



**REQUEST FOR QUALIFICATIONS (RFQ)
ENGINEERING SERVICES FOR
SHAKER VILLAGE MULTI-USE TRAIL**

Warren County Park District (Owner) requests interested parties to submit Statements of Qualifications (SOQ) for engineering services for design of the Shaker Village Multi-Use Trail (the "Project"). Statements of Qualifications must be submitted electronically via email or file transfer service no later than 3:00 pm local time on April 28, 2025.

Statements of Qualifications shall be addressed to

Matt Latham, CEO
Email: parks@warrencountyparks.com

Please submit qualifications as a single combined PDF file. Qualifications submissions must be received by the Park District by the date and time listed above to be considered.

Questions regarding this RFQ shall be submitted in writing no later than 3:00pm on April 18, 2025 to parks@warrencountyparks.com with the project name included in the subject line. Answers will be provided to all registered proposers no later than one week prior to the RFQ submission deadline. Inquiries received after the deadline for questions will not be answered. Verbal answers to questions shall not be relied upon unless followed up by a written response that is issued to all registered proposers.

Upon timely receipt, the Park District will acknowledge receipt of and evaluate each RFQ statement based on the evaluation factors contained in the RFQ. The firm determined to be most qualified will be provided the opportunity to negotiate a scope and fee proposal with the Park District.

BASIC INFORMATION

Project Name:	Shaker Village Multi-Use Trail
Project Location:	Armco Park 1223 North State Route 741, Lebanon, OH 45036
Owner:	Warren County Park District
Project Partners:	Union Village Otterbein SeniorLife

PROJECT DESCRIPTION

The Shaker Village Trail is named to honor the Shakers who settled in the area west of Lebanon in 1805. Part of the Lebanon-Turtlecreek Trails Initiative, this **0.8-mile multi-use path** will connect the 311-acre Armco Park with Otterbein Senior Living, a large senior living community, and Union Village, a 4,500-unit planned Traditional Neighborhood Development on the outskirts of Lebanon, Ohio, situated roughly halfway between Dayton and Cincinnati.

Future phases (not part of this project) are envisioned to connect the trail through Union Village to the City of Lebanon, where the existing Countryside YMCA trail connects to the 78-mile Little Miami Scenic Trail and the extensive City of Mason trail network.

The project is funded by a Clean Ohio Trails grant administered by the Ohio Department of Natural Resources (64%), Union Village (12%), Otterbein SeniorLife (12%), and Warren County Park District (12%).

SCOPE OF SERVICES

The Project will be let using the traditional "design-bid-build" project delivery model. The engineer's scope of services includes the following:

- Geotechnical engineering
- Civil engineering
- Complete construction drawings and specifications for bidding and construction of the project including, but not limited to, trail design, line and grade, pavement section, profiles, cross sections, construction details, specifications.
- Culvert design
- Cost estimating
- Coordination with the Ohio Department of Transportation (ODOT) regarding work within the right-of-way of State Route 741.
 - While most work is envisioned to take place outside of the State Route 741 right-of-way, the proposed trail will cross the state route at a location already agreed-upon between the Park District and ODOT, and a right-of-way permit will be needed for that location.
 - While this project is not funded, administered, or let by ODOT, experience working with ODOT will be a factor in consultant selection because of this need for coordination.
- Coordination with utility companies, as most of the work will take place within or adjacent to utility easements.
- Coordinate with the US Army Corps of Engineers regarding Nationwide Permit for culvert crossing of a stream.
- Coordination with authorities having jurisdiction regarding any other permits that may be required.
- Construction-phase services including inspections, testing, and review/approval of bids, submittals, and pay requests.

The following are excluded from the Scope of Services:

- Survey base mapping, which is covered under a separate contract and will be provided to the successful proposer.
- Archaeological services, which are being provided under a separate contract.
- "Front-end" or "Division 00" specifications governing bidding rules and procurement processes, which will be provided by the Park District.

Funding/Estimated Budget

Total Project Cost	\$777,365
State Funding	\$500,000
Federal Funding	\$0
Local Funding	\$277,365

Anticipated Schedule (Subject to Change)

Request for Qualifications (RFQ) Release	April 10, 2025
Request for Qualifications (RFQ) Due	April 28, 2025
Scoring of Qualifications	April 29-May 1, 2025
Proposal Request sent to Most Qualified Firm	May 2, 2025
Scope and Fee Proposal Due	May 8, 2025
Award of Contract (Board of Park Commissioners Meeting)	May 15, 2025
Engineering Services Start	June 2, 2025
Project Out to Bid	October / November 2025
Construction Contract Award	January 2025
Construction Start	June 2026

SELECTION PROCESS

- The Park District and partners will evaluate and score qualifications based on the criteria listed below under “Evaluation Criteria.”
- The firm receiving the highest score will be deemed most qualified and will be invited to negotiate a scope and fee proposal with the Park District.
- Provided a mutually acceptable scope and fee proposal can be agreed upon, Park District staff will recommend the Board of Park Commissioners to award the contract for services to the most qualified firm.
- In the event that a mutually acceptable scope and fee proposal cannot be negotiated, the Park District will notify the initially selected firm in writing of termination of negotiations, and will proceed to negotiate with the second most qualified firm.

