



ENGINEERING • 115 Executive Parkway, Suite 400 • Hudson, Ohio 44236 • (330) 342-1770

REQUEST FOR PROPOSAL

ENGINEERING CONSULTING SERVICES

For the Design of the

Barlow Farm Park Tennis and Pickleball Courts Improvement Project

For the City of Hudson
Summit County, Ohio

Dated: March 1, 2021

General Proposal Information and Requirements

A. Project Introduction

The City of Hudson, Ohio (City) is soliciting proposals from professional design, engineering and surveying consultants (Consultant) for the analysis, engineering, and design of five (5) new tennis and twelve (12) pickleball courts and other improvements at the Barlow Farm Park, 1965 Barlow Road, within the City. (See attached conceptual drawing)

The objective of this project is to survey, perform geotechnical analysis and reporting, engineering, and design, along with other various design criteria for a complete project design to bid in the summer of 2021 as described in more detail below.

All Consultants are encouraged to visit the project site prior to submitting a proposal. The consultants shall review all areas of the proposed site as depicted in the attached site plan. (See attached.)

B. Background

The City of Hudson is located in northern Summit County, Ohio with a population of 22,500. The City is approximately 25 square miles. The City is primarily a residential community with commercial, retail, office, and some light industrial areas, which are mainly on the south and west borders of the City. The east side of the City, where this project is located, is just to the east of the central business district with mostly residential neighborhoods, parks, and a private high school.

C. Issuing Department

The City of Hudson prepared the RFP for this project. Questions relating to its contents shall be addressed to Mr. Thomas J. Sheridan, P.E., P.S., CFM, Asst. City Manager – Professional Services; at TSheridan@hudson.oh.us or at (330) 342-1775.

D. Consultant Qualifications

All prospective consultants must clearly demonstrate and document the following minimum criteria:

The Consultant and sub-consultants shall have a minimum of ten years' experience providing professional surveying, engineering design services within the State of Ohio, including pavement, storm, storm water management, sport facility design and other miscellaneous design services as described herein.

The Consultant and subconsultants shall be currently registered, and in good standing throughout the length of this project, as professional engineers, and surveyors within the State of Ohio.

E. Consultant Responsibilities

The Consultant shall be capable of providing all the professional services as described under the Scope of Services and to maintain those capabilities until the project is successfully finished.

F. Completeness of the Proposal

1. The proposal shall address all items completely in accordance with the format provided within this proposal & shall be signed by an officer of the firm authorized to bind the Consultant to its stated provisions.
2. The contents and commitments in the proposal shall remain firm for one hundred (60) calendar days from the submittal due date.

G. Scope of Project

The general scope of this project is described in **Appendix-A** under Project Description.

H. Scope of Services

The expected work to be performed by the Consultant is described in **Appendix-B** under Scope of Services.

I. Project Schedule

The tentative project design schedule is as follows:

| Proposed Milestones | Date |
|--------------------------------------|------------------------|
| Proposal Release | March 4, 2021 |
| Proposals for design due date | March 24 , 2021 |
| Evaluate Proposals, Interviews | March, 2021 |
| Council approval of Design Firm | April 21, 2021 |
| Contract Executed, Notice to Proceed | April 22, 2021 |
| 50% Design Completion | May 21, 2021 |
| Design Completed & ready to bid | June 25, 2021 |

J. Responses

One (1) electronic version of the Consultants Proposal (PDF Format) shall be submitted to the City, Attn: Mr. Thomas J. Sheridan, Assistant City Manager – Professional Services at: TSheridan@hudson.oh.us by **4:00 P.M., local time, Wednesday, March 24, 2021.**

No proposals will be accepted after the above date and time.

K. Acceptance of Proposal Content

The completeness and content of the proposal will be the basis for the initial evaluation. Further information, as required, including the possible interview of one or more of the Consultants, the thoroughness of the consultant’s proposals

may serve in the final decision of the recommended Consultant.

L. Contract

A formal contract will be entered into with the recommended Consultant and the City once City Council has approved the selection. The approved Consultant will be required to sign the City of Hudson - Standard Consultant Agreement. (See attached agreement.)

