



Request for Proposal for Professional Services

Lakefront Path Restroom and Utilities Design and Engineering

RFP 2025-038

Lake Metroparks
11211 Spear Road
Concord Township, Ohio 44077

Publish Date: Tuesday, July 15, 2025
Due Date: 4:00 PM Wednesday, August 13, 2025

NOTICE TO OFFERORS

Sealed proposals will be received by the office of Lake Metroparks, 11211 Spear Road, Concord Township, Ohio 44077, no later than **4:00 PM** local time, on **Wednesday, August 13, 2025**, and thereafter will be publicly recorded for the following:

Consultant Services for
Lakefront Path Restroom and Utilities Design and Engineering
RFP 2025-038

Pre-proposal meeting – A Non-Mandatory Meeting Will Be Held On: **Tuesday July 22, 2025 at 2:30 PM** at Lake Metroparks Concord Woods Headquarters Building, 11211 Spear Road, Concord Township, Ohio 44077.

Unless otherwise indicated, the Request for Proposal/Qualification can be *VIEWED AND PRINTED* free of charge on the following websites:

- Lake Metroparks, www.lakemetroparks.com (About us – Bids).

Addenda – It may be necessary for a variety of reasons to issue addenda. Lake Metroparks will make every reasonable effort to ensure all addenda issued are received by submitters. It is ultimately the responsibility of the submitter to ensure all addenda have been received and are reflected in their Proposal.

Proposals will not be opened publicly.

In the performance of all contracts, contractors will comply with all applicable federal and state laws and regulations pertaining to Equal Employment Opportunities.

Lake Metroparks is a governmental agency exempt from all local, state, and federal taxes.

Proposals must be in sealed envelopes and clearly marked with the appropriate proposal name & number.

No proposal may be withdrawn for at least sixty (60) days after the scheduled closing time.

Lake Metroparks reserves the right to reject any and all proposals and parts of any and all proposals and waive any informality.

BY THE ORDER OF THE LAKE METROPARKS BOARD OF PARK COMMISSIONERS

Paul Palagyi

Executive Director

Published Date: Tuesday, July 15, 2025

1.0 GENERAL INFORMATION

The Request for Proposal (RFP) is issued by LAKE METROPARKS.
Technical inquiries regarding this RFP should be addressed to both:

Vince Urbanski, Deputy Director and Director of Planning
Lake Metroparks
11211 Spear Road
Concord Township, Ohio 44077
Phone: (440) 639-7275 ext. 1602
Email: vurbanski@lakemetroparks.com

AND

Tim Lane, Park Planner
Lake Metroparks
11211 Spear Road
Concord Township, Ohio 44077
Phone: (440) 639-7275 ext. 1608
Email: tlane@lakemetroparks.com

All questions must be received by Lake Metroparks prior to **Noon, Monday, August 11, 2025.**

2.0 BACKGROUND

Lake Metroparks is in the process of constructing a 2.5-mile paved bicycle/pedestrian path from our Painesville Township Park westward to Fairport Harbor across two former industrial sites in Painesville Township, Lake County, Ohio immediately adjacent to the Lake Erie shoreline. The first 2,300 feet of path starting at Painesville Township Park was constructed in 2023 and the next 800 feet (Phase 2) is currently under construction. Phase 3 of the path, along with two parking lots and an access drive from Fairport-Nursery Road, are currently being designed for construction in the second half of 2026.

3.0 PROJECT CONCEPT AND SCOPE OF SERVICES

Lake Metroparks is seeking an Engineering Consultant to assist Lake Metroparks in adding a restroom facility to its Lakefront Trail project development. The intent is to proceed in a phased approach starting with review of the utilities and community discussions, followed by restroom-type selection, and finally the design/development and contract drawings for bidding and construction in FY 2026-27. We ask that the project be broken down into these phases.

Utility Feasibility and Availability Investigation - Investigate and identify the availability and feasibility of water, sanitary sewer, and electric service to a potential restroom site(s) on the former Diamond Shamrock site where Phase 3 improvements will be constructed. Lake Metroparks has already commissioned a study of utility availability from the adjacent communities (see Appendix A). The fact that the site is a brownfield that has been capped as part

of an Ohio EPA-directed cleanup undoubtedly complicates the manner in which utilities can be connected and installed.

Restroom-Type Identification - Identify a feasible restroom-type facility to be located on the former Diamond Shamrock site adjacent to the Phase 3 improvements to service the planned trail & parking facilities. The preference would be for a minimum two-room, flush restroom. Construction could be via concrete prefabrication, complete kit, or built-on-site.

Schematic Design Services – Preparation of Schematic Design Documents consisting of drawings and documents illustrating project components

Design Development Services for Site & Buildings – Preparation of Design Development Documents consisting of drawing and other documents describing the size and character of the project and site based on the Schematic Design Services Phase.

Permitting & Approval Application Services – Preparation of permit applications for submittal. Coordinate permit and approval applications with the government agencies and communities including Fairport Harbor Village, Painesville City, Painesville Township, Lake County and Ohio EPA as required and make modifications to the permits and respond to comments.

