

# REQUEST FOR PROPOSALS

## ***Headwaters Trail Phase VII: Infirmary/Mennonite Road Extension***

### **Development of Construction Plans and Cost Estimates**

Portage Park District is soliciting proposals from qualified and experienced firms for the development of construction plans, bid specifications and a cost estimate for the *Headwaters Trail Phase VII: Infirmary/Mennonite Road Extension* project. Fees for these project services are expected to be under \$50,000.

#### **Introduction**

Portage Park District manages the Headwaters Trail, a limestone-paved regional multipurpose trail on a former railroad corridor between Garrettsville and Mantua, Portage County, Ohio. The current western terminus in Mantua is approximately 850 feet east and 25 feet below grade of Mennonite and Infirmary Roads; the road crossing was filled when the railroad was abandoned. The Park District has received a Clean Ohio Trails grant to extend the trail from its current terminus to meet Mennonite and Infirmary Roads approximately 25 feet above trail grade via an earthen ramp—see *attached map and categorical environmental exclusion documentation*.

#### **Project Scope**

1. Provide engineering, surveying, geotechnical and other professional services necessary to design and develop construction plans, technical specifications and engineer's estimate of probable cost to construct a handicapped-accessible trail extension up to Mennonite and then over to Infirmary Road. Design shall be in compliance with the most recent AASHTO standards and include the location of necessary trail and road signage, markings and traffic control structures for safe trail entry and exit.
2. Create a stormwater management plan and manage all necessary permitting, including stormwater and road/access.
3. Provide as-needed consultant services on an hourly rate basis to assist with bidding and construction phases, including consultation with park staff, inspection and/or testing of materials composition, and construction inspection.
4. Provide As-Built drawings at project conclusion.

#### **Submittal of Proposal**

Please submit one PDF of the proposal labeled "Headwaters Trail Phase VII Engineering Proposal" via email or flash drive by 2:00 p.m. December 16th to:

Christine Craycroft, Executive Director

[ccraycroft@portageparkdistrict.org](mailto:ccraycroft@portageparkdistrict.org); cc: [admin@portageparkdistrict.org](mailto:admin@portageparkdistrict.org)

Portage Park District

705 Oakwood St., Suite G-4

Ravenna, OH 44266

The proposal shall include as a minimum, the following information:

1. Transmittal Letter: A brief letter summarizing the firm's qualifications, project understanding and project approach.
2. Statement of Qualifications: If not already submitted within the past two years, please include a SOQ based upon the RFQ, attached.
3. Project Team: Names of Project Manager and relevant team members that will be assigned to this project with their capabilities and experience with similar projects. Include examples of relevant design projects completed by firm and team.
4. Project Timeline: Include dates for proposed meeting with the Park District, field reviews, draft and final document delivery dates. *The Board of Park Commissioners anticipates awarding a contract for engineering services at the December 16<sup>th</sup>, 2019 Board meeting. Once final plans and a cost estimate are developed the Board shall authorize bidding, with anticipated award of contract one month later. Bidding and construction are desired for 2020.*
5. References: Contact information for current or recent clients familiar with the work of your firm and project team (three suggested)
6. Fee proposal for the project tasks:
  - Construction Plans and Bid Specifications
  - Permitting
  - Bidding and Construction Phase Services hourly rates by discipline

### **Proposal Selection**

The following will be considered in selecting qualifying firms:

1. Firm and team qualifications and relevant experience
2. Availability and ability to meet schedule
3. Approach to Project Scope
4. References
5. Fee proposal

QUESTIONS: Any questions or comments concerning this RFP or the project shall be directed to Christine Craycroft, Executive Director 330-297-7728; ccraycroft@portageparkdistrict.org




## Headwaters Trail Phase VII: Infirmary Road Connection

Proposed new trail construction to create at-grade access to Infirmary Road . . . . .

Existing Headwaters Trail →

Property owned by Mantua Village, leased by Portage Park District

Portage County road right of way

Two foot topographic contour lines 



**DEPARTMENT OF THE ARMY**  
**BUFFALO DISTRICT, CORPS OF ENGINEERS**  
**1776 NIAGARA STREET**  
**BUFFALO, NEW YORK 14207-3199**

REPLY TO

May 14, 2019

Regulatory Branch

SUBJECT: Department of the Army Permitting Requirements, Application No. 2019-00577

Ms. Christine Craycroft  
705 Oakwood Street, Suite G-4  
Ravenna, Ohio 44266

Dear Ms. Craycroft:

This is in reference to your grant proposal request under the Clean Ohio Trails funding to extend the Headwaters Trail. The project is located on the previously disturbed former Erie Lackawana railroad bed, in the Cuyahoga River Watershed, off Mennonite Road, town of Mantua, Portage County, Ohio. According to the preliminary drawings/pictures that you submitted, the proposed extension will create an earthen embankment to elevate the trail approximately 25 feet up to meet road grade to allow the trail to cross the road for future extensions. The proposed trail length is approximately 860'; the proposed finished trail width is 10 feet plus 5-foot shoulders on each side. During our phone conversation on May 13, 2019, we discussed there is a wetland present near the trail footprint but appears to be easy to avoid as discussed.

Under Section 10 of the Rivers and Harbors Act of 1899, and Section 404 of the Clean Water Act, the U.S. Army Corps of Engineers has regulatory authority over construction, excavation, or deposition of materials in, over, or under navigable waters of the United States. Under Section 404 of the Clean Water Act, the U.S. Army Corps of Engineers (USACE) regulates the discharge of dredged or fill material into waters of the United States, including freshwater wetlands. Certain types of activities, such as land clearing using mechanized equipment and/or side casting, in a jurisdictional water would likely be regulated under Section 404 of the Clean Water Act.

Based upon the review of the construction plans, site photographs that you had provided, and a review of aerial imagery, it has been determined that the area where the trail will extend the Headwaters Trail will not require a Department of the Army authorization.

