GEAUGA PARK
DISTRICT

REQUEST FOR QUALIFICATIONS

FOR DESIGN-BUILD SERVICES

Design-Builder for Geauga Park District
Sunnybrook Streambank Stabilization
and Riparian Restoration Project

Geauga Park District
Administrative Offices
9160 Robinson Road
Chardon, Ohio 44024

Issued October 10th, 2019
Qualifications are due by October 31st, 2019

GEAUGA PARK
DISTRICT

Geauga Park District Structure & Mission

Geauga Park District exists as a separate political subdivision of the State of Ohio and is not part of any local or other political subdivisions. The Park District is governed by the Board of Park Commissioners of the Geauga Park District, consisting of three citizens who serve three-year, staggered terms without compensation. Board members are appointed by the Presiding Judge of Probate Court of Geauga County, the Honorable Timothy J. Grendell and 2018 members include: Andrej N. Lah, Jackie Dottore and Howard Bates.

Geauga Park District administers and operates a diverse array of recreational and educational facilities within twenty-two open parks and 10,260 protected acres within Geauga County.

The mission of Geauga Park District is rooted in the enabling legislation creating the Park District in 1917, as articulated in the Ohio Revised Code Section 1545.11:

> *The Board of Park Commissioners may acquire lands either within or without the Park District for conservation into forest reserves and for the conservation of the natural resources of the state, including streams, lakes, submerged lands and swampland, and to those ends may create parks, parkways, forest reservation and other reservations and forest, develop, improve, protect and promote the use of the same in such manner as the Board deems conducive to the general welfare.*

Geauga Park District Mission

The mission of Geauga Park District is to preserve, conserve and protect the natural features of Geauga County and to provide outdoor recreational experiences to our residents of every age, every ability and at all times of the year.

General Description of Work

Geauga Park District ("Owner") is seeking a design-builder to provide professional design and construction services for the Sunnybrook Streambank Stabilization and Riparian Restoration project in Sunnybrook Preserve to restore stream, floodplain, and wetland habitat to improve water quality and habitat quality for a coldwater tributary (Sunnybrook) to the East Branch of the Chagrin River. This contract will include assistance to Geauga Park District and coordination with its project partner, the Chagrin River Watershed Partners, Inc. (CRWP). CRWP is a non-profit technical organization founded by the cities, villages, townships, counties, and park districts of the Chagrin watershed. CRWP assists their 34 members with addressing flooding and erosion problems, protecting and restoring natural areas, and land use and natural resource planning. More information is available at www.crwp.org.

The Sunnybrook restoration site is part of Sunnybrook Preserve (12474 Heath Road in Chester Township, Ohio). Sunnybrook Preserve is a 73-acre undeveloped and predominantly wooded parcel of land. History of the land indicates that this parcel was used extensively for horticultural purposes throughout the twentieth century. Sunnybrook offers a wide variety of wetlands, streams, uplands, and forests which are rich is biological diversity.

Restoration of Sunnybrook will restore in-stream and riparian habitat, alleviate sediment loading, and protect the quality of downstream habitat. Approximately 500 linear feet of the stream will be restored using natural channel design principles and bioengineering along with one-acre of planted riparian area with native woody vegetation.

This project is projected to maintain or improve the QHEI of Sunnybrook tributary at 74.5 or better, protecting the existing water quality and preventing degradation of water quality from in-stream habitat impairments. The QHEI target score upon completion of restoration is 78, which is achievable through enhanced in-stream and riparian cover and reducing the sedimentation caused by the eroding streambanks.

The Design-Builder will be responsible for the design, permitting, geotechnical evaluation and conditions, historic and cultural resource management, and for locating all utilities prior to commencing work. The Design-Builder will be responsible for providing all information and for securing, on behalf of Geauga Park District, all necessary state, local, and federal permits for the project. This includes all required surveying and data collection to prepare and submit permit applications and payment of all required fees to obtain permit or agency authorizations to proceed. No work shall be commenced until the permits are secured. The Design-Builder shall observe and comply with all legal requirements in the performance of the work. Design-Builder will be responsible for all modifications to site including but not limited to, stream restoration, wetland creation, trail construction, drainage improvements, utility relocations, landscaping, and invasive plant management and providing a two-year plant warranty for replacement of plants that do not successfully establish within the first two (2) growing seasons, and any associated post construction monitoring.

Goal 1: Restore approximately 500 linear feet of in-stream habitat

> **Objective:** Use natural channel design principles and bioengineering methods to stabilize streambanks and allow the stream to better access the floodplain.

