



**REQUEST FOR QUALIFICATIONS**

***PROFESSIONAL DESIGN SERVICES  
2021***

**Board of Park Commissioners  
Summit Metro Parks**

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December 10, 2020

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# *Request for Qualifications Professional Design Services*

## **LEGAL NOTICE**

*Posted: Akron Beacon Journal December 10 and December 17, 2020*

Summit Metro Parks (“Metro Parks”) is seeking qualified consulting firms to perform architecture, engineering, landscape architecture, surveying services and special services (geotechnical, testing and inspections) for various operational and capital improvement projects for calendar year of 2021. The estimated fees for the services relating to each project do not exceed \$50,000. Statements of professional qualifications to become eligible for these professional design services contracts will be accepted until 12:00 noon, December 29, 2020. The successful firms will work under the direction of Summit Metro Parks.

Interested firms wishing to offer their services may obtain an information package via the Summit Metro Parks website at <https://www.summitmetroparks.org/public-notices.aspx>.

Summit Metro Parks  
Lisa M. King, Executive Director

\* \* END OF SECTION \* \*

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## **SUMMIT METRO PARKS – AGENCY PROFILE**

### **Issue date:**

December 10, 2020

### **Contracting agent:**

Board of Park Commissioners

Summit Metro Parks

975 Treaty Line Road, Akron, Ohio 44313-5898

Attn: Mark Szeremet, Park Planner/Land Acquisition Specialist

### **Governance and Staffing**

Summit Metro Parks (“Metro Parks”) was organized under Chapter 1545 of the Ohio Revised Code as a metropolitan park district in 1921. Metro Parks is not part of any other local, county, state or Federal government. Metro Parks is governed by a volunteer five-member Board of Commissioners appointed by the Summit County Probate Judge. The Board serves as a policy-making body to establish and guide the overall direction of the Park District. The Park Board appoints an Executive Director who serves as the Chief Executive and Financial Officer and a non-voting member of the Board as its Secretary. There are approximately 125 full-time employees working for Metro Parks in diverse roles as maintenance; construction; law enforcement; interpretive programming; public relations; marketing; planning; civil engineering; landscape architecture; resource management; customer support; financial support and administrative services.

### **Facilities and Jurisdiction**

The Park District includes all of Summit County. Metro Parks controls more than 14,800 acres of land in fifteen developed parks, the F.A. Seiberling Nature Realm visitor center, Liberty Park Nature Center, Summit Lake Nature Center, several large conservation areas and over 50-miles of multi-purpose trails. Metro Park’s annual visitation is approximately 5 million.

### **Agency Mission**

We conserve, sustainably manage and value natural resources for the health and enjoyment of our community, and inspire people to connect with nature through clean and safe parks.

### **Funding Sources**

Funding for the Metro Parks is derived primarily from a small real estate property tax levy, which voters periodically are asked to approve, and from some earned income from swimming operations and reservable facilities. Supplemental funding may be provided by State, Federal and local grant sources.

Additional information can be found at [www.summitmetroparks.org](http://www.summitmetroparks.org).

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## **INTENT OF THIS REQUEST FOR QUALIFICATIONS**

### **General Description of Intent**

Metro Parks seeks to identify professional firms to perform architectural, architectural landscaping, engineering, survey and special services (geotechnical, testing and inspections) in connection with multiple projects as described on Exhibit B attached for the calendar year 2021. The services to be provided for each individual project are not estimated to exceed \$50,000. Only firms with registered professionals in the State of Ohio in these disciplines will be considered.

## **EVALUATION OF QUALIFICATIONS**

### **Evaluation of Qualifications**

Metro Parks' staff will review the Statement of Qualifications from interested firms and select the most qualified firms based on the Reviewer Evaluation Form.

### **Consultant Notification**

Metro Parks planning staff will keep qualified firms on file and reject firms that do not meet the qualifications. Individual firms will be notified if a follow-up interview is determined necessary and schedule accordingly. Once approval is received the successful firms will be notified in writing or email.

### **Project Availability and Consultant Selection**

SMP will assemble project scopes and will request technical proposals from two or more firms select from the list of pre-qualified list.

Upon completion of negotiations for a specific project, a binding agreement will be entered into between Metro Parks and the selected firm. Terms and conditions discussed during the negotiations will appear in this agreement.

Each consultant retained shall act as a prime consultant for the assigned project(s) and will be responsible for providing specialty services either directly or through sub-consultants for surveying, geo-technical, materials testing or environmental services if applicable.

A list of proposed Metro Parks typical projects is included herein, as **EXHIBIT "B"**. Depending on time and budget constraints these projects may or may not be performed during the "2021" time-frame. These projects may or may not require the services of outside consultants. Some projects may already be under a design contract.

### **Submit Statement of Qualifications**

Firms interested in being considered should provide the information requested as outlined in **EXHIBIT "A"** in the same order as listed.

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**Proposed Schedule**

Short listed firms will be identified by January 31, 2021 and will remain pre-qualified for the year "2021".

\*\* END OF SECTION \*\*

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**EXHIBIT “A”**  
**STATEMENTS OF QUALIFICATIONS**

**General Notes**

Each firm shall submit a separate Statement of Qualifications for each discipline for which the firm is qualified; Architecture - Landscape Architecture – Civil Engineering – Surveying – Special Services (geotechnical, testing and inspections).