Should you modify or change the path of the trail extension through width, length, or, footprint which might your proposal to entail a discharge of dredged or fill material into a "Water of the United States" you must contact this office regarding Department of the Army permit requirements.

Although a permit is not required, we request that proper measures be taken to prevent

Regulatory Branch

SUBJECT: Department of the Army Permit Requirements, Application No. 2019-00577

unintentional discharges from entering the waterway.

You are encouraged to contact the appropriate state and local governmental officials to insure that the proposed work complies with their requirements.

Questions pertaining to this matter should be directed to me at 716-879-6304, by writing to the following address: U.S. Army Corps of Engineers, 1776 Niagara Street, Buffalo, New York 14207 or by e-mail at: [Lchantelle.carroll@usace.army.mil](mailto:Lchantelle.carroll@usace.army.mil)

Sincerely,

A handwritten signature in black ink, appearing to read "L Chantelle Carroll". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

L. Chantelle Carroll  
Biologist

CC: D'Juan Hammonds, ODNR

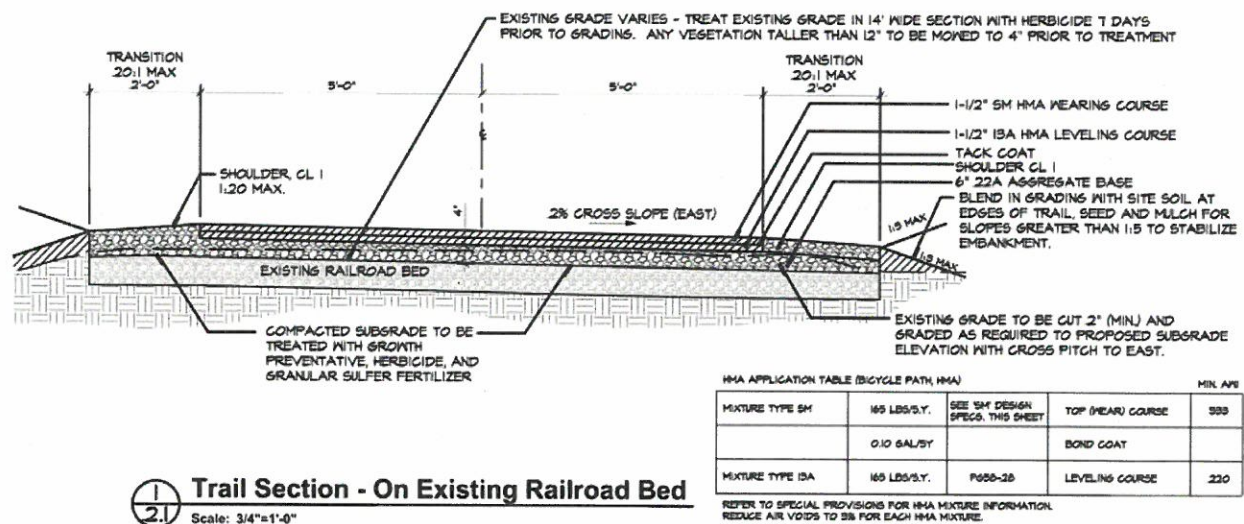
Enclosure



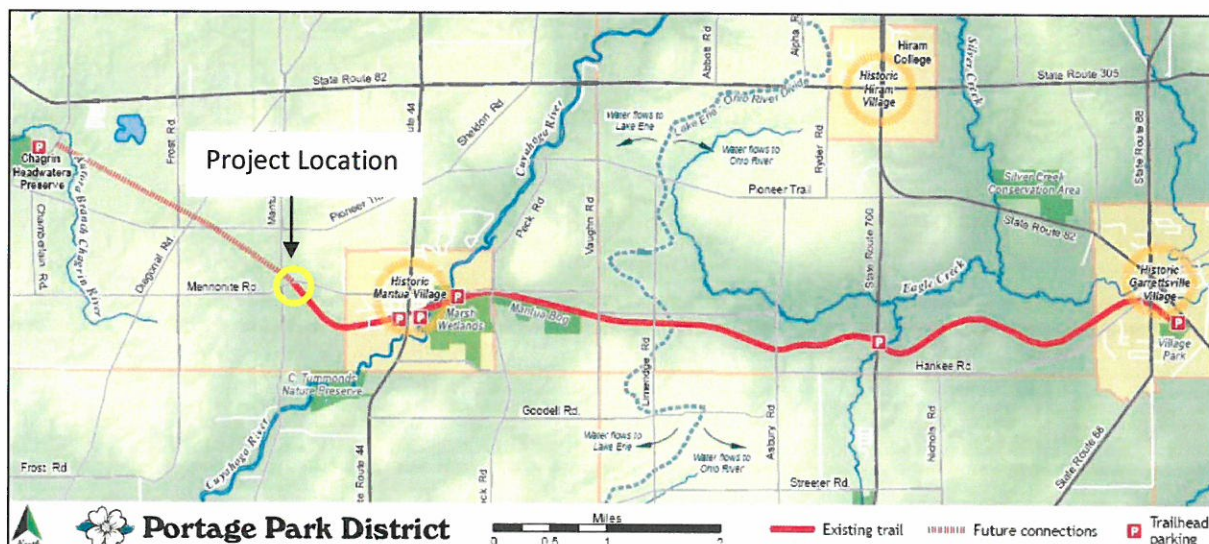
## The Headwaters Trail Phase VII: Infirmary Road Connection