Goal 2: Enhance minimally 1 acre wetland and riparian zone.

Objective: This will be done by planting native woody vegetation appropriate for coldwater streams along with invasive species treatment. Restored and reconnected wetlands will provide valuable services to the EBCR such as attenuating floodwaters, filtering/lessening nutrient loads, reducing siltation, and providing excellent wildlife habitat.

Goal 3: Increase load reductions based on the Region 5 model.

Objective: Success will be determined by reducing nitrogen loads by 49.0 pounds/year, phosphorus by 24.4 pounds/year, and sediment by 24.4 tons/year.

Goal 5: All recommended improvements will evaluate historic and cultural resources, and coordinate with all governing agencies, on how to mitigate impacts.

The Sunnybrook restoration project is funded by the Ohio EPA 319 Grant. Project design and construction activities shall be completed by July 31, 2021.

Given the time constraints of the project, it has been determined that a design-build project delivery system offers the best opportunity to involve the constructors in the design, scheduling and cost control for the Project.

List of Attachments

- Exhibit A – Location and Site Maps
- Exhibit B – Site Photographs

Project Location

. Maps showing the site and areas of work are attached as Exhibit A. Additional information on Sunnybrook Preserve can be found at geaugaparkdistrict.org.

Criteria Architect

The Owner will serve as the criteria architect for the project (or Owner's designee).

Project Budget

The Owner has established the following budget for the project:

Sunnybrook Streambank Stabilization and Riparian Restoration Project. The total maximum cost/price for performance under this contract is - $191,500.00 (total cost including design and construction). Funding is provided by the Ohio EPA 319 Grant. The maximum amount of $191,500.00 shall not be exceeded under any circumstances unless written authorization is obtained from Geauga Park District.

Any project components that are identified as not fundable by the Section 319 Nonpoint Source Implementation Grant program will be evaluated for alternative funding sources.

Project Delivery and Design Builder's Responsibilities

The Project will be constructed using the "design-build" project delivery model generally described below.

1. Criteria Architect. Owner will serve as the criteria architect/engineer (the "Criteria Architect") to develop the program, scope and preliminary design of the Project and to validate design intent during the completion of design by the Design-Builder's architect/engineer ("A/E") as the architect-of-record. After approval of the GMP, the Criteria Architect shall be responsible for, among other duties, reviewing selected shop drawings and other Design-Builder submittals, reviewing and certifying Design-Builder pay applications and verifying the dates of substantial and final completion.

2. Design-Builder. The Design-Builder shall be selected in a two-stage process in conformance with ORC 153.693 which shall include a submittal of qualifications from firms desiring to be considered, followed by the selection of a short list of the most qualified firms who will then submit a cost proposal for fees associated with the project based on the Owner's estimate of construction costs. Separate GMP's may be requested for the separate sections of the Project.

   The Design-Builder shall work cooperatively with Owner/Criteria Architect and other design professionals, and provide, among other services, cost estimating, due diligence, budgeting, value engineering, constructability review, scheduling and pre-construction planning throughout pre-construction phase of the Project. The Design-Builder, through its A/E, shall produce the detailed design development documents and the construction documents.

3. Development of the GMP. When the design documents are at a stage of completion agreed to by Owner and Design-Builder, to be more fully described in the Request for Proposal, Design- Builder shall submit its proposed guaranteed maximum price ("GMP") to Owner/Criteria Architect, and the proposal shall include, at a minimum, the following: (a) a detailed breakdown of the GMP to include the Cost of the Work, detailed by each subcontract, trade, or bid division, the Design-Builder's Contingency for the Work, Design- Builder's Staffing Cost, General Conditions Cost, Design-Builder's overhead and profit (i.e., fee). Any work to be self- performed by the Design-Builder shall be pre-approved by the Owner. Competitive prices for rented equipment and materials shall be secured, in addition to, pre-established labor rates; (b) schedule of values that allocates the GMP among the various categories of work and services being provided by Design-Builder; (c) construction schedule; (d) the completed design development documents (as approved by Owner/Criteria Architect); (e) a list of any material incomplete design elements and a statement of intended scope with respect to

such incomplete elements, and (f) a list of any qualifications and assumptions relating to the GMP (the foregoing are collectively referred to herein as the "GMP Documents"). Design-Builder, and the Owner/Criteria Architect shall meet to reconcile any questions, discrepancies or disagreements relating to GMP Documents. The reconciliation shall be documented by an addendum to the GMP Documents that shall be approved in writing by Owner/Criteria Architect and Design-Builder. Design-Builder shall then submit to Owner, for Owner's approval, Design-Builder's proposed final GMP based upon the amended GMP Documents. Contingent upon Owner's approval of the final GMP, the parties will enter into the GMP Amendment. The final negotiated GMP will not exceed the Project budget line items for construction. If the proposed GMP exceeds such Project budget, then Owner may terminate its agreement with Design-Builder and seek bids for completion of the Project from other firms based on the Design-Builder's plans.

