



REQUEST FOR QUALIFICATIONS

Architectural and Engineering Design Services
for the Hickory Woods Park Shelter, Playground, Wetlands, and Boardwalk
Date: 1.4.2025

Section I – GENERAL NOTICE

- A. **Owner:** Preservation Parks of Delaware County (PPDC)
2656 Hogback Road
Sunbury, Ohio 43074
- Project:** Architectural and Engineering Design Services for the Hickory Woods Park Shelter, Playground, Wetland, and Boardwalk
- B. **Questions** regarding this Request for Qualifications shall be directed to: Matt Simpson at (740) 524-8600 ext. 102 or by email to: msimpson@preservationparks.com
- C. **Submittal Due Date:** January 31, 2025, 3:00 PM

Section II – PROJECT DESCRIPTION

This project consists of site design, architectural and engineering construction documents & specifications for Hickory Woods Park. Project elements include a 3+ season shelter with attached restrooms, an adjacent playground with shade structure, a $\pm 3/4$ -acre wetland, and $\pm 125'$ boardwalk; associated walkways; site grading, stormwater management; and necessary utilities. The construction drawings will refine the design development plans previously completed, define all aspects of the project, receive agency approval and provide cost estimating for construction. Upon completion of the plans, bidding and construction administration services will be performed. This project also includes assisting PPDC with annexation exhibits to the City of Delaware and Delaware County, as needed.

The three season shelter and restroom at Hickory Woods Park will be utilized for a variety of outdoor education programs and must accommodate up to 75 people. The inclusive playground should be “different by nature” and incorporate play elements like log piles, ropes course, boulders, native landscaping, themed climbing structure and shade element. The new wetland with a partially covered boardwalk should seamlessly integrate into the existing fishing pond area.

Construction budget: \$2,500,000.

Project Location: 1271 Pollock Road
Delaware, OH 43015

Section III – PROJECT REQUIREMENTS

A. Scope of Work

1. Topographic survey.
2. Soil borings as needed.
3. Conduct a site visit(s) to review and collect existing conditions information and become thoroughly familiar with the site.
4. Review all existing architectural and engineering plans.
5. Attend an on-site kickoff meeting and design review meetings with PPDC staff. Respond to staff review comments.
6. Provide architectural, engineering, and site design services from concept through construction documentation for the 3+ season shelter (including restrooms), playground, and wetland with covered boardwalk.
7. Prepare layout and grading plans with dimensions, finish floor elevations, spot elevations, and stormwater management.
8. Provide utility design (electric, water, gas, sanitary sewer, internet services, etc). Coordinate with utility companies as necessary.
9. Incorporate cost-effective design solutions that maximize energy efficiency and "green" building elements such as solar panels, bio-swales, recycled materials, high efficiency fixtures, dark sky lighting, etc.
10. Coordinate park improvements with the City of Delaware, and obtain all permits and governmental approvals as needed.
11. Prepare annexation exhibits and attend associated meetings, as needed.
12. Prepare an itemized construction opinion of probable cost at 30/60/95% stages of design.
13. Deliver PDF of final plans, details, specifications, architectural elevations, etc to PPDC.
14. Perform bidding services including distribution of plan sets, facilitating pre-bid meeting, answering RFIs, issuing addendum, reviewing bids for completeness and accuracy, recommending contractor for award, etc.
15. Perform construction administrative services including execution of Contractor’s contract, permitting plan approval, reviewing shop drawings and submittals, facilitating job meetings, answering contractor RFIs, ensuring work is in conformity with plans and specifications, reviewing pay applications and inspection results, preparing change orders, punch lists and close out documents.

Section IV - PROJECT SCHEDULE

Statement of Qualifications Due	January 31, 2025
Consultant selection and Interviews if needed	February, 2025
Project Award, Negotiation of Fees and Commencement of Services	March, 2025
Architectural and Engineering Plans Complete	October, 2025
Bidding and Contractor Award	November-December, 2025
Construction Administration Services	January 2026-December 2026

Section V - OWNER'S RESPONSIBILITY

1. Provide existing architectural and engineering plans, site survey, parking lot construction drawings, and other pertinent information as available.
2. Assign a Project Manager to the project.
3. Coordinate site visits and review meetings.