### Proposed Development Plan

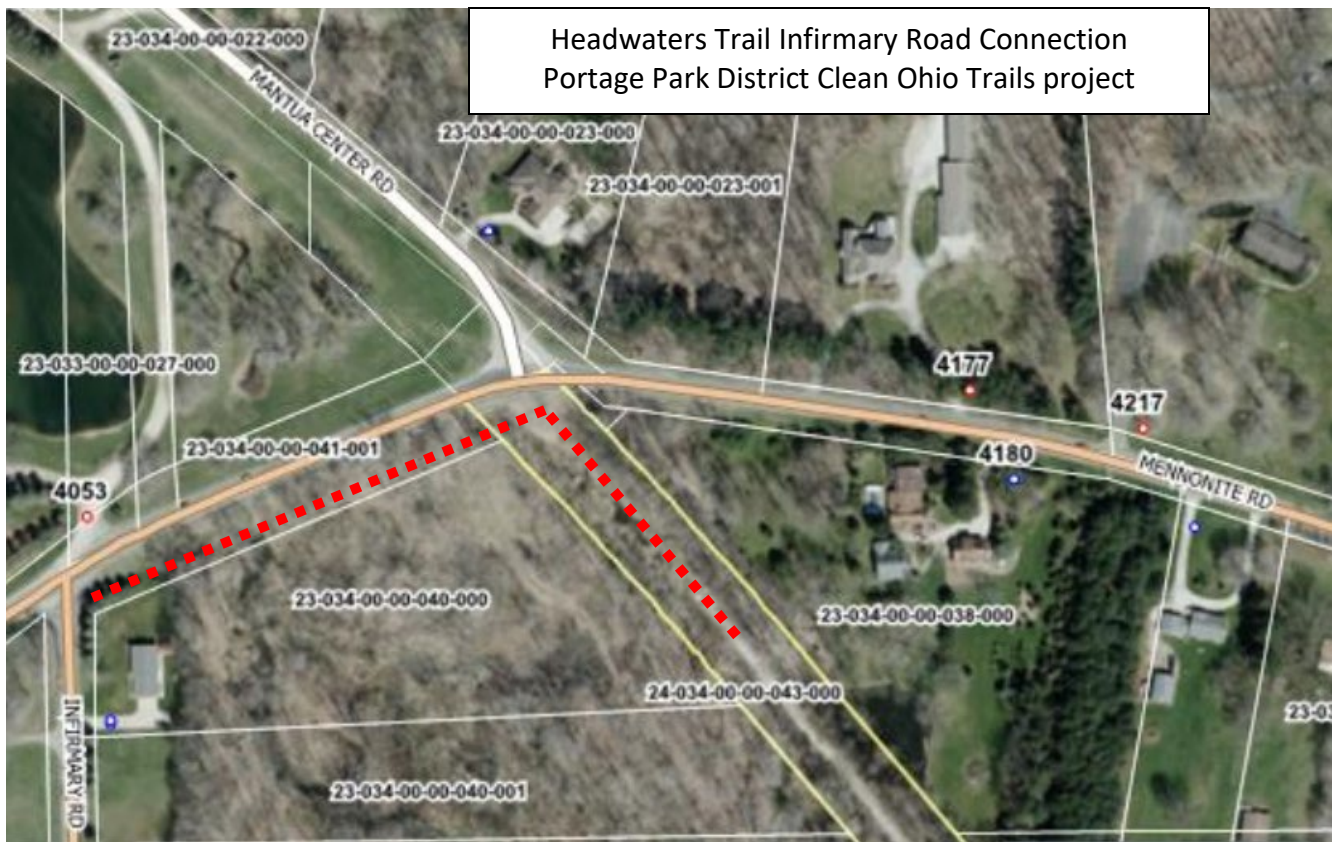
1. Clearing, grubbing and construction of an earthen embankment (with a slope not to exceed 5%) to extend the existing Headwaters Trail to the Mennonite Road right of way, which is at an elevation approximately twenty feet above trail grade.
2. Construction of embankment to create adequate trail width for a side path along the south side of the guardrail at the edge of Mennonite Road to Infirmary Road.
3. Installation of stone base and asphalt surfacing to avoid erosion.
4. Installation of timber railing and guardrail gate for safety.
5. Installation of identification and safety signage on road and at the trail entrance.



## HEADWATERS TRAIL







Portage Park District  
DA #2019-00577  
Portage County; Mantua Ohio  
Sheet 2 of 4





Portage Park District  
DA #2019-00577  
Portage County; Mantua Ohio  
Sheet 3 of 4







**CATEGORICAL EXCLUSION (CE) FORM**  
(For Clean Ohio Trails Fund Program in Ohio)

**Date:** 3/9/2019

**I) Project Information**

<b>Name of Project:</b>	Headwaters Trail Phase VII: Infirmary Road Connection	<b>Federal Project #:</b>	N/A
<b>Project Sponsor:</b>	Portage Park District	<b>State Project #:</b>	COTF-277

**Project Description:** The Headwaters Trail Phase VII: Infirmary Road Connection is the extension of the existing 8-mile Headwaters Trail from its western terminus to a public road. Currently, the trail ends approximately 300-feet from the road, which is located 20-feet above trail grade. This project includes engineering and creation of construction plans and the construction of an embankment up to road grade and extension of the trail within the road right of way as a separate side path to connect to Infirmary Road. This terminus is at a location that brings trail users to a safe intersection with Mennonite Road, in anticipation of future extensions west through Aurora.

**Purpose and Need for Action:**

The purpose of this project is to provide a handicapped accessible connection from the existing terminus of the 8-mile Headwaters Trail to Infirmary Road which is situation 25 feet above the trail grade. The need for the project is to

- Create a handicapped accessible trail connection from the terminus of the high priority regional headwaters Trail in Mantua village, Portage County to Mennonite and Infirmary Roads.
- The trail is located on the former Erie Lackawana Railroad bed which when active has crossed Mennonite Road via a bridge; the corridor was filled when the bridge was removed when the railroad was abandoned, stranding the transportation corridor 25' below road grade.
- This project will construct an earthen embankment approximately 860 feet in length from trail grade up to the road grade. The embankment will be finished with an asphalt paved surface 10-feet wide.
- The trail connection will allow trail users to safely access the trail from area roads and create a more logical western terminus and prepare the route for planned future extensions of the trail to Cuyahoga County.

