Medina County Park District
Brunswick Lake Restroom Design-Build
Pre-Proposal Meeting

Medina County Park District Headquarters
6364 Deerview Lane
Medina, OH 44256

October 15, 2026 at 10 a.m.

I. Introductions

A. Isaac Smith, Planning Manager
B. John Kleshinski, Park Planner
C. Brooke Nekich, Project Coordinator

II. DISCUSSION ITEMS

A. Project Overview
   a. Project purpose and proposed flush restroom facility at Brunswick Lake Park.
   b. Preliminary site plan and proposed general restroom location.
   c. Precast concrete, Easi-Set restroom building.

B. Scope of Services and Technical Approach
   a. Anticipated design, surveying, engineering, permitting, and City of Brunswick approvals.
   b. Restroom procurement, site preparation, foundation, utility connections, installation, and site restoration.
   c. Utility coordination, accessibility, applicable codes, inspections, and final approvals.
   d. Design-Builder responsible for delivering a complete, operational, turnkey facility.

C. Site Access and Public Protection
   a. Park access and construction staging.
   b. Protection of park visitors and existing facilities and infrastructure while the park remains open to the public.

D. Project Start and Deadline Schedule
   a. Project will start no later than 14 days after execution of contract, which will be after December board meeting.
      Board meeting is on December 16, 2026
   b. Substantial completion shall be achieved no later than **October 29, 2027**.
      We are seeing a 6–9-month lead time on Easi-set restroom facilities.

E. Project Requirements and Deliverables
   a. Project budget, anticipated schedule, design review milestones, and coordination with MCPD.
   b. Required warranties, the one-year maintenance bond, and project closeout documentation.
   c. Contractor registration requirements for work within the City of Brunswick.
      For both prime contractors and subs.

F. Procurement Process
   a. Questions from firms due October 21. Answers from MCPD by October 28.
   b. Qualifications-first evaluation process to establish short-list.
   c. Separately sealed pricing proposal requirements under ORC.
   d. MCPD to schedule interviews with short-listed firms if necessary.

III. **QUESTIONS**

Q. *Clarification on how the price proposal is factored into the RFQ/RFP process?*
A. *Evaluation will follow the same process as our RFQ/RFP selection standards, per Ohio Revised Code. The firms will be short listed following reviews of the qualifications, and then price proposals for the short-listed firms will be opened and reviewed and interviews may be scheduled. Following scoring of the proposals, final ranking sent out to all who responded. A recommendation will be brought to the board for final selection in December.*

Q. *Do we need to budget for electric hook up and how would this be structured into the budget?*
A. *The site has an electric meter nearby and we plan to hook up that existing meter for electric. When developing the proposal assume that this electric connection is available. If we need a separate electrical connection, we will address that within the project within a change order.*

Q. *What is the sewer and water availability look like?*
A. *John had put together the map that has been provided. Utilities shown were pulled from the City of Brunswick and have been deemed accessible.*

Q. *Is the contractor responsible for fees?*
A. *The City has agreed to waive all fees associated with the project, and will be paying for the tap fees for the utilities.*

Q. *Will MCPD be proactive in providing a financial guarantee as required for the building permits?*
A. *Yes, we will be proactive and provide that information to keep the project moving forward.*

Q. *Have you received direction from the city on bore drilling for water?*
A. *Directional boring is preferred by the city of Brunswick.*

Q. *Are you looking for a written narrative for all points that state expectations shown within the proposal?*
A. *Yes, we are looking for narrative that supports your proposal. Include any variation in your approach and any value adds to the project.*

Q. *Is this project in a FEMA Floodplain?*
A. *No it is not.*

Q. *There are optional additions to the restroom such as a drinking fountain and insulation, are these things that you will be wanting?*
A, *Yes we want both a drinking fountain and insulation.*

IV. ADJOURNMENT

Thank you for attending. We are excited to see this project come to completion, as it has become highly requested. MCPD will circulate the questions and answers from today. The meeting was adjourned at 10:29 AM.