



Posting Date: March 1, 2024
Riley RiverPlay Reserve Engineering,
Design & Construction Management
Clark County Park District
Response Due Date: April 1, 2024

The Clark County Park District is soliciting letters of interest for engineering services and construction management to construct a small parking lot and public river access point at the Riley RiverPlay Reserve. The new park is located at 5281 River Road, with frontage on the Mad River in German Township, Clark County, OH.

The Park District has a Clean Ohio Conservation Fund grant to assist with these projects, so all requirements of the grant must be met, including completion of the construction projects no later than May 2025.

The chosen consultant will be awarded one contract that will complete engineering and detailed design, bid documents, and construction oversight of the following projects:

- Permeable paver parking lot for 30 cars, approximately 24' x 24'
- Public river access point on the Mad River for fishing, boating, etc.

Estimated Construction Cost: \$93,750

It is anticipated that the selected Consultant will be authorized to proceed in April 2024.

Selection Procedures

The Clark County Park District will directly select a consultant based on the Letter of Interest (LoI). The scoring committee will consist of members of the Clark County Park District and the National Trail Parks & Recreation District. The requirements for the LoI, and the Programmatic Consultant Selection Rating Form that will be used to select the consultant, is below.

Firms interested in being considered for selection should respond by submitting three (3) copies of the Letter of Interest to the following address **by 4:00 PM** on the response due date listed above.

Leann Castillo
Interim Executive Director
Clark County Park District
5638 Lower Valley Pike
Springfield, Ohio 45502

Communications Restrictions

Please note the following policy concerning communication with the Clark County Park District and the National Trail Parks & Recreation District during the announcement and selection process:

During the time period between advertisement and the announcement of the consultant selection, the Clark County Park District and the National Trail Parks & Recreation District will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc. Once a consultant is selected, a selection notification will be announced by U.S. mail.

Requirements for Letters of Interest, Programmatic Selection Process

A. General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Format (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 twelve (12) 8 ½" x 11" single sided pages including two pages for the project approach.
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.
4. Letters of interest must be received by 4:00 p.m. on the due date.

B. Letter of Interest Content

Please identify/provide:

- The location of the primary office where the bulk of the work will be performed.
- List significant subconsultants. Include the percentage of work to be performed by each subconsultant.

- Identify the Project Manager. Describe in detail the Project Manager's experience, length of time with firm and qualifications. Provide a list (including description) of similar type projects that the Project Manager has been in charge.
- List key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects, length of time with firm and the staff qualifications.
- A listing of current projects similar in nature that is under contract in the primary office. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability (percentage) of the assigned staff.
- Other information that describes the firm's capacity and the capabilities of the professionals proposed for the project that demonstrates knowledge and understanding of Clean Ohio Conservation Fund requirements, regulations and directives.
- Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, project specific cost containment practices, innovative ideas, ability to meet scheduled completion date and any other relevant information concerning your firm's qualifications for the project.
- A listing of references for similar type projects (include description of projects) completed in the last three years by the firm and subcontractors. These references should include reference contact information including current phone numbers and email addresses.

Remaining space within the LoI may be utilized to provide personnel resumes or additional information concerning general qualifications.

As required by Ohio Revised Code §153.65-73, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the Clark County Park District will enter into contract negotiations with the most highly qualified firm.

Consultant Selection Rating Form

Project: Riley RiverPlay Reserve
 Engineering, Design & Construction
 Management

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 Proposed Schedule/ Availability of Personnel/	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

Consultants are not eligible for selection if their Letter of Interest does not meet the stated Goal.

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 Clark County Park District and other agencies. The selection committee may contact 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 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 consult other agencies as appropriate.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. 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 selection team shall consider an equitable distribution of work to similarly qualified firms.

EVALUATION AND SELECTION PROCESS

- Proposals will be received from interested parties until the date and time stated above. All properly received proposals will be reviewed in accordance with the criteria stated in this Request for Proposal.
- An Evaluation and Selection Committee will review the proposals. The reviewers will judge the proposals according to the criteria listed herein. After the initial review of the proposals received, the reviewers may formally or informally question the firm or firms judged to have the best likelihood of performing a successful project. Any and all costs associated with the formal or informal interview will be solely the responsibility of the proposer.
- It is important to note that, according to federal law (referred to as the Brooks Act), fees and costs to be properly undertake and complete the work will not be requested until the evaluation of all technical proposals has been completed.

Upon selection of a Consultant, a scope of services meeting will be held with the project team. Within two weeks of the scope of services meeting, the consultant shall submit a Fee Proposal to the Clark County Park District. Upon acceptance of the fee, the Clark County Park District will submit the final fee proposal to the Board of Park Commissioners for approval of the Agreement.