**Termini:** Infirmary Road, Mantua Township; Headwaters Trail current western terminus

<b>Funding Source(s):</b>	<input type="checkbox"/> federal	<input checked="" type="checkbox"/> state	<input checked="" type="checkbox"/> local	<input checked="" type="checkbox"/> private	<b>Estimated Cost:</b> \$ 388,000.00
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**Is there a completed ODOT Categorical Exclusion for the project?**

<b>Yes</b>	<input type="checkbox"/>	Environmental process is complete. <i>Identify ODOT PID Number &amp; forward ODOT CE to ODNR</i>
<b>No</b>	<input checked="" type="checkbox"/>	Continue

**II) Scope of the Proposed Action:**

	Yes	No	Comments
1) Operation of educational programs to promote safety and environmental protection as related to recreational trails	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2) Purchase & lease of recreational trails construction and maintenance equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



3) Acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors		X	
4) Construction of ADA features to existing facilities		X	
5) Maintenance and restoration of existing recreational trails		X	
6) Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails		X	
7) Construction of new recreational trails within parameters set forth by 23 U.S.C. 206 (d) (2) (D)	X		

If Items 1, 2, 3, or 4 are checked yes above, then the environmental process is complete. Complete Section VI and submit to ODNR for processing. {23 CFR 771.117 (c)}

If Items 5, 6, or 7 are checked yes above, then continue with Sections II through IV {23 CFR 771.117 (d)}

- *Maintenance & restoration of existing trails may be interpreted broadly to include any kind of trail maintenance, restoration, rehabilitation or relocation including the work to trail bridges or providing adequate signage on a trail.*
- *Development and rehabilitation of trailside facilities and trail linkages for recreational trails may be interpreted broadly to include development or rehabilitation of any trailside or trailhead facility that have a direct relationship to the recreational trail.*
- *Construction of new recreational trails should be self-explanatory, and including bridges and signage along a trail.*

III) Involvement with Resources:			
	*No	Possible	Resources Present, Studies, Coordination, Comments and Commitments

<p><b>1) Streams, Rivers, &amp; Watercourses</b></p>		<p>X</p>	<p>Based on field review on February 1, 2018 by the Portage Park District, possible jurisdictional waters of the state of Ohio may be impacted by the proposed project. Coordination was conducted with the Ohio Environmental Protection Agency on February 1, 2018. On May 6, 2019 the Ohio Environmental Protection Agency provided environmental commitments related to the proposed project. Environmental commitments include the following:</p> <p>1) Based upon information within your request, it is not clear whether fill material will be placed into surface waters as a result of the project. At the very least, there appears to be a stream crossing along Mennonite Road near the intersection of Infirmary and Mennonite Roads.</p> <p>Ohio Environmental Protection Agency recommends that as work progresses, and contracts are awarded, you continue to diligently assess the proposed construction areas to determine if impacts to streams or wetlands are likely to occur. If any earth disturbance or fill activity will occur below the ordinary high-water mark of any surface waters, you should contact the United States Army Corps of Engineers and the Ohio Environmental Protection Agency 401 section to discuss potential permitting requirements.</p> <p>Based on a field review on May 13, 2019 by the Portage Park District, jurisdictional waters of the United States may be impacted by the proposed project. Coordination was conducted with the United States Army Corps of Engineers on May 13, 2019. On May 14, 2019 the United States Army Corps of Engineers provided environmental comments related to the proposed project. Environmental comments include the following:</p> <p>1) Based on the review of the construction plans, site photographs that you had provided, and a review of aerial imagery, it has been determined that the area where the trail will extend the Headwaters Trail will not require a Department of Army authorization.</p> <p>Based on a field review on February 1, 2018 by the Portage County Park District streams, wetlands and other water resources may be impacted by the proposed project. Coordination was conducted with the Ohio Department of Natural Resources-Environmental Review Section on February 1, 2018. On March 30, 2018 the Ohio Department of Natural Resources-Environmental Review Section provided environmental comments/commitments related to the proposed project. Environmental commitments include the following:</p> <p>1) The Division of Wildlife recommends that impacts to streams, wetlands and other water resources be avoided and minimized to the fullest extent possible, and that best management practices be utilized to minimize erosion and sedimentation.</p>
<p><b>2) National/State Scenic River Involvement</b></p>	<p>X</p>		
<p><b>3) Other Surface Waters</b></p>	<p>X</p>		
<p><b>4) Wetlands</b></p>	<p>X</p>		
<p><b>5) Lake Erie Coastal Zone</b></p>	<p>X</p>		



