

7/16/2026 Posting Date



**REQUEST FOR QUALIFICATIONS
Park District of Ottawa County
North Coast Inland Trail Genoa-to-Millbury Phase 2:
9th St to W. Holt Harrigan Rd.
Construction Engineering and Trail Project
Communications Coordination**

Response Due Date: 8/11/2026, 4:30pm

Communications Restrictions

Please note the following policy concerning communication between Consultants and the Park District of Ottawa County during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFQ requirements.

Project Description

The North Coast Inland Trail (NCIT) Genoa-to-Millbury Phase 2 project proposes the construction of an 11-foot-wide, multi-modal, ADA-compliant asphalt trail extending 4,840 linear feet within a former Norfolk Southern Railway (NS) corridor purchased by the Park District of Ottawa County. The trail will connect with the North Coast Inland Trail Phase 1 project (currently nearing construction) at the Phase 2 terminus within the Village of Genoa.

The project also includes the development and implementation of a communications plan with adjacent property owners to identify property-specific concerns, evaluate potential impacts, and document feasible resolutions related to trail design and construction. As a deliverable, the communications plan will include a summary of property owner concerns, proposed resolutions, and recommendations for incorporating these considerations into the final trail design where appropriate.

Project ODNR Clean Ohio Trails grant application and feasibility study information available upon request. Contact Jannah Wilson at jwilson@ottawacountyparksoh.org

Project site visits may be scheduled upon request and availability no later than July 30th. Please contact Jannah at jwilson@ottawacountyparksoh.org to schedule a site visit.

Estimated Construction Cost: **\$1,234,405.00**

Prequalification Requirements

Prequalification requirements for this agreement are listed below. For all pre-qualification categories the requirement may be met by the prime consultant or a sub-consultant. Also, please note that only individuals (not firms) are pre-qualified for right of way acquisition services. In instances where prequalification for these services is required, a pre-qualified individual, either employed by the prime consultant or a sub-consultant, must be named in order to meet the requirement.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by early September, 2026. Construction timeline is dependent on grant funding to be determined Fall, 2026. Park District will work with selected Consultant to develop schedule.

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Compliance with Title VI of the Civil Rights Act of 1964

In accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Selection Procedures

The Park District will directly select a consultant based on the Letter of Interest (LOI). The requirements for the LOI and the Programmatic Consultant Selection Rating Form to be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting 4 hard copies (or 1 electronic copy) of the Letter of Interest to the following address (or email address) by 4:30 PM on August 11th, 2026.

Jannah Wilson, CPRP
Executive Director
Park District of Ottawa County
770 SE Catawba Rd
Port Clinton, OH 43452
jwilson@ottawacountyparksoh.org

Responses received after 4:30 PM on the response due date will not be considered.

Scope of Services

The Scope of Services document is included below.

Requirements for Letters of Interest, Programmatic Selection Process

Instructions for Preparing and Submitting a Letter of Interest

Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.

Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).

Please adhere to the following requirements in preparing and binding letters of interest:

- Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
- Page numbers must be centered at the bottom of each page.
- Use 8½" x 11" paper only.
- Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
- Do not provide tabbed inserts or other features that may interfere with machine copying.

Letter of Interest Content

- List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
- List significant sub-consultants, their current prequalification categories and the percentage of work to be performed by each sub-consultant.
- List the Project Manager and other key staff members, including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection sub-factors noted.

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.

Provide a description of your Project Approach, not to exceed two pages. Address your firm's:

- 1) Technical approach;
- 2) Understanding of the project;
- 3) Qualifications for the project;
- 4) Knowledge and experience concerning relevant standards, procedures and guidance documents;
- 5) Innovative ideas;
- 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 10-page body of the LOI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form Project:

Project Type:

Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Sub-consultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the Park District and other agencies. The selection committee may contact outside agencies if necessary. Any sub-factors identified should be weighed heavily in the differential scoring. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

The experience and strength of the assigned staff, including sub-consultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores

assigned on more difficult projects. Any sub-factors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points.

The differential scoring should consider the complexity of the project and any sub-factors identified in the project notification.

The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.