



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

***Lakefront Path Shoreline Deck Design, Engineering, & Permitting***

***RFP 2025-051***

Lake Metroparks  
11211 Spear Road  
Concord Township, Ohio 44077

**Publish Date: Tuesday, August 26, 2025**  
**Due Date: 4:00 PM Wednesday, September 24, 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, September 24, 2025**, and thereafter will be publicly recorded for the following:

*Consultant Services for*

***Lakefront Path Shoreline Deck Design, Engineering, & Permitting***  
***RFP 2025-051***

***Pre-proposal meeting*** – A Non-Mandatory Meeting Will Be Held On: **Tuesday September 9, 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](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No proposal may be withdrawn for at least sixty (60) days after the scheduled closing time.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:* Tuesday, August 26, 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](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, Monday, September 22, 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 with completion in 2027.

In 2023-4, Lake Metroparks worked with GPD Group on a Master Plan (Appendix A) of the trail's third phase along with park areas, shoreline elements and park amenities. The entire master planned area is located on property currently owned by Mariana Properties, Inc on the site of the former Diamond Shamrock industrial facility north of Fairport-Nursery Road in Painesville Township. One of the elements proposed in the master plan is a short, t-shaped, shoreline deck that will allow park and trail visitors to get access to the water's edge in spite of the shore's heavy stone armoring.

## **3.0 PROJECT CONCEPT AND SCOPE OF SERVICES**

Lake Metroparks is seeking an Engineering Consultant with Coastal experience to assist Lake Metroparks in adding a shoreline deck(s) to its Lakefront Trail project development. The intent is

to proceed in a phased approach to include schematic design, permitting, design/development and contract drawings for bidding and construction in FY 2026-27. We ask that the project be broken down into these phases.

**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 along with an estimate of probable cost.

**Permitting Application & Approval Services** – Preparation of permit applications for submittal. Coordinate the following permit applications as necessary: Ohio Department of Natural Resources Office of Coastal Management (Submerged Lands Lease and Shore Structure Permit), Lake County Building Department, Lake County Engineer (Floodplain Permit) and Ohio EPA, and Local Responsible Party for site work as required. Make modifications to the permits and respond to comments as required.

**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 October 16, 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 qualified.
- 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 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 one (1) hard copy and one (1) digital copy 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: **2025-051 RFP for Lakefront Path Shoreline Deck Design, Engineering & Permitting**. Responses are **due by 4:00 PM on Wednesday, September 24, 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.

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### CONSULTANT SELECTION RATING FORM

Project: \_\_\_\_\_

Selection Committee Member: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
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		
<b>Total</b>	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 Lake Metroparks and other agencies. 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 may consult other agencies as appropriate.
- 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 2025-051\***