<p><b>6) Threatened and Endangered Species</b></p>	<p>X</p>	<p>Based on a field review on February 1, 2018 by the Portage Park District, threatened and endangered species may be impacted by the proposed project. Coordination was conducted with the United States Fish and Wildlife Service on February 1, 2018. On February 12, 2018 the United States Fish and Wildlife Service provided environmental commitments related to the proposed project. Environmental commitments include the following:</p> <ol style="list-style-type: none"> <li>1) All projects in the State of Ohio lie within the range of the federally endangered Indiana bat (<i>Myotis sodalis</i>) and the federally threatened northern long-eared bat (<i>Myotis septentrionalis</i>). In Ohio, presence of the Indiana bat and northern long-eared bat is assumed wherever suitable habitat occurs unless a presence/absence survey has been performed to document absence. Suitable summer habitat for Indiana bats and northern long-eared bats consists of a wide variety of interspersed non-forested habitats such as emergent wetlands and adjacent edges of agricultural fields, old fields and pastures. This includes forests and woodlots containing potential roosts (i.e., live trees and/or snags <math>\geq 3</math> inches diameter at breast height (dbh) that have any exfoliating bark, cracks, crevices, hollows and/or cavities), as well as linear features such as fencerows, riparian forests, and other wooded corridors. These wooded areas may be dense or loose aggregates of trees with variable amounts of canopy closure. Individual trees may be considered suitable habitat when they exhibit the characteristics of a potential roost tree and are located within 1,000 feet (305 meters) of other forested/wooded habitat. Northern long-eared bats have also been observed roosting in human-made structures, such as buildings, barns, bridges, and bat houses; therefore, these structures should also be considered potential summer habitat. In the winter, Indiana bats and northern long-eared bats hibernate in caves and abandoned mines.</li> </ol> <p>Should the proposed site contain trees <math>\geq 3</math> inches dbh, we recommend that trees be saved where ever possible. If any caves or abandoned mines may be disturbed, further coordination with this office is requested to determine if fall or spring portal surveys are warranted. If no caves or abandoned mines are present and trees <math>\geq 3</math> inches dbh cannot be avoided, we recommend that removal of any trees <math>\geq 3</math> inches dbh only occur between October 1 and March 31. Seasonal clearing is being recommended to avoid adverse effects to Indiana bats and northern long-eared bats. While incidental take of northern long-eared bats from most tree clearing is exempted by a 4(d) rule (see <a href="http://www.fws.gov/midwest/endangered/mammals/nleeb/index.html">http://www.fws.gov/midwest/endangered/mammals/nleeb/index.html</a>), incidental take of Indian bats is still prohibited without a project-specific exemption. Thus, seasonal clearing is recommended where Indiana bats are assumed present.</p> <p>If implementation of this seasonal tree cutting recommendation is not possible, summer surveys may be conducted to document the presence or probable absence of Indiana bats within the project area during the summer. If a summer survey documents probable absence of Indiana bats, the 4(d) rule for the northern long-eared bat could be applied. Surveys must be conducted by an approved surveyor and be designed and conducted in coordination with the Endangered Species Coordinator for this office. Surveyors must have a valid federal permit. Please note that summer</p>
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<p><b>6) Threatened and Endangered Species</b></p>	<p><b>X</b></p>	<p>surveys may only be conducted between June 1 and August 15.</p> <p>If there is a federal nexus for the project (e.g., federal provided, federal permits required to construct), no tree clearing should occur on any portion of the project area until consultation under section 7 of the Endangered Species Act (ESA), between the Service and the federal action agency, is completed. We recommend that the federal action agency submit a determination of effects to this office, relative to the Indiana bat and northern long-eared bat, for our review and concurrence.</p> <p>Based on a field review on February 1, 2018 by the Portage County Park District threatened and endangered species may be impacted by the proposed project. Coordination was conducted with the Ohio Department of Natural Resources-Environmental Review Section on February 1, 2018. On March 30, 2018 the Ohio Department of Natural Resources-Environmental Review Section provided environmental comments/commitments related to the proposed project. Environmental commitments include the following:</p> <ol style="list-style-type: none"> <li>1) The project is within the range of the Indiana bat (<i>Myotis sodalis</i>), a state endangered and federally endangered species. The following species of trees have relatively high value as potential Indiana bat roost trees: shagbark hickory (<i>Carya ovata</i>), shellbark hickory (<i>Carya laciniosa</i>), bitternut hickory (<i>Carya cordiformis</i>), black ash (<i>Fraxinus nigra</i>), green ash (<i>Fraxinus pennsylvanica</i>), white ash (<i>Fraxinus americana</i>), shingle oak (<i>Quercus imbricaria</i>), northern red oak (<i>Quercus rubra</i>), slippery elm (<i>Ulmus rubra</i>), American elm (<i>Ulmus americana</i>), eastern cottonwood (<i>Populus deltoides</i>), silver maple (<i>Acer saccharinum</i>), assafras (<i>Sassafras albidum</i>), post oak (<i>Quercus stellata</i>), and white oak (<i>Quercus alba</i>). Indiana bat roost trees consists of trees that include dead and dying trees with exfoliating bark, crevices, or cavities in upland areas or riparian corridors and living trees with exfoliating bark, cavities, or hollow areas formed from broken branches or tops. However, Indiana bats are also dependent on the forest structure surrounding roost trees. If suitable habitat occurs within the project area, the Division of Wildlife recommends trees be conserved. If suitable habitat occurs within the project area and trees must be cut, the Division of Wildlife recommends cutting occur between October 1 and March 31. If suitable trees must be cut during the summer months, the Division of Wildlife recommends a net survey be conducted between June 1 and August 15, prior to any cutting. Net surveys should incorporate either nine net nights per square 0.5 kilometer of project area, or four net nights per kilometer for linear projects. If no tree removal is proposed, this project is not likely to impact this species.</li> </ol> <p>Environmental comments include the following:</p> <ol style="list-style-type: none"> <li>1) The project is within the range of the clubshell (<i>Pleurobema clava</i>), a state endangered and federally endangered mussel, the sharp-ridged pocketbook (<i>Lampsilis ovata</i>), a state endangered mussel, the eastern pondmussel (<i>Ligumia nasuta</i>), a state endangered mussel, and the black sandshell (<i>Ligumia recta</i>), a state threatened mussel. Due to the location, and that there is no in-water work proposed in a</li> </ol>
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<p><b>6) Threatened and Endangered Species</b></p>	<p>X</p>	<p>perennial stream of sufficient size, this project is not likely to impact these species.</p> <p>2) The project is within the northern brook lamprey (<i>Ichthyomyzon fossor</i>), a state endangered fish, the range of the Iowa darter (<i>Etheostoma exile</i>), a state endangered fish, the mountain brook lamprey (<i>Ichthyomyzon greeleyi</i>), a state endangered fish, and the lake chubsucker (<i>erimyzon sucetta</i>), a state threatened fish. The Division of Wildlife recommends no in-water work from April 15 to June 30 to reduce impacts to indigenous aquatic species and their habitat. If no in-water work is proposed, the project is not likely to impact these or other aquatic species.</p> <p>3) The project is within the range of the eastern massasauga (<i>Sistrurus catenatus</i>), a state endangered and a federally threatened snake species. The eastern massasauga uses a range of habitats including wet prairies, fens, and other wetlands, as well as drier upland habitat. Due to the location, the type of work proposed, this project is not likely to impact this species.</p> <p>4) The project is within the range of the smooth greensnake (<i>Opheodrys vernalis</i>), a state endangered species. This species is primarily a prairie inhabitant, but also found in marshy meadows and roadside ditches. Due to the location, the type of habitat at the project area, and the type of work proposed, this project is not likely to impact this species.</p> <p>5) The project is within the range of the spotted turtle (<i>Clemmys guttata</i>), a state threatened species. This species prefers fens, bogs and marshes, but also is known to inhabit wet prairies, meadows, pond edges, wet woods, and the shallow sluggish waters of small streams and ditches. Due to the location, the type of habitat at the project site and within the vicinity of the project area, and the type of work proposed, this project is not likely to impact this species.</p> <p>6) The project is within the range of the northern harrier (<i>Circus cyaneus</i>), a state endangered bird. This is a common migrant and winter species. Nesters are much rarer, although they occasionally breed in large marshes and grasslands. Harriers often nest in loose colonies. The female builds a nest out of sticks on the ground, often on top of a mound. Harriers hunt over grasslands. If this type of habitat will be impacted, construction should be avoided in this habitat during the species' nesting period of May 15 to August 1. If this habitat will not be impacted, this project is not likely to impact this species.</p> <p>7) The project is within the range of the American bittern (<i>Botaurus lentiginosus</i>), a state endangered bird. Nesting bitterns prefer large undisturbed wetlands that have scattered small pools amongst dense vegetation. They occasionally occupy bogs, large wet meadows, and dense shrubby swamps. If this type of habitat will be impacted, construction should be avoided in this habitat during the species' nesting period of May 1 to July 31. If this type of habitat will not be impacted, the project is not likely to impact this species.</p> <p>8) The project is within the range of the upland sandpiper (<i>Bartamia longicauda</i>), a state endangered bird. Nesting upland sandpipers utilize dry grasslands including native grasslands, seeded grasslands, grazed and ungrazed pasture, hayfields, and grasslands established through the Conservation Reserve Program (CRP). If this type of habitat will be impacted, construction should be avoided in this habitat during the species' nesting period of April 15 to July 31. If this type</p>
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<b>12) Flood Plains</b>	<b>X</b>		<p>Based on a field review on February 1, 2018 by the Portage County Park District, local floodplains may be impacted by the proposed project. Coordination was conducted with the Local Floodplain Administrator on February 1, 2018. On February 20, 2018 the Local Floodplain Administrator provided environmental comments related to the proposed project. Environmental comments include the following:</p> <p>1) This letter is to confirm that I have reviewed the proposed project area, pursuant to the documents you have submitted, for the extension of the Headwaters Trail terminus to Infirmary Road parallel to Menonite Road in Mantua Township.</p> <p>It is my opinion that the proposed project will not impact the proposed flood plain requirements. (FEMA Firm Panel #39133C0061D, Zone X.)</p>
<b>13) Waterway Permits</b>	<b>X</b>		
If "No" is checked above per resource, then no description is required in box to right			