4. Timely review of design submittals.

Section VI – SUBMITTAL REQUIREMENTS

1. Firm/project team’s profile and applicable services provided.
2. Qualifications of Project Manager and key individuals who will be involved on this project.
3. Experience with the design of park shelters, restrooms, playgrounds, wetlands and boardwalks. Provide project contact information.
4. Project approach
5. Client references
6. Response to Sustainability and Environmental Responsibility Form (attached)

Section VII - SUBMISSION OF QUALIFICATIONS

Submittals shall be no more than 40 single sided pages or 20 double sided pages. Deliver one (1) hard copy of the submittal and an electronic PDF file to:

Matt Simpson
Sr. Park Planner
Preservation Parks of Delaware County
2656 Hogback Road
Sunbury, OH 43074
msimpson@preservationparks.com

Section VIII - EVALUATION CRITERIA

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order):

1. Team organization and applicable services provided
2. Qualifications of the Project Manager and key personnel directly involved with this project, including sub-consultants.
3. Experience with similar projects. Provide project references.
4. Project approach
5. Client references
6. Response to Sustainability and Environmental Responsibility Form
7. Other factors relevant to the project

Section IX – OWNERSHIP OF DOCUMENTS:

Drawings, specifications, reports, electronic files, renderings, copyrights, and all other documents to be prepared and furnished by the Consultant for this project are the sole property of PPDC whether the project for which they are made is executed or not, and may be used by PPDC as it sees fit. If such documents are used on another project, or for another purpose by PPDC, the Consultant shall not be responsible for such use, and shall not receive additional compensation.