4. Construction Documents. After the GMP has been established, Design-Builder, through the A/E, shall proceed to complete the construction documents. During this stage of the document production, the design documents will continue to be reviewed by Owner/Criteria Architect for consistency with the design intent of the documents prepared by the Criteria Architect and the GMP Documents approved by Owner.

5. Coordination of Documents. Design-Builder shall be responsible for the quality, completeness, accuracy, and coordination of the construction documents. Design-Builder shall provide, through the A/E, design services that meet all legal, environmental and regulatory requirements. Design-Builder shall provide for all testing and inspections required by sound architectural and engineering practices and by governmental authorities having jurisdiction over the Project. Design-Builder shall secure all necessary approvals to complete the work.

6. Open Book. The parties will engage in an "open book" process in which Owner/Criteria Architect and Design-Builder will review bids for trade work (to the extent bids are available at the time the GMP is established), the costs proposed for general conditions/overhead of Design- Builder and the fee of Design-Builder. For each Subcontract, there will be competitive pricing obtained from a list of mutually agreed-upon and pre-qualified Subcontractors. Self- performed work shall be pre-approved by Owner in strict accordance with the RFP.

7. Construction Phase Services. The Design-Builder shall construct the Project pursuant to the construction documents and in accordance with the Owner's schedule requirements. The Design-Builder shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the pre-construction phase, monitoring compliance with all equal employment and prevailing wage requirements, and submitting monthly certified reports of these activities to the Owner.

Project Schedule (Subject to Change)

Preliminary Design by Criteria Architect	November 2019
Design-Builder Builder Selection	January 2020
Design Phase and Permitting	January 2020 – July 2020
Design-Builder Initial GMP Proposal and 50% CD's	May 2020
Construction Begins	Summer 2020
Project Complete	July 2021

Statement of Qualifications

Please provide the following information in your Statement of Qualifications:

1. General Firm Information. Include in your qualifications statement the following information about your firm, the firm you intend to use as the engineer-of-record, and the disciplines encompassed by your design team:
    a) Cover Letter. Cover letter must include: (i) name, address and phone number of the offices where the personnel assigned to the Project will be based, (ii) name, title and phone number of the principal contact person.
    b) Company Overviews. Company overviews for each of the firms listed above must include: (i) years of existence; (ii) legal form of firm, (iii) location of home office; (iv) general firm history.
    c) Bonding/Insurance Certificate. Provide evidence of capacity to provide bonding and a copy of the certificate of insurance evidencing the firm's current limits of liability for commercial general liability, business automobile liability and professional liability insurance. Not less than $1,000,000 per occurrence.
    d) Sub-Consultants. Please provide a list of all sub-consultants planned to be utilized for the project (i.e. geotechnical engineer, environmental engineer, biologist, hydrologist, surveyor, landscape architect, etc.). Please be sure all proposed design disciplines of the team are included.

2. Project-Specific Information— Include in your qualifications statement the following information relevant to the Scope of Services for your firm, the firm you intend to use as the engineer-of-record, and the proposed sub-consultants:
    a) Project Experience. Relevant projects of similar nature, in particular cost and constructability analysis. Include: (i) description of the project and the services your firm provided for the project; (ii) start and completion dates for each project, (iii) name, title and telephone number of the client contact most familiar with your services on the project; (iv) history of collaboration between firms on team.
    b) Project Team and Organization. Resumes for the proposed project manager, superintendent and any other proposed key staff. Each resume should include a one paragraph description of the duties and responsibilities of the individual's proposed project role. List the prior experience of such key personnel on similar projects and a summary of the proposed time commitment such key personnel shall have to this Project.
    c) Design-Build Project Delivery Experience. Describe any prior experience with the Design-Build project delivery method described above. Include experience, if any, working with public entities in relevant Design-Build projects.

3. Sustainability. Describe the firm's experience and cost and constructability planning related to sustainability initiatives.

4. Funding Terms and Conditions. This project is funded through Ohio EPA 319 Nonpoint Source Implementation Grant. Please describe the firm's experience, if any, in working with state or federally funded projects, and a plan to ensure these terms are met.