INFORMATION REQUESTED

1. **Cover Letter:** Signed by an officer authorized to contractually bind the firm submitting the SOQ.
2. **Basic Firm Information:** Project Representative Name and Title, President/CEO, Name of Firm (Legal Name), Mailing Address, Telephone Number, E-mail Address, and Website.
3. **Proposed Team:** If subconsultants will be used, provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the Owner.
4. **Key Personnel Resumes:** Include name, role in this contract, years' experience overall and with current firm, firm name and location, education, current professional

registration, additional certifications relevant to the project, and representative project listing noting the person's specific role in the project. **Clearly identify your firm's Single Point of Contact for the project.**

5. **Example Projects:** Project name, location, year completed, Owner's name, Owner's Point of Contact name, title, telephone number, and e-mail, project description, scope of firm's services on the project, budget and schedule performance, photos. Experience with projects similar to this one will be given additional consideration. **Include a list of proposed team members for this project who also worked on the example project, and their roles on that example project, to demonstrate continuity of the team.**
6. **Management Systems:** Briefly describe the scheduling, cost, and quality control systems and/or procedures the firm proposes to use on the Project.
7. **Budget and Schedule Performance:** Provide detailed evidence of the firm's track record delivering projects on schedule and on budget (relative to design fees and construction costs), especially projects similar to this one.
8. **Project Approach:** Provide a narrative describing the firm's approach to the project and the firm's understanding of the scope of services that will be required to successfully complete the project. The narrative is an opportunity to showcase your firm's expertise, unique qualifications, and differentiating factors relative to the project, including the firm's ability to appropriately balance quality and efficiency of services.
9. Responses shall not exceed 20 total pages.

EVALUATION CRITERIA

	Possible Points
1. Responsiveness: Information requested has been provided in accordance with RFQ instructions. Information is clearly presented and well-organized.	10
3. Key Personnel Qualifications: Experience and track record, relevance to the project.	20
4. Example Projects: Relevance to the project, firm's role and roles of proposed team personnel, budget and schedule performance.	20
5. Team's History Working Together: Proposed project team's history of working together, as evidenced by example projects and projects listed on key personnel resumes.	10
7. Management Systems: Adequacy of proposed scheduling, cost, and quality control systems.	10
8. Estimating and Budget Performance	10
9. Project Approach and Scope Narrative	20
Total Possible Points	100

Note: Failure to provide the information requested can lead to the SOQ being deemed non-responsive and removed from consideration.

CANCELLATION AND REJECTION

The Owner reserves the right to reject all submissions and cancel at any time for any reason during this solicitation, any portion of this solicitation or any phase of the Project.

The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.

