

City of Port Clinton

Recreational Amenities Survey and Plan Request for Qualifications



Submissions due by September 15, 2023, 10:00 am

The City of Port Clinton, Ohio (the City) invites qualified professional planning and design firms to submit qualifications to undertake the Port Clinton Recreational Amenities Survey and Plan. Qualification packages are due no later than September 15, 2023, 10:00 am.

1. Goal of the Project

The Port Clinton Recreational Amenities Survey and Plan is a project to improve the City's readiness to conduct further park improvements for the enjoyment of residents and visitors. The outcome of the project will be an action plan for achievable recreational improvements for implementation in the near term.

The project will develop viable improvements based on public engagement and feedback, public right-of-way and access, and availability of funding, among other factors. The project will determine where an amenity can and should be placed for maximum impact in the community. Preliminary design will be a deliverable.

The City has identified three (3) priority amenities to be included in the project: splash pad, dog park, and pickleball courts. Additional amenities will also be considered. A total of four (4) amenities will be planned.

The project will also determine opportunities for alignment with the Ottawa County Active Transportation Plan, including existing and planned trail routes connecting City parks and proposed recreational amenities to residential and commercial centers.

The limits of work are City of Port Clinton owned and/or controlled properties.

2. History

The City of Port Clinton is the county seat of Ottawa County located on the shores of Lake Erie in Northwest Ohio. The City's population is 6,025; the Ottawa County population is 40,364. The

region attracts up to 250,000 people on a daily basis through travel season given the unique proximity and access to nature, historical points of interest, and numerous recreational amenities. The City maintains many public parks and green spaces, including Waterworks Park, City Beach, Lakeview Park, Portage Park, West End Park, Adams Street Park, Veterans Park, and the undeveloped Eastgate Park, among other public properties.

The City completed within just the last two years significant recreational improvements, including the Waterfront Walkway funded in part by Ohio Department of Transportation, new Portage Park playground funded in part by the Park District of Ottawa County, and new comfort station at the Port Clinton Lighthouse.

The City seeks to build on these recent successes in a deliberate and sustainable manner: smart, meaningful investments that will endure for decades for the enjoyment of residents.

To that end, the City aims to increase within the community availability of unique, accessible and inclusive multigenerational recreational experiences, informed by best practices in urban planning and recreational design, with an eye toward external funding for construction as well as low maintenance and life cycle costs, to mitigate the financial burden on local taxpayers.

3. Scope of Services

This Request for Qualifications (RFQ) seeks to identify a team of qualified professionals to provide planning and preliminary design services. The Scope of Services will include the following components:

1. Inventory and analyze existing recreational assets, available land, and existing pedestrian and utility infrastructure within the City.
2. Review existing planning documents from the City, Ottawa County, and Park District of Ottawa County, among others.
3. Provide illustrative examples of best-in-class recreational amenities in other communities.
4. Survey residents and community stakeholders, including at minimum one (1) in-person public meeting.
5. Develop individual plans for four (4) recreational amenities, including preliminary design with cost estimates, site selection, utility requirements, maintenance schedule, and security/safety recommendations for each amenity.
6. Develop schedule of viable external funding sources for design/build phases for each amenity.
7. Determine walkable accessibility to City neighborhoods and identify any needed improvements for each amenity to be accessible to pedestrians.

8. Determine connection points to existing and planned trail routes within the City and throughout Ottawa County and identify necessary transportation infrastructure improvements for all amenities in the City.
9. Present completed project to Port Clinton City Council at a public meeting.

Not included in the Scope of Services is design/redesign of the City's park system, including individual parks or green spaces, as the City's primary focus is priority recreational amenities currently unavailable in the community. While responses that include park design/redesign as part of a broader technical approach may be considered favorably, responses that propose solely park design/redesign services will be considered unresponsive.

Final deliverables will be discussed during the Scope of Services negotiations with the selected firm. The City anticipates the contract will be less than the statutory competitive bidding threshold of \$75,000 established by Ohio House Bill 33.

4. Schedule

The City intends to begin the project in October 2023 in order to launch the design/build phase of the first recreational amenity by Spring 2024, with a ribbon cutting tentatively planned for Summer 2024. The selected firm must develop and adhere to an implementation schedule to allow for this milestone. The City intends to complete design/build of at least three amenities by 2025 or sooner if funding is available.

The dates and deadlines noted below may be altered or extended by the sole discretion of the City, but the City understands that time is critical if the proposed Spring 2024 milestone is to be achieved.

The anticipated schedule for the selection, evaluation, and contract award is as follows:

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| 1. RFQ Issue Date | August 10, 2023 |
| 2. Statement of Qualifications Due Date | September 15, 2023 @ 10:00 am |
| 3. Evaluations and Interviews | September 18-29, 2023 |
| 4. Selection | October 2, 2023 |
| 5. City Council Approval of Contract | October 10, 2023 |
| 6. Contract Agreement | October 11, 2023 |
| 7. Project Kick-off | Week of October 16, 2023 |
| 8. Final Deliverables | February 29, 2024 |

5. Requirements

Statements of Qualifications must include the following components:

1. ORGANIZATION: Description of the firm including information regarding its primary business, history, structure, footprint, and size. (1 page maximum)
2. PROJECT TEAM: List of available personnel that uniquely qualifies the firm to complete this work, highlighting the key employees and their relevant qualifications and past experiences that will most likely be comparable to this work, including public engagement examples; the primary day-to-day contact, biographies and abilities of all professionals to be assigned to the project. (3 pages maximum)
3. CAPACITY: Description of the firm's capacity to perform work by describing the firm's current workload and the availability to start the project in October 2023 and complete the project within four months. (2 page maximum)
4. APPROACH: Description of the firm's overall understanding of the project, management approach, and technical approach for the Scope of Services including schedule and incorporation of best practices in recreational design. (5 pages maximum)
5. COST: Estimate of cost for Scope of Services. (1 page maximum)
6. REFERENCES: List of local government clients that demonstrate the firm's successes completing similar projects. (1 page maximum)

6. Evaluation

The following criteria will be used in the evaluation and selection process:

1. Strength of project manager and strength/experience of proposed project team.
2. Past performance and experience with projects of similar scope and size, including experience with facilitating dynamic community engagement and public outreach.
3. Demonstrated understanding of the project and issues facing the City and region.
4. Innovative project approach, including all items listed in the Scope of Services.
5. Project schedule.
6. Cost.

Based on the qualifications submitted, the City may conduct interviews with firms that best demonstrate an understanding of the City's objectives and that adequately addressed all elements of the RFQ. Whether interviews are conducted or not, the City shall enter into contract negotiations with the preferred firm to determine the final Scope of Services and project budget. The contract must be approved by Port Clinton City Council.

All qualifications shall be considered without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

7. Submission

Qualification packages must be submitted electronically in PDF format via email by September 15, 2023, 10:00 am, to

Tracy Colston, Safety-Service Director

and

Gabe Below, Auditor

City of Port Clinton

1868 E. Perry Street

Port Clinton, Ohio 43452

Emails: pcssd@portclinton-oh.gov ; pcauditor@portclinton-oh.gov

Questions may be directed to the individuals above.