

**REQUEST FOR STATEMENTS OF
QUALIFICATIONS FOR PROFESSIONAL
SERVICES**

RFQ #2023-001



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

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

**Issue Date: July 18, 2023
Due Date: August 15, 2023 at 2 p.m.**

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 one-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 STATEMENTS OF QUALIFICATIONS (SOQ) 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 Statements of Qualifications (SOQ) for 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 SOQ by **August 15, 2023** will be considered for these projects.
- C. The SOQs 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 an updated SOQ to be considered for future projects. Firms may voluntarily update their SOQ at any time during the one-year period. Firms not responding to the initial RFQ deadline may submit a SOQ at any time to be considered for future projects.
- D. Professional design services may include a wide range of scopes. Categories of services that may be required during the one-year period include, but are not limited to, those outlined within the statement of disciplines (**Attachment A**). Firms must provide Attachment A, or a reasonable facsimile, and select each of the disciplines offered along with supporting documentation within their SOQ. Firms may submit qualifications in any one or more disciplines.

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 SOQ should contain the following information:

- A. Name, address, and brief history of your firm;
- B. Philosophy of your firm;
- C. Description of your firm's related experience and background with specific examples of projects similar in type to those listed in Scope of Service;
- D. Description of your firm's experience working with local permit agencies, including Medina County Building Department, zoning commissions, Stormwater Management, ODOT, and ODNR;
- E. Resumes and professional registration information of staff members that may be assigned to the types of projects listed in Scope of Service;
- F. Three (3) to five (5) professional references for projects that are comparable to those listed in Scope of Service;
- G. Attachment A –Statement of Disciplines;
- H. Additional information and comments you believe to be pertinent; and
- I. A list of firms that are typically used in partnership may be included in the SOQ.

EVALUATION CRITERIA

All firms whose qualifications are found to be acceptable shall be included within a list of prequalified firms. 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. If multiple firms are determined to be qualified, an interview process may be conducted to determine the most qualified.

INSTRUCTIONS FOR SUBMISSIONS

1. **Submission.** Two (2) hard copies and one (1) electronic copy (on a flash drive) of the qualification statement shall be submitted by **August 15, 2023 at 2 pm**. Responses must be addressed to: Isaac D. Smith, Planning and Operations Manager, Medina County Park District, 6364 Deerview Lane, Medina, Ohio 44256.
2. **Questions.** Questions may be submitted via email to ismith@medinaco.org by **July 25, 2023**. Questions received shall be answered by Medina County Park District no later than **July 28, 2023**.
3. **Communications.** All questions and comments must be submitted to the person identified in Sections 1 and 2 above. No communication related to the RFQ may be directed to any other Medina County Park District staff member.
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.

ATTACHMENT A

Medina County Park District - Statement of Disciplines

Include this page in your SOQ as a list of disciplines offered by your firm. Check all disciplines that apply to your firm. (Only include your firms' disciplines; Not those of a partnering firm. Partnering firms may submit separate SOQ).

Firm: _____ Submitted by: _____
Print Name Date

- | | |
|---|---|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Environmental Site Assessment (Phase I and II) |
| <input type="checkbox"/> Interior Design | <input type="checkbox"/> Soil and Water Conservation |
| <input type="checkbox"/> Landscape Architecture | <input type="checkbox"/> Shoreline Erosion Restoration |
| <input type="checkbox"/> Survey | <input type="checkbox"/> GIS Support |
| <input type="checkbox"/> Civil Engineering | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Mechanical Engineering | <input type="checkbox"/> Cost Estimates |
| <input type="checkbox"/> Structural Engineering | <input type="checkbox"/> Construction Administration |
| <input type="checkbox"/> Electrical Engineering | <input type="checkbox"/> ADA Review |
| <input type="checkbox"/> Environmental Engineering | <input type="checkbox"/> LEED |
| <input type="checkbox"/> Geotechnical | <input type="checkbox"/> ODOT Pre-qualified |
| <input type="checkbox"/> Park Master Planning | <input type="checkbox"/> LPA Project Administration |
| <input type="checkbox"/> Land Design/Site Planning | <input type="checkbox"/> Appraisals |
| <input type="checkbox"/> Environmental Planning and Analysis | <input type="checkbox"/> Title Work |
| <input type="checkbox"/> Transportation Planning | |
| <input type="checkbox"/> Parking Design/Road Construction | Areas of Certification: |
| <input type="checkbox"/> Pedestrian/Bike Bridge Design | _____ |
| <input type="checkbox"/> Historic Building Restoration | _____ |
| <input type="checkbox"/> Building Renovations/Upgrades | _____ |
| <input type="checkbox"/> Ecology/Wetland/Floodplain/Riparian Stream Restoration | |

Firm: _____

Other: _____

Other: _____

Other: _____

-- END OF RFQ --