PUBLIC INFORMATION NOTICE

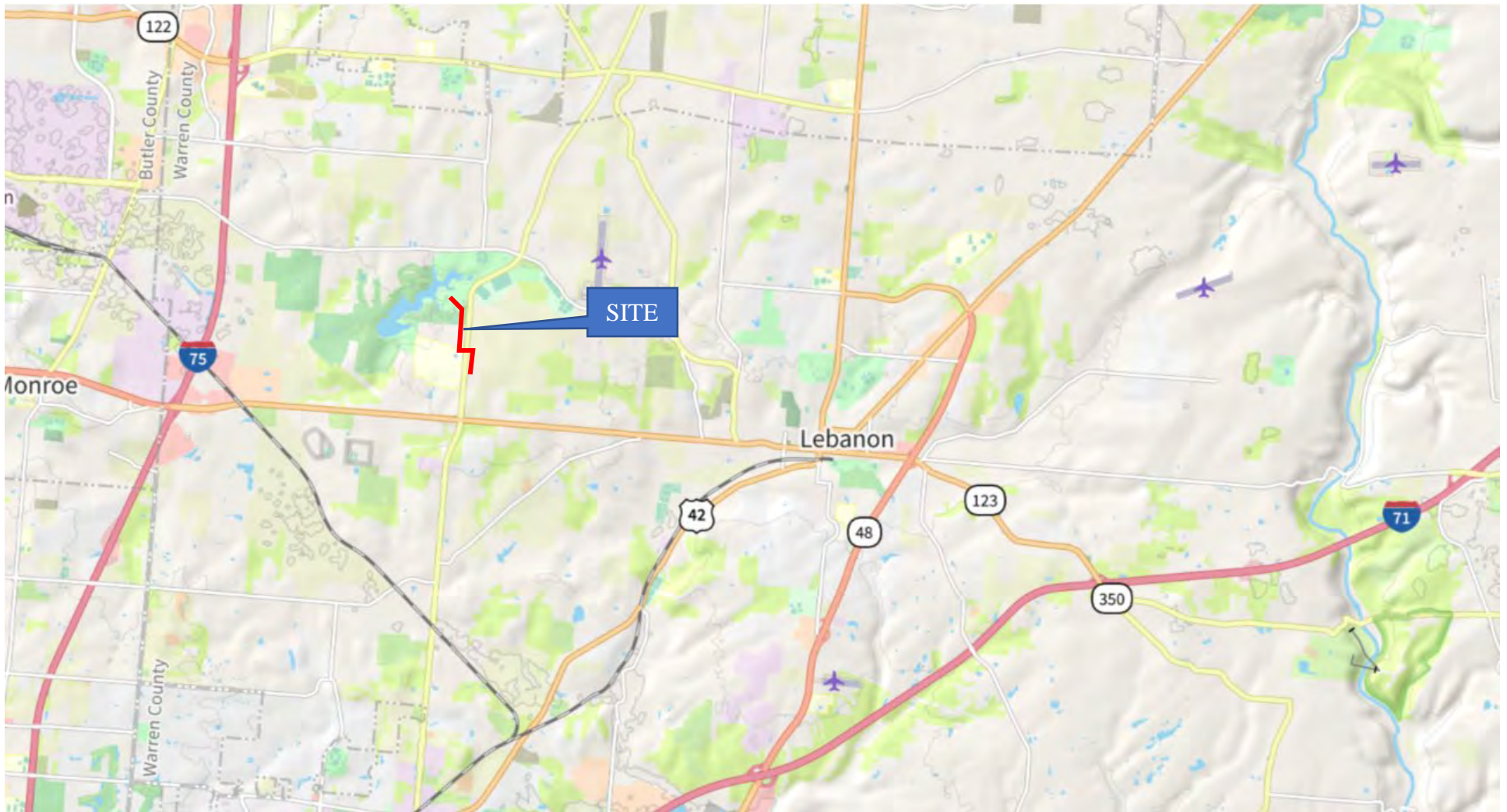
All documents submitted in response to this solicitation may be subject to release under Ohio's Public Records Laws unless legally exempt.

ATTACHMENTS







1. Vicinity Map
2. Site Photos
3. Concept Plan

Warren County
PARK DISTRICT
Enjoy. Play. Preserve.

Site Vicinity Map
Shaker Village Trail



**Shaker Village Trail
 Existing Conditions Photos**

	
<p>1. Mixed use development @ Union Village just south of south end of trail</p>	<p>2. South end of trail, Upper Market & SR 741 Trail starts at end of existing path. Land here is owned by Union Village Community Authority</p>
	
<p>3. Looking north. Trail will run on east (right) side of SR 741 in front of Premier Health. The land in this area and in the next few photos is owned by Otterbein.</p>	<p>4. Looking north. Trail continues on east (right) side of SR 741.</p>
	
<p>5. Trail continues on east side, crossing in front of this property also owned by Otterbein.</p>	<p>6. Trail will cross SR 741 here with Rapid Rectangular Flashing Beacon. Crossing location has been coordinated with ODOT.</p>



7. Trail continues along the west side of SR 741, still on land owned by Otterbein.



8. Trail continues west side of SR 741, stream crossing in middle ground (culvert under SR 741)



9. Trail continues along the west side of SR 741, now crossing into Park District property.



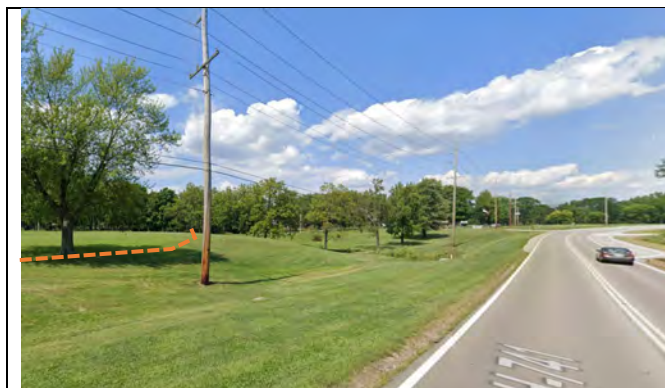
10. Trail continues along the west side of SR 741, along edge of Armco Park Golf Course.