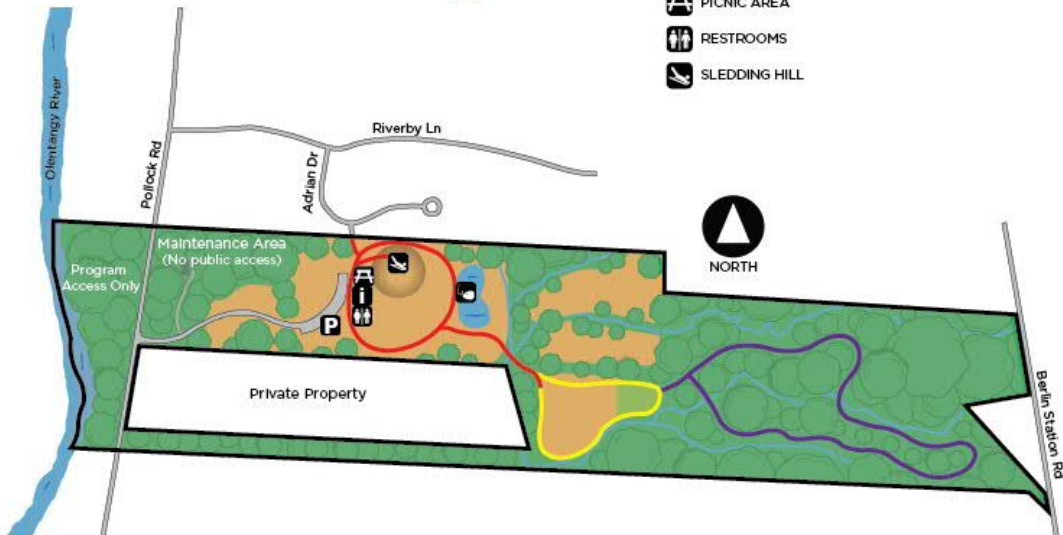
Existing Park Map

HICKORY WOODS PARK

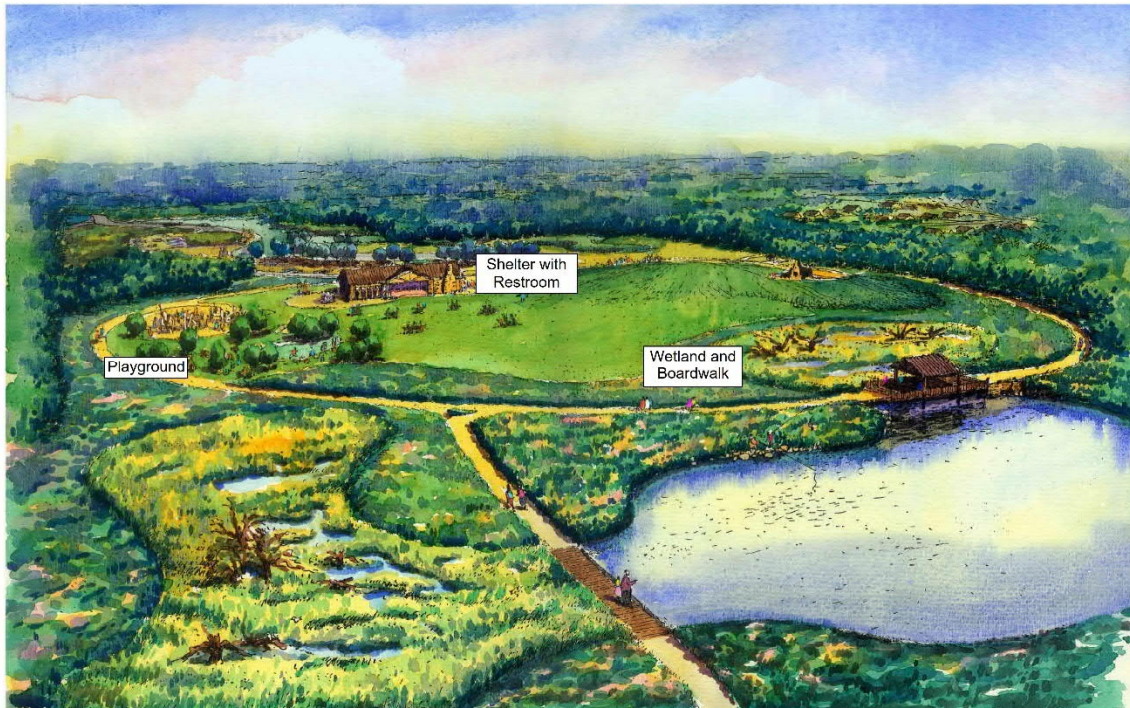
Park Size: 115 Acres
Map Not To Scale

MAP KEY

- | | | |
|---|--|---|
|  GRAVEL TRAIL
0.6 miles • Gravel • No Elevation Change |  PRAIRIE |  FISHING AREA
catch and release |
|  MEADOW TRAIL
0.3 miles • Mowed • Slight Elevation Change |  MEADOW OR LAWN |  INFORMATION KIOSK |
|  WOODLAND PRIMITIVE TRAIL
0.7 miles • Unimproved • Slight Elevation Change |  WATER |  PARKING |
| |  WOODLAND |  PICNIC AREA |
| | |  RESTROOMS |
| | |  SLEDDING HILL |



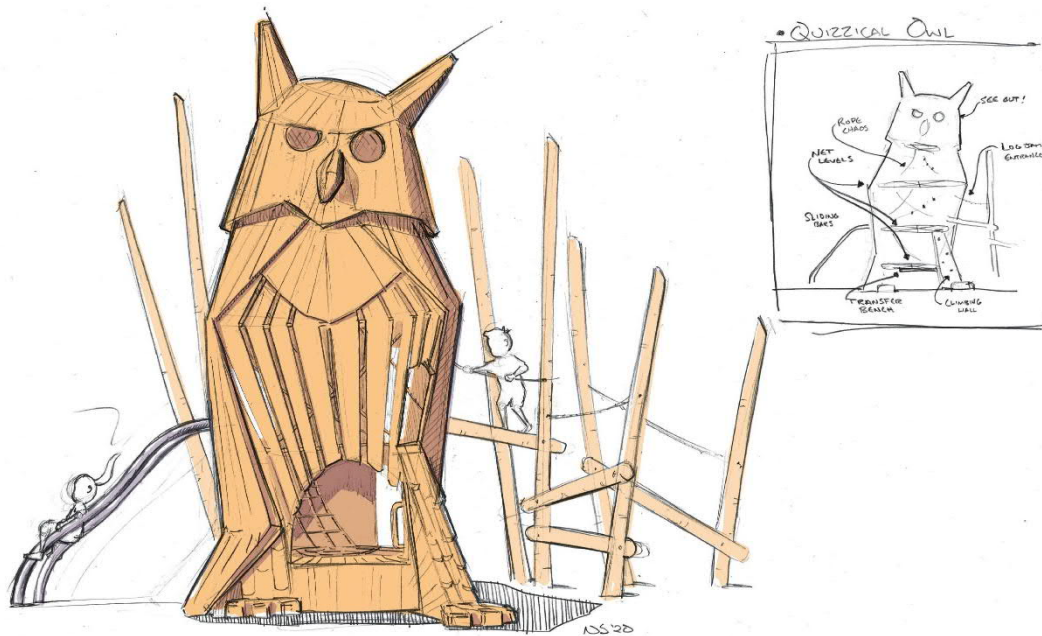
Master Plan Rendering



Shelter Concept



Playground Concept



**PRESERVATION PARKS DELAWARE CO. SUSTAINABILITY AND ENVIRONMENTAL
RESPONSIBILITY FORM**

Preservation Parks Delaware Co. (Preservation Parks), is committed to the preservation and protection of the natural environment. As part of that commitment, Preservation Parks seeks to contract with firms and suppliers who can demonstrate that they employ sustainable and environmentally responsible practices. Such practices include, but are not limited to:

- The use of recycled materials;
- The use of biodegradable materials;
- The use of environmentally friendly packaging and shipping practices;
- The use of energy conservation technologies and products;
- The use of water efficiency technologies and projects;
- The provision of locally sourced materials in order to minimize shipping; and
- Similar practices that promote a healthy environment.

Please identify any sustainable and environmentally responsible practices employed by your firm or that will be employed in performing your contract with Preservation Parks. Such information may be taken into account in the award of any contract or the purchase of any materials and equipment in Preservation Parks' sole discretion:
