

Request for Qualifications: *Architectural Design Services*

Administration of Project: Seneca County Park District (Seneca Parks), 3362 S. TR 151,
Tiffin, OH 44883

Project Name Seneca Parks Planning & Design

Project Location(s) Steyer Nature Preserve, 5901 N. CR 33, Tiffin, OH 44883

Fruth Wetland Nature Preserve, 10130 W. SR 18, Fostoria, OH 44830

Response Deadline Noon (EST), February 23, 2021

Submit the Statement of Qualification in PDF electronic format to sbetts@senecacountyparks.com.

Submit all questions via email to Sarah Betts by 2pm Friday, February 19:
sbetts@senecacountyparks.com

1. PROJECT OVERVIEW

Project Description

The Seneca County Park District (Seneca Parks) invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural design services in connection with the site planning and facility design and development of Steyer Nature Preserve and Fruth Wetland Nature Preserve.

Project Locations

Steyer Nature Preserve (SNP), 5901 N. CR 33, Tiffin, OH 44883

Fruth Wetland Nature Preserve (FWNP), 10130 W. SR 18, Fostoria, OH 44830

Background

Steyer Nature Preserve started with 89 acres of land being gifted to the district from Tony and Kathy Steyer in 2003. Over the years the park has grown to around 210 acres made possible through grant funding from Clean Ohio, ODNR Scenic Rivers, and ODNR Division of Wildlife. Over 4 miles of trails traverse the diverse wooded and grassland terrain offering scenic views of the Sandusky River. The ODNR Abbott's Bridge Scenic River Access parking lot off CR 33 at the Sandusky River is also the current main entry into the park. A secondary hunter's parking lot is located on TR 148.

Fruth Wetland Nature Preserve received a name change as ownership shifted to the Seneca Parks in 2020. This 18-acre acquisition and wetland restoration were made possible through a grant from the H2Ohio fund. Previously, the site had been operated by the Geary Family YMCA of Fostoria as a location for youth sports and other outdoor programs in cooperation with the Seneca Parks also offering education and programming opportunities. The site has a long heritage as an educational and outdoor experience site dating back to the 1960s when the block building (still standing on the site as the "Roppe Lodge") was built as a bunk house for overnight camps.

Objectives

Seneca Parks proposes to retain a highly qualified, capable firm(s) to act as the Architect during the planning of the next phase of park development. The firm(s) who participate in the RFQ process are sometimes referred to as “Respondents” and “Architects”. The Seneca Parks will give prime consideration to the Architect with significant, current experience in the development, design, renovation, and consideration of similar buildings and projects. Seneca Parks reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

Scope of Work

The selected Architect(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon the initial selection of a Respondent based upon qualifications, with which negotiations will proceed, a Scope of Work will be developed.

The Seneca Parks anticipates a contract which will include conceptual schematic designs, production of computer-generated renderings, and cost estimates for each phase of the project; however, Seneca Parks reserves the right to include additional project elements in the initial or subsequent professional services agreements as Seneca Parks (in its sole discretion) deem appropriate. The selected Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering, as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, Seneca Parks reserves the right to approve proposed sub-consultants that will be associated with each project.

The initial work will include, at a minimum, the following components:

1. Develop conceptual site plans for both locations based on evaluation of existing facilities and input from existing working group.
2. Develop conceptual schematic facility designs and connected outdoor spaces based on guidance from the existing working group for designated facilities.
3. Each project plan should be designed to allow for the phased implementation of the proposed facilities.
4. Perform general building code and zoning reviews to confirm the concepts comply with the current version of the Ohio Building Code and local zoning codes.
5. Create an estimate of probable cost for each phase of development/construction.

*Notes: It is important that plans be designed so that implemented can take place in phases as the overall park system continues to develop. It is also important to produce as sustainable, energy efficient buildings as possible, that serve as places to appreciate the nearby biodiversity while being minimally intrusive to the surrounding environment. The facilities should include features that support the Seneca Parks overall mission and educational and comprehensive goals.

Project Funding

Funding for the work described herein will be provided by the Seneca Parks.

2. EVALUATION CRITERIA FOR SELECTION

Qualifications will be evaluated by a selection committee. The following criteria will be used in evaluating and rating the proposals:

- a. Firm & Individual Qualifications
 - i. Quality/Detail of Submission
 - ii. Responsiveness to RFQ
 - iii. Firm's background & experience on similar projects
 - iv. Experience and knowledge with sustainable design practices
 - v. Principals & key staff on similar projects
 - vi. Availability to meet schedule
- b. References (Minimum 3)
 - i. Quality of Design
 - ii. Meeting Schedules & Deadlines with quality construction
 - iii. Controlling cost/meeting budgets
 - iv. Communication/cooperation
 - v. Technical innovation, creativity, and overall quality of project approach
 - vi. Good reviews from submitted references

The final selection will be based upon an evaluation of the submitted RFQs and, if conducted, interviews. A copy of the **evaluation sheet is available in Appendix A**. Respondents selected for interviews, if required, will be provided additional instructions by Seneca Parks. Respondents not selected for further consideration will be notified. Award of the project will be made following contract negotiations to the most qualified respondent at a price which Seneca Parks determines to be fair and reasonable taking into account the estimated value of services to be rendered, as well as the scope, complexity, and professional nature thereof.