11. Trail continues along the west side of SR 741, along edge of Armco Park Golf Course.



12. Trail continues along the west side of SR 741, leaving golf course and continuing into the park.



13. Here, the trail turns to the west towards the park road where it will terminate.



14. Trail turns west to avoid a second stream crossing.

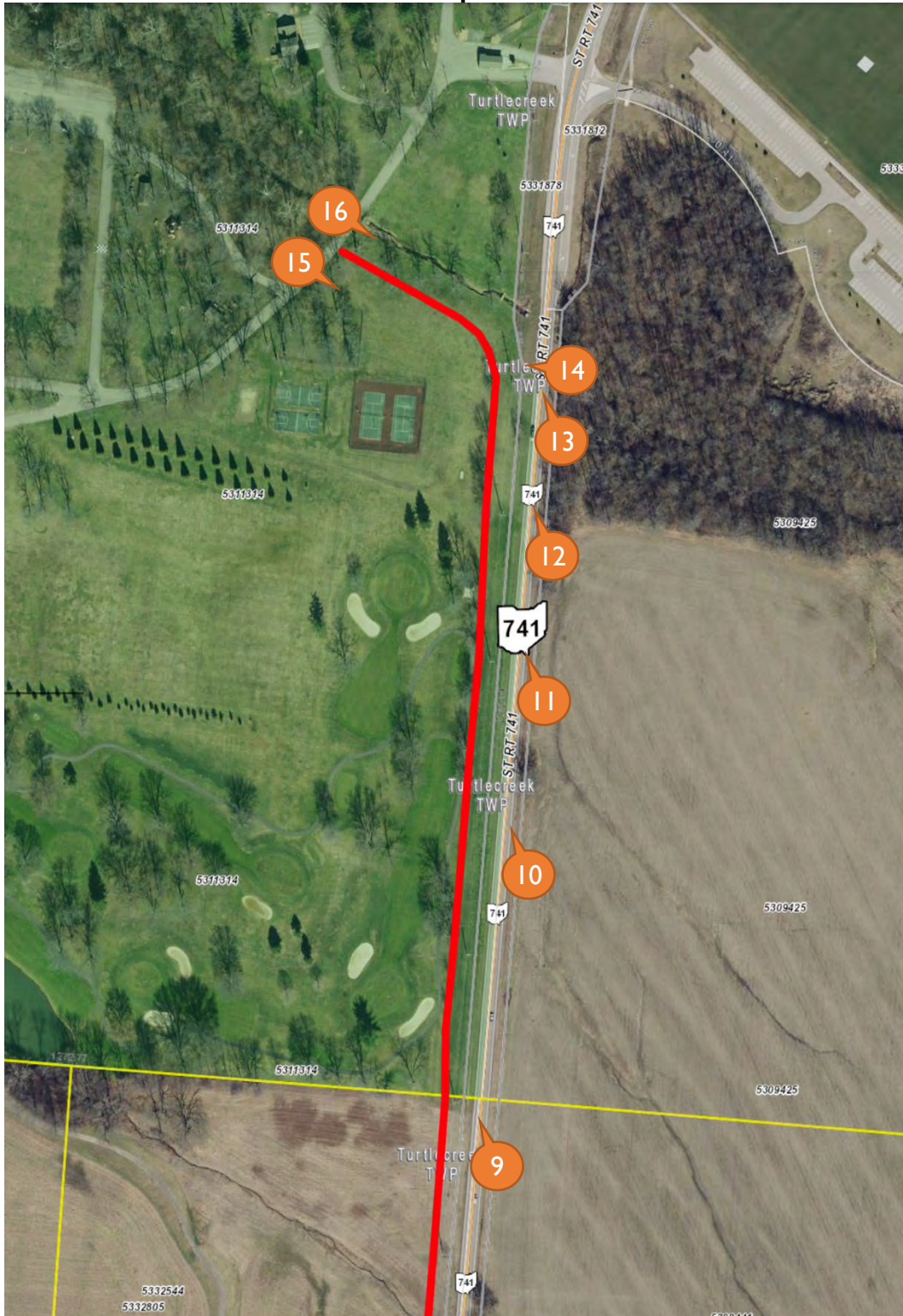


15. Northern terminus of trail at park road, just north of Shaker Cemetery (interpretive opportunity)



16. Another view of the trail's northern terminus.

**Shaker Village Trail – Concept Plan &
Photo Points Map Northern Half**



Shaker Village Trail – Concept Plan & Photo Points Map Southern Half