5. Team's Benefit and Integration into Project. Describe firm's reason for interest in this project, anticipated value to the project and innovative ideas. Describe, based on the provided scope of work, how the firm anticipates integrating their team into the Owner's team to provide maximum value and benefit.

Interviews and Selection

1. Short List. Each firm responding to this RFQ will be evaluated based on the contractor's qualifications and the qualifications and experience of the proposed engineer-of-record, and sub-consultants identified as the firm's proposed team for the Project. After evaluating the responses to this RFQ, Owner will select a short list of no fewer than three firms that it considers to be the most qualified, except if Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

2. Request for Proposals. The short-listed firms shall be sent a Request for Proposal ("RFP") that will invite the firms to submit pricing proposals containing their proposed fees for the Services. The short-listed candidates will also receive a form of the agreement with Owner (the "Design- Build Agreement") containing the contract terms and conditions.

3. Interviews. In addition to submitting a response to the RFP, the short-listed firms may be interviewed by Owner. The purpose of the interview will be to meet the proposed project team, become familiar with key personnel, and understand the Project approach and ability to meet Owner's stated objectives for the Project. Please be prepared to discuss with specificity your firm's capacity to conduct the services in compliance Owner's timetable and budget.

4. Selection of Design-Builder. Owner shall enter into contract negotiations with the team/firm deemed to be the best value for this Project. Upon negotiation of contract terms, an agreement shall be entered into between Owner and the firm chosen to be the Design- Builder.

5. Selection Schedule. Owner's schedule for selection of a firm is as follows:

October 10, 2019	RFQ Issued
October 22, 2019 (3:00 p.m.)	Questions Submitted
October 24, 2019 (3:00 p.m.)	Owner Responses
October 31, 2019(2:00 p.m.)	Deadline for Submitting Qualifications
November 1 -6, 2019	Owner Review Qualification Statements (Determine shortlist)
November 8, 2019	RFP Issued to Shortlist of Firms
November 14, 2019	Pre-bid Meeting
December 9, 2019	RFP Submittal Deadline

December 16-18	Short listed Team/Firm Interviews
December 20, 2019	Owner Selects Top-Ranked Design-Builder
January 6-10, 2019	Owner/Top-Ranked Design-Builder Negotiations
January 15, 2020	Board Recommendation
March 9, 2020	Contract Execution

Instructions for Submission

Submission. Three (3) copies and one electronic copy of the qualification statement shall be submitted by 2:00 p.m. on October 31, 2019. Proposals received after this time and date will not be accepted. Responses must be sent to: Matthew McCue, P.L.A., Director of Planning & Operations, Geauga Park District, 9160 Robinson Rd, Chardon, Ohio 44024; email: mmccue@geaugaparkdistrict.org

Geauga Park District reserves the right to waive any informalities or minor irregularities, reject any and all statements that are incomplete, conditional or obscure, accept or reject any and all proposals with or without cause.

1. Questions; Inquiries. Written questions must be submitted via email by October 22, 2019 by 3:00 p.m. (EST) to mmccue@geaugaparkdistrict.org. Questions received shall be answered by Geauga Park District by October 24, 2019 by 3:00 p.m. (EST), via email and posted on Park District website www.geaugaparkdistrict.org on the planning department's page under projects. Geauga Park District will not be responsible for any oral instructions or information.

2. Communications. Firms considering responding to this RFQ are strictly prohibited from communicating with any member of Owner's staff, as all questions should be directed through the method identified in Section 2 above.

