



The City of Zanesville

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Council-Mayor Government
Donald Mason, Mayor

Department of Public Service
Scott Brown, DIRECTOR

City of Zanesville Y-Bridge Confluence Park Project RFQ

The City of Zanesville intends to develop a new park on properties located southwest of the Y-Bridge in Zanesville, Ohio. This project is funded, in part, by the Clean Ohio Fund which is administrated by the Ohio Public Works Commission. The project site is approximately seven (7) acres split between three parcels along the banks of the Licking and Muskingum Rivers. The proposed improvements include crushed limestone pathways throughout the site, three riverfront access points (one being ADA compliant), and signage location. The scope of work includes Design, Bidding, and Construction Management.

Scott Brown
Public Service Director
City of Zanesville

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Y-Bridge Confluence Park Project RFQ

I. Project Information

A. Project Overview

The City of Zanesville, Ohio is Requesting Qualification Statements from qualified consulting firms to oversee the development, surveying, design, permitting, bidding, grant assistance, and construction management for the design of walking trails, river access points, ADA access, approved Public Works signage and SWPP and PCSM plans at the Y-Bridge Confluence Park.

B. Project Time Limits

The project is expected to begin December 1, 2021 with the City of Zanesville entering into an initial agreement with the most qualified firm and extending through site development.

C. Background

The City of Zanesville purchased three parcels equaling approximately seven acres along the Licking River through the Clean Ohio Fund for the purpose of developing park property for the residence of the City of Zanesville.

D. Project Information Contact

All questions related to the project requirements and requests for clarification must be submitted in writing to the following person by 4:00 p.m. on October 1, 2021:

Mr. Matt Schley
CD Director
401 market Street
Zanesville, Ohio 43701

E. Proposers must comply with the provisions presented herein and made part of this RFQ

II. Scope of Services

A. Project Services

The City of Zanesville intends to award a contract to a full-service consulting firm to conduct Topographical Survey and Boundary Survey of the walking path, SWPPP and PCSM permitting, develop a site layout with a five foot wide aggregate pedestrian path, identify and design multiple river access points within the park including ADA compliance, design park signage, bid documents, bid assistance, and construction manage services to include pay requests and as shop drawing review.

The successful consulting firms are expected to perform many tasks including, but not limited to, the following:

- Topographical and Boundary Survey
- Civil plans for pedestrian walkways
- ADA compliant design specifications
- SWPPP and PCSM Design and Permitting
- Public Outreach
- Funding Agency communication
- Construction management
- Shop Drawing reviews
- Grant funding submissions
- Bid Document Development
- Bidding assistance
- Bid review and award recommendation
- Prevailing wage documentation

III. Request for Qualifications Timetable

Request for Qualifications Issues		September 15, 2021
Deadline for Written Questions	4:00 p.m.	October 1, 2021
Written Responses Sent	4:00 p.m.	October 7, 2021
Responses Due	4:00 p.m.	October 14, 2021

IV. Submission

A. Qualifications Submission Process

1. Notice to Respondents

- The City expressly reserves the right to amend or withdraw this Request for Qualifications at any time and to reject any or all responses.
- The City is not bound to accept the lowest cost proposal.
- The City reserves the right to negotiate contract terms contemporaneously and/or subsequently with any number of proposers as the City deems to be in its best interest.
- The City reserves the right to request any additional information at any stage of the Request for Qualifications process. Compliance shall be at the proposer's expense.

2. Questions

Qualified consulting firms may submit written questions related to the specific project requirements, the RFQ process, and the contents of the Statements of Qualifications by 4:00 p.m. on October 1, 2021 to:

Mr. Matt Schley
CD Director
City of Zanesville
401 Market Street
Zanesville, Ohio 43701
matt.schley@coz.org

Written responses to all questions received on time will be transmitted by e-mail to all holders of the Request for Qualifications who either pose a question or request, in writing prior to 4:00 p.m. on October 1, 2021, to be included on the question response distribution list. Oral questions will not be accepted. Consultants are directed to rely only on the provisions of this Request for Qualification Statements and written addenda in preparing their response.

B. Valid Submittal

1. Consultants are asked to submit concise qualifications describing their capacity to manage projects and their experience with similar projects. The proposal must contain the following information:

a. Business Organization

This section shall include the firm's name, areas of expertise, brief history of the firm, number of employees, office locations, and business addresses. The name, address, and telephone number of the consulting firm's assigned project manager shall be included. 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.

C. Submission

Responses are due by 4:00 p.m. on Thursday, October 14, 2021. Submit to:

Mr. Scott Brown
Public Service Director
City of Zanesville
401 Market Street
Zanesville, Ohio 43701
scott.brown@coz.org

Faxed or e-mailed responses will not be accepted.

1. The response must include an original, and one electronic copy of the proposal. The first page of the original must have the original signature of the officer who will be accountable for all representations. Unsigned responses may be considered invalid.
2. Failure to submit on time may constitute grounds for the rejection.
3. All information included in the submitted proposal will be classified in accordance with state statutes governing data practices.

V. Evaluation and Contract Award

1. The City reserves the right to interview any or all respondents at its discretion. The City is not responsible for any costs incurred by the respondent in preparing for or participating in an interview.
2. Responses will be evaluated by an Evaluation Team in accordance with the provisions listed below.
3. The Evaluation Team will be made up as follows: The City of Zanesville
4. The Evaluation Team will review and evaluate responses based on the following criteria:
 - a. The experience, resources, and qualifications of the Project Manager (10%)
 - b. The strength and experience of successful grant writing (25%)
 - c. The firm's current workload and availability of personnel (10%)
 - d. The firm's past performance in Park and Trail development (30%)
 - e. The Project Approach (25%)
5. An Evaluation Panel will review the responses against the criteria in this RFQ and rank each one accordingly. At its option, the committee may invite one or more respondent for an interview.
6. The City will make the final decision, after considering recommendations by the Evaluation Team.
7. Following a successful price proposal negotiation process, a formal written agreement will be executed between the most qualified firm and the City and will include the scope of work provisions detailed herein.