M. Consultant Compensation Reimbursement

After the execution of the contract with the selected Consultant, the City of Hudson will conduct the compensation reimbursements in accordance with the following guidelines:

1. The Consultant shall keep records of the hours spent on this project by task and by employee classification along with all direct expenses. These records must be made available for audit by the City of Hudson at any time during the course of the project.
2. Invoices submitted by the Consultant shall be in a format approved by the City of Hudson and consistent with the present policies of the City. The City will not be subject to any type of late fees or penalties associated with any invoice submitted as part of this project. Failure to comply with this provision will serve as cause for termination of the contract. The approved purchase order number shall be on all invoices. The P.O. # on all invoices.
3. The type of compensation for this project shall be in accordance with the information found in the section identified as Fee in Part II, Proposal Format.

N. Rejection of Proposals

The City of Hudson reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever, to serve the best interests of the City. Failure to provide all requested information in the format stated below may serve as cause for rejection of the proposal.

O. Incurred Cost

The City of Hudson will not be liable for any cost incurred by the Consultant for any work performed during this proposal process and including the executing of a contract, prior to the execution of a contract for professional services.

Proposal Format

- A. The proposal shall be simple to follow and understand and in an 8 ½ " by 11" PDF format. The text shall be concise, complete, and clearly written. All responses shall be the property of the City and will not be returned. During the evaluation process, the City reserves the right to request additional information or clarification from the consultant if needed.

B. Consultants shall be evaluated based on the following submitted information:

1. Cover Page and Background

Provide a brief and concise history of the consulting firm listing corporate officers, total years in business, general experience and specific capabilities that relate to this project. State the location of the office in which each component of work for this project will be accomplished. This shall include surveying, engineering, consulting, design, specification development, probable cost of construction calculation, project bid assistance. If different offices will be utilized for different design components, that must be clearly stated within the proposal. Include the name, address, phone numbers and email address of the consultant(s) offices. *(1 page maximum)*

2. Insurance

Provide proof that the Consultant currently has the following insurance: (a) Workmen's Compensation Insurance, (b) Professional Liability Insurance (Errors and Omissions) of not less than \$1,000,000 and (c) Comprehensive Public Liability Insurance of not less than \$2,000,000. The consultant shall maintain during the course of the project, until acceptance by the City, the insurance components noted above. *(1 page maximum)*

3. Related Project Experience

Provide descriptions of at least two (2), but no more than five (5), current or previous park and sport facility improvement projects your firm has performed, which are similar to the complexities to this project in the past 10 years. Projects with experience coordinating the design of sport facilities are preferred examples. It is preferred that the projects listed are within 100 miles of the City of Hudson, Ohio. The Consultant shall provide a contact name of the agency, address, email address and phone number of the person who would have the most knowledge of your firm's performance on that project.

The City may visit one or more of the projects listed as part of the Consultant's experience list prior to the selection of a Consultant. The Consultant may be required to arrange, coordinate, and conduct any visits planned by the City. Any incurred costs for the Consultant shall be borne by the Consultant. *(1 page maximum)*

4. Understanding of the Project

The statement of understanding shall be concise, complete and shall be based upon the requirements of the RFP. The Consultant shall include the nature of services your firm is proposing for the project and any concerns or innovative resources which may be anticipated. Any tasks the Consultant listed in the **Understanding of the Project** that the Consultant feels are missing in this RFP, but required for the completeness of the project, shall be detailed in a separate fee schedule.

List the key staff members: The role of each team member shall be described to provide the City with sufficient detail to understand the work that each member will be performing. Provide the members brief resume, including the staff pavement design, sport facilities, lighting design, park infrastructure, storm system experience; general design experience, education, licenses, and other applicable information related to this type of design project.

(2 pages maximum)

5. Schedule

A schedule shall be provided for the project, indicating the time for the completion of the major elements of the **Scope of Services**. The overall completion of this project shall allow for bidding no later than **July 11, 2021**. *(2 page maximum)*

6. Fee

An estimated Not-to-Exceed fee based on the **Scope of Services** and the overall RFP shall be provided as a part of the Proposal. A fee schedule shall be included with an estimate of man-hours by discipline and task, raw hourly rates (excluding benefits and overhead) by discipline, anticipated direct expenses (such as mileage, meals, postage, copying, etc.), the proposed overhead rate and a fixed fee (profit). * **Note:** The name of each sub-consultant proposed for this project shall be listed separately under the direct expense section along with the proposed Not-to-Exceed fee for that sub-consultant. All project design invoices shall ONLY be submitted from the Lead Consultant that the City enters into an agreement. *(3 pages maximum)*

7. Management Summary

Briefly address the Consultant's project management, innovative methods, and previous experience with similar improvement projects. Demonstrate the Consultant's ability, to expedite the design of the project. The proposal shall include, previous type experience, technical capabilities, staffing capabilities, staff availability, bidding and shop drawing experience, quality control and assurance, project costs and performance on previous projects listed change orders, and to meet the attached project schedule.