<b>IV) Environmental Commitments Made and Resources to be Avoided</b> • These <u>MUST BE</u> incorporated into the Contract and discussed with the contractor prior to construction		
Were any commitments made during the project development process?	Yes	No

<b>6) Threatened and Endangered Species</b>		X	<p>of habitat will not be impacted, this project is not likely to impact this species.</p> <p>9) The project is within the range of the least bittern (<i>Ixobrychus exilis</i>), a state threatened bird. This secretive marsh species prefers dense emergent wetlands with thick stands of cattails, sedges, sawgrass or other semiaquatic vegetation interspersed with woody vegetation and open water. If this type of habitat will be impacted, construction should be avoided in this habitat during the species' nesting period of May 1 to July 31. If this type of habitat will not be impacted, this project is not likely to impact this species.</p> <p>10) The project is within the range of the black bear (<i>Ursus americanus</i>), a state endangered species. Due to the mobility of this species, this project is not likely to impact this species.</p>
<b>7) Cultural Resources</b>	X		<p>Based on a field review on February 1, 2018 by the Portage Park District, threatened and endangered species may be impacted by the proposed project. Coordination was conducted with the Ohio Historic Preservation Office on February 1, 2018. On March 6, 2018 the Ohio Historic Preservation Office provided environmental comments related to the proposed project. Environmental comments include the following:</p> <p>1) Based on the information submitted, it is my opinion that the proposed undertaking will not affect properties listed in or eligible for listing in the National Register of Historic Places. No further coordination is required unless the project changes or archaeological remains are discovered during the course of the project. In such a situation, this office should be contacted as per 36 CFR 800.13.</p>
<b>8) *Air Quality Impacts</b>	X		
<b>9) Environmental Justice</b>	X		<p>Based on an Environmental Justice websearch performed by the Ohio Department of Natural Resources on June 19, 2019 the proposed project site has a minority population percentage of 2% and a low-income population percentage of 19%. Both percentages are below the thresholds that would require additional public involvement.</p>
<b>10) Public Involvement</b>	X		<p>Public involvement took place in the form of a public meeting held on January 26, 2016 held at the James A. Garfield Elementary School at 7:00 p.m. Nineteen people attended this meeting and numerous opinions regarding improvements and amenities to the Headwaters Trail. All comments were positive and in support of the trail. Based on this information, it has been determined that this project will have a positive impact on the surrounding community.</p>
<b>11) Hazardous Materials</b>	X		<p>Based on an Enviromapper search performed by the Ohio Department of Natural Resources on June 20, 2019, no hazardous material sites are located in the proposed project area.</p>



**Commitment:** Impacts to streams, wetlands and other water resources be avoided and minimized to the fullest extent possible, and that best management practices be utilized to minimize erosion and sedimentation.

**Disposition:** A plan note, or provision will be added to the contract documents to instruct the contractor.

**Commitment:** Indiana bat and northern long-eared habitat and surrounding trees should be saved whenever possible. Any tree removal proposed by the local sponsor must take place between October 1 and March 31.

**Disposition:** A plan note, or provision will be added to the contract documents to instruct the contractor.

**Commitment:** If the proposed project is modified to entail a discharge of dredged or fill material into a water of the United States the United States Army Corps of Engineers must be contacted regarding Department of the Army permit requirements.

