions and comments must be submitted to the person identified in Section 2 above. No communication related to the RFQ may be directed to any other Medina County Park District staff.
4. **Cancellation; Rejection.** Medina County Park District reserves the right to cancel at any time, and for any reason, this solicitation, and to reject all qualification statements. Medina County Park District shall have no liability to any proposer arising out of such cancellation or rejection. Medina County Park District reserves the right to waive minor variations in the selection process.
5. **Costs.** Medina County Park District assumes no responsibility for costs incurred in the preparation, presentation, or submission of qualification statements.

-- END OF RFQ --