



***Request for Proposal for Professional Services***

***Lakefront Path Shoreline Revetment Design and Engineering***

***RFP 2022-040***

Lake Metroparks  
11211 Spear Road  
Concord Township, Ohio 44077

Publish Date: August 24, 2022

*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 September 28, 2022**, and thereafter will be publicly recorded for the following:

*Consultant Services for*

***Lakefront Path Shoreline Revetment Design and Engineering***

*RFP 2022-040*

***Pre-proposal meeting*** – A Non-Mandatory Meeting Will Be Held On: **Tuesday September 20, 2022** at **10:00 AM** 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](http://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No proposal may be withdrawn for at least sixty (60) days after the scheduled closing time.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:* August 24, 2022

## 1.0 GENERAL INFORMATION

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

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](mailto: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](mailto:tlane@lakemetroparks.com)

All questions must be received by Lake Metroparks prior to **Noon, Friday September 23, 2022.**

## 2.0 BACKGROUND

Lake Metroparks is seeking to construct 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. Engineering is under way on the first 2,300 feet of path starting at Painesville Township Park. Construction on Phase I is anticipated for 2023.

The anticipated second phase of the path will cover approximately 800' and will be constructed along a section of the shoreline not currently stabilized/armored (see Location Map after Page 7). This RFP seeks professional services specifically related to the desired shoreline stabilization. Professional engineering services for Phase II of the path are being solicited concurrently with this RFP under a separate request. Due to funding considerations the professional services contracts will run concurrently but separately.

The revetment and landward slope will be designed to accommodate a "bench" for construction of the trail at a mutually determined elevation(s). It will be important that the service providers are able to communicate effectively with Lake Metroparks and the trail engineering firm.

In 2021 Lake Metroparks received a conceptual design and preliminary cost estimate for a proposed stone revetment structure. We hope to begin this contract by late 2022/early 2023 with a construction date in 2024.

### **3.0 PROGRAM**

Lake Metroparks is seeking a Coastal Engineering Firm which will act as consultant for this project and provide written recommendations, cost estimates, topographic and possibly hydrographic surveys, schematic design, detailed design development, construction document services, permitting services and construction administration/inspection for Lake Metroparks' Lakefront Path Shoreline Revetment Design and Engineering.

### **4.0 PROJECT CONCEPT**

The intent is to proceed with the design and development of contract drawings for bidding and construction in FY 2022-23. We ask that the project be broken down into phases. It is anticipated that professional involvement, in varying degrees by the following disciplines will be required on this project:

- Coastal Engineering
- Coastal Permitting
- Surveying

### **5.0 SCOPE OF SERVICES**

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

**2. 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.

**3. 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.

**4. Permitting Application Services** – Preparation of Corps of Engineers, ODNR and OEPA permit applications for submittal. Coordinate permit applications with the government agencies as required and make modifications to the permits and respond to comments.

**5. 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.

## 6.0 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.

## 7.0 FINAL PRODUCT

Final product for proposal will consist of the following minimum requirements as appropriate:

1. One (1) loose-leaf notebook containing all correspondence, background data, preliminary and detailed design criteria and information which supports final construction documents.
2. One (1) rendered Final Site/Building Plan mounted and framed at appropriate scale for presentations.
3. One (1) set of final specifications.
4. One (1) copy of each final written report per the project concept and detailed scope of services, (8.5x11 format bound).
5. Digital Files – One (1) set of digital files of final product (drawings and specifications) in a format compatible with Lake Metroparks computer system. (AutoCAD, Microsoft Excel, Access, and Word for Windows, PDF).

## 8.0 PROPOSAL REQUIREMENTS

1. **Statement of Design Approach** – Submit any sketches, layouts, renderings, or graphic material which may illustrate alternative approaches which may be considered for the project.
2. **Letter of Intent** – Submit written narrative of the design concepts and approach that you may utilize for the project.
3. **Organization** –
  - a. **Prime Consultant**
  - b. **Joint Venture Proposal** – if the prime consultant is proposing a joint venture or similar

arrangement with another firm, the nature of the relationship shall be stated in the proposal.

c. **Timetable** – provide a proposed timetable or flow chart for all stages of the consultant services. (Project duration shall be shown in calendar days from authorization to proceed.)

**4. Fee Proposal –**

a. **Hourly Rate with Upset Maximum** – The proposal shall include hourly rates, including direct costs, overhead, profit, and any indirect expenses. If hourly rates are different for specialized services, such as resident field supervisor, etc., list those rates in your proposal.

**5. Similar Projects** – Submit information on Similar Projects that your firm has designed. Include name, address, and phone number of public/private agency, location, date of service, fees charged and client contact. List specific types of experience consultant has in the following areas:

- a. Experience in working with public agencies on design development and construction.
- b. Experience in construction oversight.
- c. Experience in permitting with USACE, ODNR, and OEPA.

**6. Current Status of Any Litigation** – List the Current Status of Any Litigation or other major circumstances related to previous work performed that would be of concern to owner.

**7. Position Statement** – Prepare a Position Statement highlighting the specialties and strengths of your firm. Specifically, why do you feel your firm should be selected for this project?

**8. Professional Qualifications –**

a. State the **Full Name and Address of Your Organization** and any other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, state if licensed to operate in the State of Ohio.

b. **Manpower** – Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the study or project. Identify individuals by name and title that will do the work on this project. Resumes or qualifications are required for proposed project personnel.

c. State **history of the consultant**, in terms of length of existence, etc.

**9. Additional Information** – Include any additional information you feel will assist us in the evaluation of your firm's qualifications.

## **9.0 EVALUATION AND AWARD**

1. Quality of proposal and specific approach to project.

2. Credentials of key personnel, particularly the project manager who will be the lead person on this project specifically in relation to shoreline protection projects.

3. Demonstrated ability in similar past projects specifically in relation to shoreline protection projects.
4. Working relationship of design firm with previous clients.
5. Current and projected workloads that might affect the firm's ability to perform the required work on schedule.

## 10.0 SELECTION PROCESS

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.

## 11.0 MISCELLANEOUS INFORMATION

1. **Quantity of Proposals** – Three (3) hard copies 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.



Lake County GIS



This map is intended for use as a reference. All boundaries and locations are approximate. The information depicted was obtained from various government and proprietary sources. This map is believed to be accurate as of the publication date, but no warranty or guarantee on any part is given or implied.

# Lakefront Path Shoreline Revetment



Date: August 19, 2022

Source: Lake Metroparks and Lake County GIS





**\*End of RFP 2022-040\***