**Disposition:** A plan note, or provision will be added to the contract documents to instruct the contractor.

**Commitment:** If the scope of this project changes significantly, you must contact Ohio Environmental Protection Agency to discuss permitting options.

**Disposition:** A plan note, or provision will be added to the contract documents to instruct the contractor.

**Commitment:**

**Disposition:**

**V) Required Attachments**

- These items MUST BE submitted by the times shown below

At the time of initial application to ODNR;

- Project mapping
- Project photolog
- Pre-coordination letters with permitting agencies (OEPA, Army Corps, Floodplain Coordinator, etc.)
- Documentation of Public Involvement

By the time of ODNR approval for COTF projects;

- External resource agency coordination letters showing final agency concurrence with project (USFWS, OHPO, ODNR, etc.), which includes completion and agency approval of all requested additional resource studies by any resource agency

Prior to construction for all projects;

- Copies of all waterway permits
- Copies of all floodplain permits
- Evidence of all environmental commitments as shown in project plans and specifications

**VI) Approval**

This section must be signed by all parties and approved by ODNR prior to state authorization of the next phase of the project

After reviewing the current status of this project, the Applicant and the Department of Natural Resources considers that the NEPA document remains valid. In our review, we have confirmed that there have been no changes to the proposed action, including its scope or location, which would result in environmental impacts not considered in the NEPA document or reevaluation, and that there is no new information or circumstances relevant to environmental concerns, and bearing on the proposed action or its impacts, which would result in substantial environmental impact not considered in the NEPA document or the reevaluation.

**Form Prepared By:**

Miriam Graymiller Executive Director Portage Park District 6/20/19  
Applicant Name/Organization Date

**State Acceptance of  
Project:**

[Signature] 6/20/2019  
Ohio Department of Natural Resources Program Manager Date





## **REQUEST FOR QUALIFICATIONS**

### ***PROFESSIONAL DESIGN SERVICES FOR VARIOUS PROJECTS 2019-2020***

#### **Board of Park Commissioners Portage Park District**

Scott McKinney  
Allan Orashan  
Charles Engelhart  
Thomas Hrdy

**Executive Director**  
Christine Craycroft

February, 2019

# *Request for Qualifications Professional Services*

**Issue date:**

February 1, 2019

**Contracting agent:**

Portage Park District  
705 Oakwood St. Suite G-4  
Ravenna, Ohio 44266  
Attn: Christine Craycroft, Executive Director

**Portage Park District– Agency Profile****Governance**

The Portage Park District is organized under Chapter 1545 of the Ohio Revised Code as a metropolitan park district and is not part of any other local, county, state or Federal government. The Portage Park District is governed by a volunteer Board of Commissioners appointed by the Portage County Probate Judge. The Board serves as a policy-making body to establish and guide the overall direction of the Park District and adopts the annual tax budget. The Park Board appoints and Executive Director who serves as the Chief Executive and a non-voting member of the Board as its Secretary.

**Facilities and Jurisdiction**

The Park District includes all of Portage County and manages approximately 2,000 acres of land and 14 miles of hike and bike trail.

**Agency Mission**

The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment.

**Funding Sources**

Funding for the Park District is derived from a ½ mill property tax levy that yields approximately \$1.7 million/year, as well as donations, royalties, rent and other miscellaneous receipts. Supplemental funding may be provided by State, Federal and local grant sources.

Additional information can be found at [portageparkdistrict.org](http://portageparkdistrict.org).

# *Request for Qualifications Professional Services*

## **INTENT AND SCOPE OF THIS REQUEST FOR QUALIFICATIONS**

### **General Description of Intent**

This process is intended to identify professional firms most qualified to perform work for the Portage Park District for each of the following disciplines: Architecture, Landscape Architecture, Engineering, Appraisal, Surveying and Environmental Assessments

Portage Park District is seeking qualifications from the above disciplines as recognized by ORC §153.65-71 to provide services for projects for the calendar years 2019-2020. Only firms with registered professionals in the State of Ohio in these disciplines will be considered. This request for qualifications is intended to provide information for the Park District to evaluate professionals for contracting anticipated projects with professional services needs valued over and under \$50,000 each. See Appendix C for the current list of anticipated projects; please include SOQs relevant to those project needs. Full scopes of services for those projects will be developed for fee proposal requests as projects are scheduled; requests will be posted on the Portage Park District website.

### **Selection Process**

The selection of consultants qualified for specific projects will take place at the time the project for contract services is being considered. All Statements of Qualifications received will remain on file through calendar year 2020. Representatives from Portage Park District will review qualifications from interested firms and select the most qualified firms based on, but not limited to, the following evaluation criteria:

- Competence to perform the required professional design services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services;
- Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously
- Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines
- Proximity to Portage County
- Experience with sustainable design, material selection, and construction
- Previous experience with projects of a similar nature and similar scale
- Experience with this agency

### **Project Availability and Consultant Selection**

Once projects are available for contracting, Portage Park District will review the qualifications and select the most qualified based upon the above criteria. As necessary, the Park District will interview the three to five top firms in each discipline and select the most qualified individual or firm to perform the project and negotiate a contract price and terms.

Upon completion of negotiations for a specific approved project, a binding agreement will be entered into between Portage Park District and the selected firm.



## *Request for Qualifications Professional Services*

Each consultant retained shall act as a prime consultant for the assigned project(s) and will be responsible for providing specialty services either directly or through sub-consultants.

### **Submit Statement of Qualifications**

Firms interested in being considered should provide the information requested as outlined in **APPENDIX "A"** in the same order as listed, accompanied by a letter signed by an authorized officer of the firm. Firms will be evaluated using the form in **APPENDIX "B"**

A list of proposed and potential Portage Park District improvement projects is included herein, as **APPENDIX "C"**. Depending on time and budget constraints these projects may or may not be performed during the 2019-2020 time-frame and may or may not require the services of outside consultants.