Construction Document Services – Preparation of detailed construction documents and specifications consisting of drawings, material samples, specifications and documents necessary for public bidding based on the concepts developed in the design phase. Construction Documents shall be acceptable for permit submittals to all other government units having regulatory control. Provide detailed cost estimate for final design. Lake Metroparks will provide bidding and plan services for the contract. Consultant shall provide reproducible for printing, digital computer files and one complete set of original specification documents.

Construction Contract Administration and Inspection Services – Provide construction administration and inspection service for the construction phase of the project. Typically this would include attendance at pre-construction meeting, occasional project meetings, periodic inspection of work to verify conformance with plans and specifications, review/approval of all shop drawings and coordination with Lake Metroparks staff regarding project, as necessary.

4.0 OWNER'S RESPONSIBILITY

- 1) The Lake Metroparks shall provide to the Consultant full, accurate, and complete information regarding the requirements for the Project. Consultant shall be entitled to rely on accuracy of information provided.
- 2) Lake Metroparks shall furnish any existing conditions data sufficient for the needs of the project and satisfactory to Consultant, typically including a land survey, engineering type aerial photography and contour map, and a survey of above and below ground utilities, easements, covenants and restricted use areas.

5.0 ESTIMATED DATE OF AUTHORIZATION TO PROCEED

It is anticipated that the selected Consultant will be authorized to proceed by September 8, 2025.

6.0 PROPOSED PROJECT SCHEDULE

To be determined after selection of consultant.

7.0 MISCELLANEOUS INFORMATION

- 1) **Quantity of Proposals** – One (1) hard copy and one (1) digital copy on thumb drive shall be submitted. Digital copy format shall be Adobe Acrobat (.pdf).
- 2) **Proposals or Unsolicited Amendments** – Proposals and unsolicited amendments arriving after the closing will not be accepted.
- 3) **Proposal Acceptance** – The Lake Metroparks reserves the right to accept proposals in whole or in part, and to reject any and all proposals, and to negotiate separately, as necessary, to serve the best interests of the Lake Metroparks. Firms whose proposals are not accepted will be notified in writing. (Note: This proposal shall remain valid for at least sixty days (60) after submittal date.)
- 4) **Incurring Costs** – This Request for Proposal does not commit the Lake Metroparks to award a contract or to pay for any cost incurred by successful or unsuccessful bidders in the preparation of a proposal to this request.
- 5) **Economy of Preparation** – Proposals should be prepared simply and economically in 8.5x11 format, providing straightforward, concise descriptions and information. Company brochures should be a separate attachment to the bound proposal.

8.0 REQUIREMENTS FOR PROPOSAL

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.

- c. Use 8½" x 11" paper only.
- d. Bind letters of interest by stapling at the upper left-hand corner only. Do not utilize any other binding system.
- e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Proposal Content

- 1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
- 2. List significant Subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
- 3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

- 4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
- 5. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm is familiar with the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 5 must be included within the 10-page body of the Letter of Interest. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

9.0 SELECTION PROCESS

Lake Metroparks will select the three most qualified Consultant's based on the Letter of Interest. The requirements for the Letter of Interest and the Consultant Selection Rating Form that will be used to select the consultant are defined below. Upon completion of the rankings, the Park District will notify the three most qualified Consultants and may require additional information upon final selection.

Firms interested in being considered for selection should respond by submitting two(2) hard copies of the Letter of Interest as follows **by 4:00 PM on the response due date** listed above to Lake Metroparks, 11211 Spear Road, Concord Township, Ohio 44077.

LOI SUBMITTAL DEADLINE. Letters of Intent must be submitted in sealed envelopes and should be properly identified with the following: **2025-038 LOI for Lakefront Path Restroom and Utilities Design and Engineering**. Responses are **due by 4:00 PM on Wednesday, August 13, 2025** and must be sealed and delivered via mail to 11211 Spear Road, Concord Township, Ohio 44077 with delivery confirmation. Telephone, telegraphic, facsimile, electronic, and late submissions will not be accepted or considered. It is the Letter of Interest respondent's responsibility to see that their submission has sufficient time to be received before the Submittal Deadline.

CONSULTANT SELECTION RATING FORM

Project: _____

Selection Committee Member: _____

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 3, Exhibit 1	
Consultant's Past Performance	30	See Note 4, Exhibit 1	
Project Approach	25		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

- 1) The proposed Project Manager for each consultant shall be ranked, with the highest ranked Project Manager receiving the greatest number of points, and lower ranked Project Managers receiving commensurately lower scores. The rankings and scores should be based on each Project Manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring. Differential scoring should consider the relative importance of the Project Manager's role in the success of a given project. The Project Manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the Project Manager.
- 2) The experience and strength of the assigned staff, including Subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring. As above, other agencies may be contacted.
- 3) The Consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.
- 4) The Consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings, if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.
- 5) The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

The following 6 basic steps will be followed for the selection process:

- 1) Receipt and review of Proposal.
- 2) Narrow selection to three firms.
- 3) Ranking of the top firms to identify the best qualified firm.
- 4) As necessary, interview with the best qualified firm.
- 5) Review of fee proposal.
- 6) Negotiation with top-ranked firm for scope of service and fees.

Terms and Conditions

Contract type, payment methods and schedule will be reviewed during the award process. The selected firm will adhere to all ORC requirements including ORC 153.65-70.

End of RFP 2025-038*