Seneca Parks will enter into negotiations with the selected respondent and upon completion of negotiations shall execute a professional services agreement. If Seneca Parks is unsuccessful in negotiating an agreement with the highest ranked team, Seneca Parks may then negotiate with the second or third highest ranked team until an agreement is executed, or may decide to terminate the selection process.

3. QUALIFICATIONS FORMAT

- a. Letter of Interest
- b. Qualifications
 - i. Company Overview and Background
 - ii. Relevant Experience
- c. Project Team
 - i. Provide a project team organization chart reflecting integration and reporting structure of the team members internally.
 - ii. Identification of Project Manager, all team members and sub-consultants who will play substantial roles on the project team.
 - iii. Resumes of key team members.
- d. References
 - i. Provide (minimum) three references with project description that includes relevancy to this project, size and type of project, duration, value in dollars, primary contact with phone number and email address.

4. SUBMITTAL INSTRUCTIONS

All proposals must be submitted as follows:

- a. Responses to this RFQ are required via electronic PDF format to sbetts@senecacountyparks.com, no later than Noon (EST) February 23, 2021. However, an additional hard copy may also be mailed or delivered (but is not required) to the Seneca Park Office, Attn: Sarah Betts, 3362 S. TR 151, Tiffin, Ohio 44883.
- b. If hard copies are provided, pages shall be no larger than 8.5" x 11" (or if folded to that dimension), not to exceed 20 total pages (double sided) including front and back covers, and submitted in a sealed package (if mailing or dropping off).
- c. Responses received after the submission date and time may not be considered.
- d. It is the responsibility of the design consultant candidate to ensure receipt of their proposal by Seneca Parks.

Consultants are encouraged to visit project site on their own prior to submittal of response to Request for Proposals. There will be no formal on-site pre-submission meeting. The sites are located at: Steyer Nature Preserve, 5901 N. CR 33, Tiffin, OH 44883 and Fruth Wetland Nature Preserve, 10130 W. SR 18, Fostoria, OH 44830.

5. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- a. **All Information True** – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, or attempts to influence the selection process outside the procedures established herein, whether intentional or not, may be excluded.
- b. **Cost of Responses** – The Seneca Parks will not be responsible for the cost incurred by anyone in the submittal of responses.
- c. **Contract Negotiations** – This RFQ is not an agreement, contract, or a commitment of any kind. If this RFQ results in a contract offer by the Seneca Parks, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- d. **No Obligation** – The Seneca Parks reserves the right to issue written notices of any change in the submittal process, to evaluate the responses submitted; waive any irregularities or immaterial defect therein; request for the submittal of more detailed or alternate proposals from selected Respondents; accept or reject any or all submissions or portions thereof; extend or otherwise revise the submittal due date, and reissue a new or revised RFQ/RFP at any time should it be deemed in the Seneca Parks' best interest; or cancel the entire process.
- e. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Ohio.
- f. **Conflict of Interest** - Seneca Parks reserves the right to disqualify any entity on the basis of any real or apparent conflict of interest.

RFQ Rating Form

Administration of Project: Seneca County Park District (Seneca Parks)

Project Name Seneca Parks Planning & Design

Project Locations Steyer Nature Preserve (SNP), 5901 N CR 33, Tiffin, OH 44883
Fruth Wetland Nature Preserve (FWNP), 10130 W. SR 18, Fostoria, OH
44830

Proposer Firm _____

City, State, Zip _____

Date of Submittal

Selection Criteria Category		
Firm & Individual Qualifications		Score
0/10	Interview	
0/10	Quality/Detail of Submission	
0/10	Responsiveness to RFQ	
0/10	Firm's background & experience on similar projects	
0/10	Experience & knowledge with sustainable design practices	
0/10	Principals and key staff on similar projects	
0/10	Availability to meet schedule	
0/70	Sub-Total	
References (Minimum of 3)		
0/10	Quality of Design	
0/10	Meeting Schedules & deadlines with quality construction	
0/10	Controlling cost/meeting budgets	
0/10	Communication/cooperation	
0/10	Technical innovation, creativity, and overall quality of project approach	
0/10	Good reviews from submitted references	
0/60	Sub-Total	
Total (out of 130)		