**Each Statement of Qualifications must include the following in the order and format specified:**

- **Transmittal letter or cover letter:** (1) one page, signed by an authorized officer of the firm.
- **Cover Page:** (1) one page.
- **Table of Contents:** (1) one page.
- **Certifications and Insurance:** State of Ohio Board Certifications, Licenses or Registrations as necessary to perform that discipline in Ohio. And Certificate of current Professional Liability Insurance.
- **Section 1, Firm Overview:** (2) pages or less. Briefly describe the Firm’s history showing your qualifications and pertinent experience for professional design service discipline. Include a list of similar projects without discussion of the firm’s role. Identify any sub-consultant(s) to be used for this project. Ability of the team in terms of its workload and the availability of qualified personnel, equipment and facilities to perform the required professional design services competently and expeditiously.
- **Section 2, Project Examples:** (6) six pages or less. Provide (3) three example projects, including description of work performed, date completed, and your firm’s role in the project. For each example project include no more than (1) one page for project narrative and (1) one page for photos of the project equaling (2) two pages total permitted per project.
- **Section 3, Project Team Resumes:** Include a list of the project team including employee name, title and responsibility. Clearly identify the project manager serving in a decision making capacity as primary contact. Provide a (1) one page resume of each member of the team. Including a (1) page resume for any team members from sub-consultant(s). Include the employee’s title, education, training, project experience and certifications applicable to the discipline. Provide a (1) page resume of each firm (listed in Section 1) used as a sub-consultant.
- **Section 4, References:** Provide (3) three client references preferably for the projects listed in Section 3.
- Include only those sheets identified, no dividers.

Text fonts shall be 10 point or larger.

**Please consider the following when preparing your submittal:**

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- Individual statements proposing more than one discipline will be disqualified.
- Once a consulting firm is pre-qualified, Metro Parks will select consultants based on the nature of each project. Most projects require the assistance of other disciplines. If your firm has these disciplines on staff, please acknowledge; if not please identify the firms you typically use.

### **SUBMITTAL PROCEDURE:**

Interested firms wishing to offer their services please email qualifications in a scrollable PDF format, with PDF page sizes of 8.5" x 11".

Clearly marked on the subject heading of the cover page:

### **QUALIFICATIONS – PROFESSIONAL SERVICES 2021 - DISCIPLINE**

Email to the attention of and submit questions to:

Mark Szeremet, Park Planner  
Summit Metro Parks  
975 Treaty Line Road  
Akron, OH 44313  
330-865-8040 x 212  
mszeremet@summitmetroparks.org

**DEADLINE TO SUBMIT QUALIFICATIONS IS 12:00 P.M. (Eastern Standard Time) December 29, 2020.**

Consultants submitting qualifications are responsible for ensuring that the emailed qualifications are RECEIVED by the deadline noted above. Emails sent, but not received by the deadline will not be accepted. Consultants are encouraged to email the qualifications at least 3 hours in advance of the deadline and contact Mark Szeremet, Summit Metro Parks by phone or a subsequent email to ensure the qualifications are received.

\* \* END OF SECTION \* \*

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**EXHIBIT “B”**

**TYPICAL PROJECTS**

Updates to existing buildings – interiors and exteriors

New buildings for park amenities – restrooms, office, service area

Park Planning and Development – trailheads, amenities, parking lots, trails

Trail and Park neighborhood connections

Miscellaneous utility upgrades

Miscellaneous building and energy upgrades

Miscellaneous bridge and bridge deck replacements

Miscellaneous park boundary surveys:

- Liberty Park Area (Twinsburg, Hudson, Streetsboro) – approximately 100 acres.
- Freedom Trail (Kent, Tallmadge, Akron), Gorge (Cuyahoga Falls, Akron), (Hampton Hills (Akron) and Sand Run (Akron)

Miscellaneous park topographic surveys:

- Future Trailheads (Hampton Hills, Cascade Valley, Freedom Trail, Maple Grove).
- New Park Planning and Development – Trailheads, amenities, trails (areas yet to be determined).

\*\*\* END OF SECTION \*\*\*

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**EXHIBIT "C"**

**REVIEWER EVALUATION FORM**

**Name of consultant:** \_\_\_\_\_

**Project:** 2021 Consultant Pre-Qualification      **Discipline:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_ **Date/year:** \_\_\_\_\_

	Points Possible	Points Awarded
<b>Met Submittal Requirements</b>	<b>Yes or No</b>	
<b>Certification and Insurance (Yes or No)</b>		
<b>Section 1, Firm Overview</b> Firm's ability to describe their history showing their qualifications and pertinent experience with projects of similar size and type. Identify any subconsultant(s). Ability of the team in terms of its workload and the availability of qualified personnel, equipment and facilities to perform the required professional design services competently and expeditiously.	<b>10</b>	
<b>Section 2, Project Examples (10 points each)</b> Firm's previous experience with projects of a similar nature and scale.	<b>30</b>	
<b>Section 3, Resumes</b>		
Project Manager Resume: Indicated the technical training, education, and experience especially the technical training, education, and experience as related to the project. The Project Manager will serve in a decision-making capacity as primary contact.	<b>10</b>	
Project Team Resumes: Competence of staff as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees of the firm and sub-consultant(s) who would be assigned to perform the services; All work shall be done under the supervision of professionals licensed in Ohio;	<b>25</b>	
<b>Section 4, References</b> Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting deadlines. Relevance to RFQ.	<b>10</b>	
<b>Firm Interviews (if requested)</b>	<b>TBD</b>	
<b>TOTAL POSSIBLE SCORE</b>	<b>85</b>	