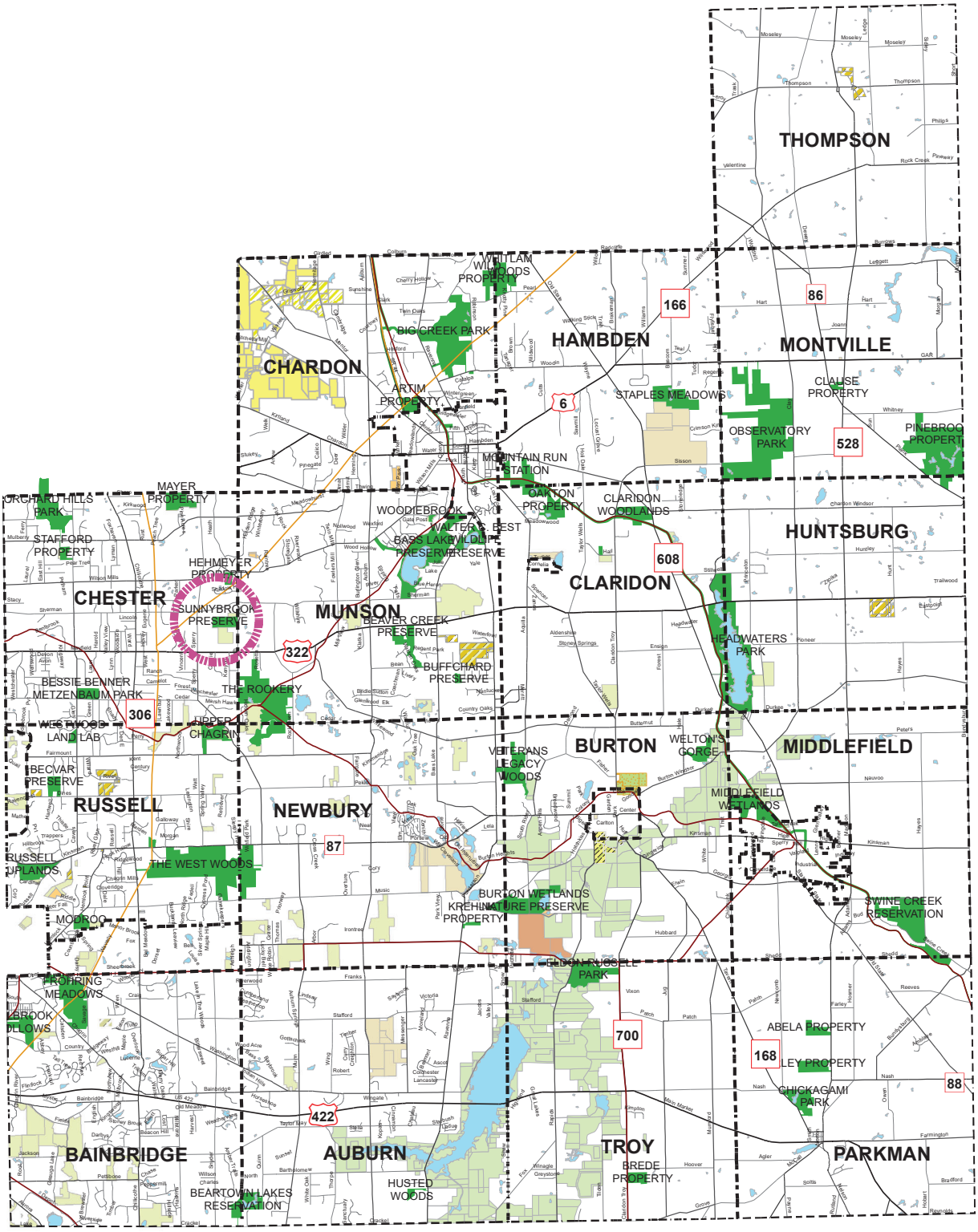
3. Public Records. All documents submitted to Board in response to this RFQ are public and will be available for inspection under ORC 149.43 at the conclusion of the selection process. The following information shall, to the extent included with the qualifications statement, remain confidential except under proper order of a court: (1) surety letters showing bonding capacity and (2) insurance certificates and policies.

4. Cancellation; Rejection. Owner reserves the right to cancel at any time for any reason this solicitation and to reject all qualifications statements. Owner shall have no liability to any proposer arising out of such cancellation or rejection. Owner reserves the right to waive minor variations in the selection process.

5. Costs. Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualification statements.

6. Amendments to RFQ. At its discretion, the Owner may amend this RFQ at any time prior to the deadline for receipt of qualifications statements and distribute the amendments to all firms on record with the Owner as having requested and been furnished a copy of this RFQ.

Exhibit A:
Location and Site Maps



COUNTY MAP - LOCATION

SUNNYBROOK PRESERVE STREAMBANK STABLIZATION & RIPARIAN RESTORATION

- 12474 HEATH ROAD - CHESTER TOWNSHIP -

- PREPARED BY: GPD PLANNING DEPARTMENT - A. LYNCH -

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Exhibit B:
Site Photographs

Erosion issues and negative stream impacts

Downstream bank erosion

Existing riparian wetland habitat

Destabilized streambank

Sediment from eroding banks upstream

Existing downstream conditions

Eroding and sloughing bank

Invasive privet

Invasive multiflora rose

Non-native teasel

Invasive Phragmites

Invasive honeysuckle

Invasive poison hemlock