\* \* END OF SECTION \* \*

# *Request for Qualifications Professional Services*

## **APPENDIX “A”** **STATEMENTS OF QUALIFICATIONS SUBMITTAL**

### **General Notes**

Each firm shall submit a separate Statement of Qualifications for each discipline for which the firm is qualified; Architecture - Landscape Architecture – Civil Engineering – Surveying, accompanied by a letter signed by an authorized officer of the firm.

### **Each Statement of Qualifications shall include the following in the order specified:**

1. The discipline for which your firm is qualified.
2. Identify areas in which your firm is ODOT prequalified
3. Clearly identify who the project manager will be, his or her discipline, (1) one page resume of his or her relevant qualifications and primary office location.
4. Identify other key staff members. Include their disciplines, primary office location and (1) one page resume for each
5. List the location of the office where the majority of the work will be performed.
6. List proposed sub-consultants by firm name, address, phone number and types of services for which they are qualified\*.
7. For disciplines other than surveying, please describe your “Green” building and sustainable site development experience. Please be specific about your qualifications and practical experience with sustainable design
8. Provide no more than five (5) examples of recent projects for this discipline for which the proposed project manager was the lead including description of work performed and your firm’s responsibility. If these projects appear on key member resumes, list what their role was if not project manager.
9. Provide no more than five (5) client references, other than Portage Park District, preferably including the projects listed above.
10. Certificate of current Professional Liability Insurance.

\*Portage Park District will select the prime consultants based on the nature of each project. Some projects require the assistance of multiple disciplines, if your firm has these disciplines on staff please acknowledge; if not please identify the firms you typically use.

### **Submittal Procedure:**

Interested firms wishing to offer their services should submit one electronic PDF copy of a Statement of Qualifications, either delivered on a flash drive or CD/DVD, or via email or electronic file transfer to [admin@portageparkdistrict.org](mailto:admin@portageparkdistrict.org). Please do not submit paper copies. The file name for each SOQ should be in the following format:

SOQ~~firmnamediscipline~~, with “discipline” being one of the following: Architecture, Landscape Architecture, Civil Engineering, Surveying

Email or mail to the attention of, and refer questions to:

*Christine Craycroft, Executive Director*  
*Portage Park District*  
*705 Oakwood St., Suite G-4, Ravenna, Ohio 44266*  
[admin@portageparkdistrict.org](mailto:admin@portageparkdistrict.org)

*Request for Qualifications  
Professional Services*

**APPENDIX “C”**  
**POTENTIAL 2019-2020 PROJECT LIST**

**General Needs**

1. Boundary surveys, property splits and combinations
2. Real estate property appraisals
3. Trail feasibility studies: Identify potential trail routes and development phases; develop cost estimates
4. Multipurpose trail and handicapped accessible trail engineering and construction plans and cost estimates
5. Access drive and parking lot site design and construction documents, including permeable pavement design.
6. Miscellaneous structural and civil engineering
7. Architecture and landscape architecture
8. Environmental assessments, including:
  - a. Phase I and Phase II Environmental Site Assessments
  - b. Wetlands delineations and Ohio Rapid Assessment Methodology (ORAM) reports
  - c. Natural resources inventories, including VIBI

**Specific Projects:**

1. Architectural designs, construction drawings and cost estimates for the renovation and repurposing of an existing agricultural structure into field offices and workshop at Morgan Park, Shalersville Township.
2. Design, construction plans and cost estimates for crushed stone parking lots and drives at Trail Lake Park, Streetsboro and Breakneck Creek Park, Ravenna Twp.
3. Engineering, construction plans and permit applications for drinking water wells, commercial septic systems and sanitary sewer connections at Morgan Park, Shalersville Township.
4. Engineering assessment and plans for dam and spillway maintenance and improvements at Trail Lake, Streetsboro and Camp Spelman, Franklin Township
5. Architectural designs, construction drawings and cost estimates for the renovation and repurposing of an existing pool house structure into a picnic shelter, Towner's Woods Park, Franklin Township.



*Request for Qualifications  
Professional Services*

**6. APPENDIX “B” REVIEWER EVALUATION FORM**

**Name of consultant:** \_\_\_\_\_

**Discipline:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	<b>Points Possible</b>	<b>Points Awarded</b>
<b>Discipline</b> Does firm employ appropriate licensed professionals?	Yes or No	
<b>Insurance</b> Evidence of current professional liability insurance.	Yes or No	
<b>Project Manager and key team members</b> Education, professional licensure and relevant experience of project manager and key personnel.	25	
<b>Project Examples</b> Relevant project examples within the past 5 years for which the firm has been lead consultant, and for which proposed key personnel were significantly involved. Consider quality of work in relation to proposed project. Previous experience with Portage Park District	25	
<b>Firm's capacity and experience</b> Professional and administrative capacity of firm; availability of appropriate tools and equipment	20	
<b>References</b> Five recent client references for relevant projects.	10	
<b>Office location/project manager location</b> Where is primary office and primary project manager's office located? Proximity to Portage County?	5	
<b>Sustainable Development</b> (other than surveyor) Qualifications and experience in designing low-impact, low-maintenance and environmentally and economically sustainable improvements	10	
<b>Other</b>	5	
<b>TOTAL SCORE</b>	100	

*Request for Qualifications  
Professional Services*

**LEGAL NOTICE**

**Portage Park District Request for Qualifications, Professional Services**

The Portage Park District is seeking qualified consulting firms to perform landscape architecture, engineering, architecture, surveying, appraisal and environmental services for various operations and capital improvement projects for calendar years 2019-2020. Statements of professional qualifications will be kept on file for selection for projects as needed.

Interested firms wishing to offer their services may obtain an information package by visiting the Portage Park District website at <http://portageparkdistrict.org/news/notices/> or by contacting the Portage Park District by phone at (330) 297-7728, or email at [admin@portageparkdistrict.org](mailto:admin@portageparkdistrict.org).

Portage Park District  
Christine Craycroft, Executive Director

\* \* END OF SECTION \* \*