(1 page maximum)

8. Additional Information

The submission of additional pertinent information beyond the requirements of this RFP is acceptable but shall be limited to one (1) 8 1/2" by 11" page. This makes the maximum number of pages to be submitted including the cover letter to be no more than **twelve (12) total pages**.

- C.** The Proposal shall designate a prime contact or Project Manager for the Consultant on this RFP and project, who shall have intimate knowledge of the

project details, through whom the City of Hudson may communicate through the course of the project. This shall include questions concerning all aspects of the project, including the Consultant's invoices and the status on all design items in the project.

Example of the valuation and Selection Criteria:

| | City Evaluation Criteria of Proposal | Points |
|------------------------------|---|------------|
| 1 | Sport facility experience of the Consultant | 20 |
| 2 | Previous Park Improvement Experience | 10 |
| 3 | Project Understanding / Project Schedule | 15 |
| 4 | Project References | 5 |
| 5 | Response to Scope of Services/Innovative Approach | 10 |
| 6 | Cost Proposal Score | 25 |
| 7 | Quality Control and Assurance procedures | 10 |
| 8 | Projects and final change order percentages | 5 |
| Total Possible Points | | 100 |

The City has the option to revise rating criteria at its discretion.

The City may request an oral interview of any respondents prior to the final scoring and selection. In the event an oral interview is performed, the consultants will be provided advanced notice of three (3) working days. Meeting shall be virtual style meetings.

The City reserves the right to amend the terms of this RFP, to circulate various addenda, or to withdraw the RFP.

Governing Law and Venue

In the event of any litigation, the submittal documents, specifications, agreement, and related matters shall be governed by and construed in accordance with the laws of the State of Ohio. Venue shall be with the appropriate state or federal court located in Summit County, Ohio.

Appendix - A

Project Description

The funding source for this project is 100% City of Hudson funds. The municipal tennis and pickleball courts and other miscellaneous design components shall be designed to conform to the City of Hudson, Federal, State, & applicable sport facility design standards.

The City of Hudson, Ohio is requesting proposals from certified design & engineering consultants for the analysis & design sport facilities and park projects. The Project will require local, state, and federal requirements, ADA compliance, and coordination with design standards and all permits as needed, based on the proposed design as described herein.

The project includes the surveying, geotechnical, permitting, analysis, design, specifications, details, and contractual services for: The 5 tennis courts and 12 pickleball courts, sidewalk, fencing, court equipment, grading, pavement design, sidewalks, seating & tables, shade structures, signing & kiosk, prefabricated restroom, storage building, utilities, ADA provisions, parking lot, electrical & lighting, storm water management, and sediment control,

Project site limits:

The project is to be located within Barlow Farm Park to the east side of the park's main driveway with the Norfolk Southern Railroad R/W to the east, Barlow Road R/W to the south, and an existing gravel parking lot and driveway to the north. The survey will require off site alignments to connect the project site to existing sewers, electric, and water infrastructure. See the attached site plan of the proposed project location for reference. (Attached Exhibit A)

The consultant shall provide separate costs for the following as described in Appendix B:

- Survey, Geotechnical, and Final Design,
- Contract and specifications,
- Bidding services,
- Shop drawing review and approvals.
- Public meetings, if needed. Separate cost.

Appendix- B

Scope of Services

The services to be provided by the Consultant shall include, but are not limited to the following items within the base bid fee unless otherwise noted below as a separate or if authorized cost:

1. Prepare a Project Start-up agenda and meeting with the City of Hudson to discuss all aspects of the project. At this meeting, the Consultant shall be prepared to discuss the schedule for completion of the proposal for bidding. The City will provide public notifications, social media, and website updates of information on this project throughout the length of the project including during design and construction.
2. Research all documentation of the existing utility, topographic features, boundary limits in the area of the project area, existing and previous facilities within the project site, including 200 feet beyond the project limits identified in Appendix A limits above. The survey may require alignment extensions outside of the project limits to connect utilities needed for this project. This research shall include, but not limited to, property records, deeds, tax maps, boundary surveys, site plans, utility projects, City, County and Ohio Department of Transportation records, and any other applicable files.
3. Field verify the information gathered in Item 2 above. This should include, but not limited to, verification of monument locations, distances and angles recorded for monuments, railroad R/W, property owners, right-of-way lines, property monumentation, adjacent property lines, and easements.
4. A complete topographic and level survey of the project area described in #2 above, in order to design and construct a cost-effective project within the existing site area with minimal disturbance to existing adjacent properties, utilities, landscaping and existing infrastructure. The survey shall include the location, type and size of all landscape features, driveways including type, culverts, inverts, all existing utility & service locations, edge of pavement, signs, structures & any other existing topographic or structural features. The consultant shall locate the Barlow Road R/W monuments and any of the nearest property corner monuments within 1,500 feet of the site. Coordination with the utility providers and other governmental agencies that may have infrastructure along this project general area including The City of Hudson (Storm and Water) & Akron (Water), Summit County Department of Sanitary Sewer Services (Sanitary), and other miscellaneous agencies. The cost of any permit fees for the submittals to the utilities shall be paid separately for by the City of Hudson. The task of completing the permits, applications, mailing costs, and coordination with the utilities and other governmental agencies, as applicable, shall be included within the consultant's proposal. At the request of the City, provide a survey point database to the City.

The design engineer shall obtain the U.S.G.S. datum in the area and the Summit

County monument system. The level data shall be in reference to the most current U.S.G.S. datum (NAD & NAVD) and the Summit County monument system. Elevations shall be taken at such intervals as to provide an adequate profile for the installation of the proposed utilities, site grading, including working cross sections at intervals (50' intervals if necessary by the consultant), to provide an adequate set of bid documents for construction. The survey shall begin at a Summit County placed monument and end at a different Summit County placed monument. The design plan and profile sheets do not need to be drawn utilizing the state plane coordinates; however, the survey information must be in a digital format that will allow the design and record drawing information to be placed on the state plane coordinate base map.

The survey shall also include the location, name and address for each existing house, business establishment or any other type of structure located adjacent to the described project limits.

5. The Consultant shall provide a geotechnical soil investigation report for use in the design of the project improvements and any proposed retaining walls, structures, and light pole footers as required by building structural standards. Copies of the report shall be made available to the City at the 50% design completion. The cost to coordinate and obtain a soils investigation report shall be included within the Consultant's proposal based on this type of project. The Consultant shall determine the location and depth of each soil boring based on this type of improvement project as defined in this proposal. The bores shall be 200'x 200' grid or less, and 10 ft. depth for the site and sport court facility. The depths at the proposed structures and restroom building shall be 15 feet minimum depth. The report shall analysis, bearing capacity, utility installation, slab and pavement support and the design for the improvements as stated.
6. Notify all existing utility agencies of the proposed project and obtain plans or drawings of their existing facilities within the project limits. Submit a design ticket and Call 8-1-1. The coordination shall be at the onset and within the design. Submit plans of the proposed improvements to the utility companies for their review. Conduct utility and governmental meetings, emails, and phone calls, if required, to secure the existing utility locations for the final design. If necessary, coordinate the removal or relocation of a utility that is in conflict with the proposed improvements of the project. The consultant shall provide design options for shade structures, restroom, fencing, courts, drinking water fountain, landscaping lighting and storm water management.
7. Separate Fee: Include a complete cost for three (3) evening or weekend public meetings at 2 hours each.
8. Following the approval of the 50% preliminary plans by the City, public official input, and the comments have been given to the Consultant, the Consultant shall prepare and submit detailed final construction analysis and design drawings. Plan preparation of the construction drawings shall be in accordance with the City of Hudson's standards, current sport facility design standards for a municipal application, American Disability Act, and the Ohio Department of Transportation's design standards, as applicable. Note: Hudson Standards shall govern if in

conflict with the State Standards.

The Final construction drawings FOR THE BARLOW FARM PARK TENNIS AND PICKLEBALL COURT IMPROVEMENT PROJECT shall include, as applicable, to bid this project:

- Title Sheet
- Topographic and boundary survey incl. Schematic and Survey Control Plan
- Typical Sections
- Cross Sections (as needed)
- Project General Notes
 - Project & specific project notes.
 - Hudson standard notes
 - Borings, field work and soil design and geotechnical report
 - Construction sequence notes
- Maintenance of Traffic (Pedestrian and motorized) Plans
 - MOT and Sequence of Construction Notes
- General Summary
- Pavement, Courts, Utility Plans and Profile Sheets (1"=20')
- Design, construction plans, and details include:
 - Driveway, courts, and sidewalk pavement design.
 - Complete Parking Lot design for 6 tennis courts and 12 pickleball courts.
 - Stormwater pollution prevention plans and notes. Permits.
 - Site grading design plans and material quantities.
 - Utility plans and utility relocation design.
 - Underdrain and storm sewer and ditch improvement design.
 - Water service design.
 - Stormwater management design.
 - Signage and directional signage.
 - Court equipment and striping and court painting plans.
 - Fence design.
 - Grading & topography site design.
 - Geotech bores, analysis, report & design.
 - Retaining wall design, footer, decking and fill area design, if needed.
 - Structural designs for proposed structures. A Prefabricated restroom storage and light pole design. Two (2) 12-person shade/shelter structures. Seating and tables. Drinking fountain. Provide options of various types of facilities for City to review Summit County Building Standards submittal.
 - Electrical & lighting design at all courts, and sidewalks from parking to courts. Permit submittals to Summit County Building Standards.
 - ADA accessible requirements, parking & ramps as required for this project.
 - Landscape plans. Includes proposed grading, seeding, mulching, topsoil grading, 13 tree various site locations, and 4 landscaping beds with various plants within the beds.
 - Construction fencing and limited access signage and plans.

In addition to the design and construction drawings above, the Consultant shall prepare and provide the Detailed Specifications for this project for the City bid book including the legal advertisement date, estimated quantities, the bid tab, contract documents, bond requirements, technical specifications, and a detailed Engineers Probable Cost of Construction (Engineer's Estimate). The City of will add the consultants document to the Hudson's Standard front end and general conditions sections, which shall be used and modified accordingly.

9. Due to permitting schedules for this type of project all plans and applications shall be submitted to all agencies (including but not limited to: All existing utility companies in the area of the project, sediment control plans, building and sewer plans, and other governmental agencies, if applicable; and any other agencies having authority over the project for their review and approval as soon as possible in the project schedule to meet the final plan submittal dates. The City does not intend to be within 50 feet of the existing Railroad R/W with this project.
10. The Consultant shall have design review meetings with the City at 50% & 100% design submittals. The consultant shall provide PDF formats of the design and any other exhibits or reports as noted above. The Consultant shall have its prime contact person at the meeting as well as the individuals of the design team that can answer specific questions regarding the details of the design, including the intent of the designer. Although these submittal milestones are specifically designated, early informal submittals may prove helpful to the project development. The consultant shall include a minimum of one (1) hour progress meeting/conference call/virtual meeting with the City of Hudson a minimum of every two weeks during the length of the project design. Due to the Covid-19 Pandemic, meetings may need to be virtual.
11. Once the documents have been finalized, including any comments from review agencies, submit one complete set of final construction drawings (AutoCAD & PDF format), one complete set of the specifications (MS WORD and PDF), for bidding which will be performed by the City. Also, provide in digital format the construction drawings and specifications along with plotting configurations files, if needed. All files will be the property of the City of Hudson.
12. For the public meetings: The City of Hudson will provide the venue and the consultant will provide the necessary exhibits, comment forms, and project descriptions, including the cost of travel, printing, & files. Due to the Covid-19 Pandemic, meetings may be held virtually or in-person depending on the County Health Department requirements.
13. The consultant shall include within their fee for bid assistance in the proposal during bidding and this item shall be separate from the other tasks in the base bid. Attendance at a pre-bid meeting, answering Contractor's questions during the bidding(s) 3-week period per City of Hudson Charter and preparing and distributing addenda as required. Analyzing and reviewing the bids and the bidders, recommending to the City of Hudson for the awarding of the contract.
14. The consultant shall include a fee for preparation of a shop drawing submittal list and review of shop drawings within their base fee which shall be separate from

the other tasks in the base bid. Submittals will be sent to the consultant for review and comment and then to the City for final review prior to delivery to the contractor. The City will require the consultant to provide a history of review turn-around times by their staff for projects similar to this project.

Attachments provided to the Consultants for information purposes to use for their proposals:

- 1. City of Hudson Standard Contract Agreement for Consultants.*
- 2. City of Hudson Site Plan of the project limits.*
- 3. The City conceptual drawings and consulting report for the Tennis and Pickleball Court Improvements.*

Respectfully,

Thomas J. Sheridan

Thomas J. Sheridan, P.E., P.S.
Asst. City Manager–Professional Services

March 3, 2021

Date

C: Frank Comeriato, Asst. City Manager – Operations
Trent Wash, Asst. Public Works Director – Parks
Project File.