

06-12-25 Posting Date
Pacesetter Park and Centennial Terrace Building Construction
PID No. N/A
Sylvania Area Joint Recreation District
Response Due Date: 06-30-25

In accordance with Ohio Revised Code 153.67 the Sylvania Area Joint Recreation District (SAJRD) is soliciting Letters of Interest from Consultants who desire to provide Professional Architectural, Engineering and Final Design Engineering Services on the SAJRD Infrastructure Improvement Project.

Individual Consultants (or Consultant teams) necessary to complete the scope of services are encouraged to submit. It is SAJRD's intent to contract with one prime Consultant for both projects.

Project Description

The services include preparation of construction plans at two (2) SAJRD locations.

- The Pacesetter Park project includes a storage facility that will house maintenance equipment and general storage. This facility will be approximately 2000 SF using stick framing or pole barn construction with a sealed concrete floor. Along with general storage, the building will house a pump station for the irrigation system which will house a 15' deep wet well, 2 - 40HP VFD pumps and 1 - 15HP Jockey pump with control panel. It will also contain main disconnect/ starter components for 3 freshwater wells located on site. *See exhibit A
- The Centennial Terrace project will include the demolition (or repurposing) of 2 existing structures. The features to be included in the new (or redesigned) structures include concession sales (no food prep), public restrooms, storage, quarry patron entrance, staff offices for 4-6 staff and a lifeguard office. It is possible that these features are placed in one or two buildings totaling 4,000-5,000 SF. *See exhibit B

Letter of Interest Requirements

Letters of Interest are to include information regarding the design firm's capabilities as required by Ohio Revised Code 153.65D. All letters are to include:

1. Resume of project manager to be assigned to this project and related experience on public recreation facilities or similar projects.
2. Evidence of the firm's competency to perform professional design services for this type of municipal work as indicated by the technical training, education, and experience of the firm's personnel. List any subconsultants and their anticipated work percentages.
3. Evidence of the firm's workload and the availability of qualified personnel, equipment, and facilities to perform the required design services.
4. Evidence of the firm's past performance on similar projects.
5. Any other relevant information which the design firm feels will prove the competence and capability of the firm and personnel.

Estimated Construction Budget: \$2,000,000.00

Selection Subfactors

Experience in previous public recreation facility and enhancement improvement projects.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by the end of July 2025.

Anticipated Schedule

It is the intention of the SAJRD Board to begin construction of both the Centennial Terrace project and the Pacesetter Park project in the fall of 2026

Selection Procedures

SAJRD will directly select the most highly qualified Consultant based on the Letter of Interest (LoI). The Rating Form that will be used to score and rank each Consultant is provided. Once the Consultant has been selected, SAJRD will enter into scope and fee negotiations.

Firms interested in being considered for selection should respond by submitting two (2) copies of the Letter of Interest to the following address **by 4:30 PM on Monday, June 30th 2025**.

Mike McMahon, Executive Director
Sylvania Recreation
7060 Sylvania Ave.
Sylvania, Ohio 43560

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

Enclosed Exhibits

Exhibit A – Consultant Selection Rating Form
Exhibit B – Pacesetter Park Project Site Map
Exhibit C – Centennial Terrace Project Site Map

Exhibit A
Consultant Selection Rating Form

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	25	See Note 1	
Strength/Experience of Assigned Staff including Subconsultants	30	See Note 2	
Firm's Current Workload/ Availability of Personnel	10	See Note 4	
Consultant's Past Performance	25	See Note 3	
Other Relevant Information	10		
Total	100		

Consultant Selection Rating Form Notes

1. 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.
2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored.
3. The Consultants past performance on similar types of 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.
4. 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.

Exhibit B

Centennial Terrace Site Map

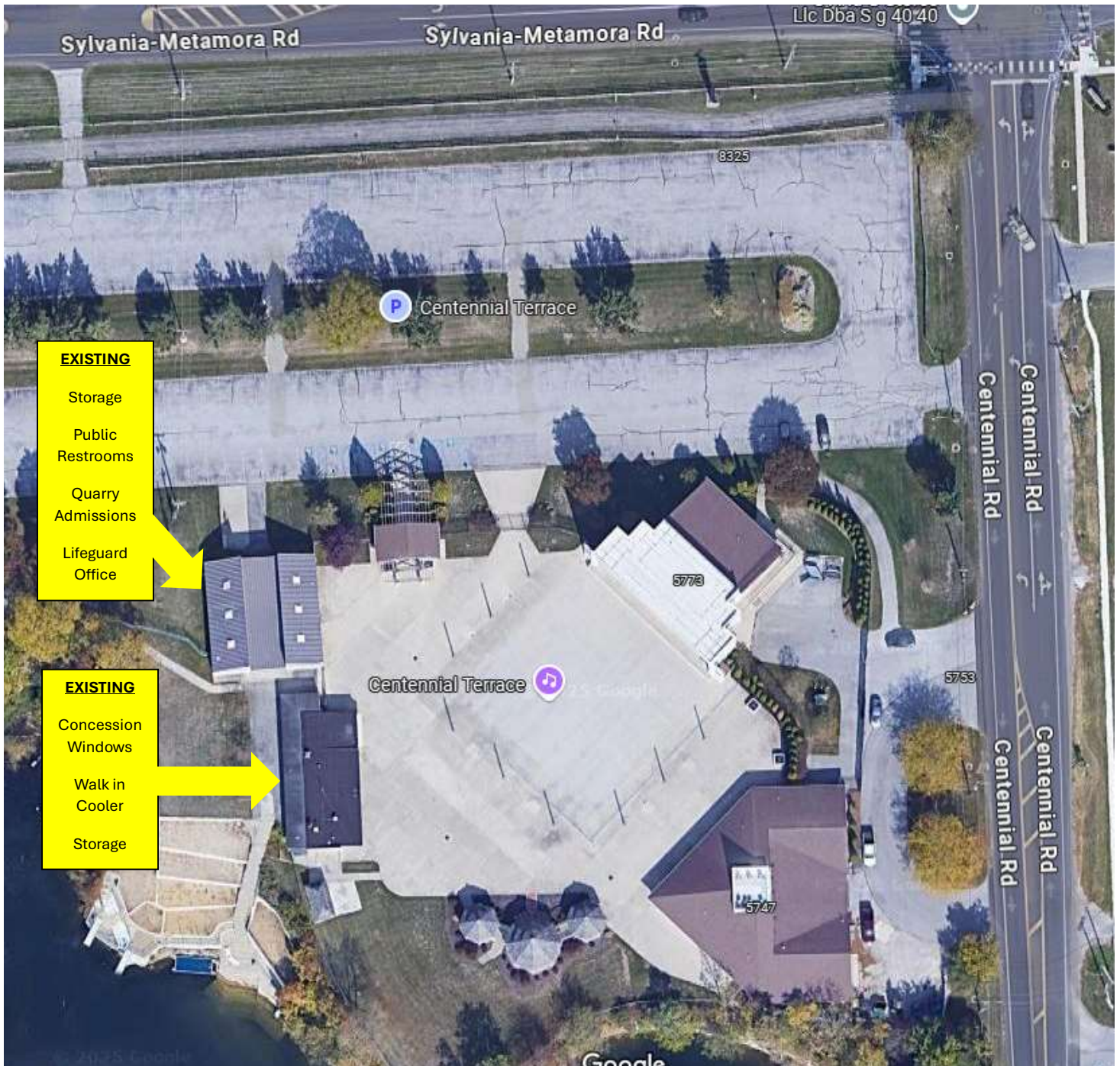


Exhibit C

Pacesetter Project Site Map

