

REQUEST FOR PROPOSALS

For the

Design, Preparation of Bid Specifications, and Project Management for renovations and upgrades in Burbank Park, Warren, OH

Submission Deadline:	September 15, 2023 – 3:00 PM
Submission Location:	City of Warren Attn: Trish Johnston 258 E. Market St., Suite 305 Warren, Ohio 44483

Overview

The City of Warren, Ohio desires to expand and improve the recreational opportunities and visitor experience for its residents by renovating existing amenities and adding to the landscape and overall natural aesthetic of Burbank Park.

The City is issuing a Request for Proposals (RFP) seeking professional services to assist with the design, production of documents, drawings, specifications for bid, and project supervision for the projects listed below.

Renovations:

- Dugouts
- Bleachers
- Concessions
- Restrooms
- Baseball/Softball Fields
- Equipment Shed

Park Additions

- Field Backstops
- LED Lighting
- Security Cameras
- Fencing around existing playground
- Landscaping/Tree Screening

This RFP invites companies to submit proposals, qualifications and references describing their approach and a fee structure within the criteria and scope of work set by the City.

Scope of Work

- Meet with City officials to discuss design concepts, specifications and budget parameters.
- Design, layout, budget, and timeline for construction.
- Develop construction documents, drawings and specifications to present for bid.
- Review and provide input on submitted bids.
- Provide oversight and technical expertise during construction.
- Final inspection of completed projects.

Reservations and Disclaimers

The City, at its sole discretion, reserves the right to:

- supplement, add to, delete from, and/or make amendments to the RFP
- request additional data or information after the submittal date, if such data or information is considered pertinent.
- conduct investigations with respect to the qualifications and experience of each respondent;
- waive any informalities or defects in the submittals
- select the proposal, which, in its sole discretion and judgment, is determined to be in the best interest of the City in accordance with lowest and best price, qualifications and experience, responsiveness to this RFP, and any other factors the City deems relevant.
- reject any and all proposals.

Proposals and all correspondence relating to questions, comments or clarifications of this RFP should be directed to:

Trish Johnston
Community Development Department
258 E. Market St, Suite 305
Warren, Ohio 44481
330 841-2571
tjohnston@warren.org

Schedule

Request for Proposals Issued: Wednesday, August 23, 2023

Deadline for Responses: Friday, September 15, 2023

Contract Award (tentative date): Friday, September 22, 2023

Proposals received are considered public records under Ohio law and subject to disclosure

