REQUEST FOR PROPOSALS
OAKLAND PARK RENOVATION DESIGN

Middletown, Ohio

REQUEST FOR PROPOSALS
LEGAL NOTICE NO. 23-8420-17
CITY OF MIDDLETOWN
DEVELOPMENT SERVICES DEPARTMENT

SUBMITTALS DUE:
MONDAY, JULY 31, 2023 by 3:00PM

For information, contact:
Ashley Combs, Development Services Director
Department of Development Services
ashleyc@cityofmiddletown.org
513-425-7950
### PROPOSAL

**CITY OF MIDDLETOWN, OHIO**

To the Purchasing Agent of the City of Middletown, Ohio, for furnishing during the period of the contract the commodity (commodities) indicated by item numbers in this proposal.

We_________________________________of________________________________________

(COMPANY)

(CITY & STATE)

do hereby declare that we are the only persons interested as principal or otherwise in this proposal; that said proposal is, in all respects, fair and without collusion or fraud and that no person in the employ of the City of Middletown, Ohio, is in any way interested therein.

We do further declare that we have examined the annexed specifications and will contract to furnish and deliver the item(s) mentioned below within _______ calendar days after receipt of award, f.o.b. City of Middletown, Ohio. Legal Notice, Bidder’s Instruction Sheet, Specifications, and Proposal, will be part of any contract awarded.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>TOTAL PRICE</th>
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<tbody>
<tr>
<td>Oakland Park Renovation Design</td>
<td>$ __________</td>
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Terms: ______% discount ______ days, Net _______ days.

*** As delivery and cash discount payments may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

**COMPANY NAME:** ________________________________________________________________

**AUTHORIZED SIGNATURE:** ________________________________________________________

**ADDRESS:** ________________________________________________________________

**CITY/STATE/ZIP:** ________________________________________________________________

**CONTACT PERSON:** ________________________________________________________________

**TELEPHONE NO.:** ____________________________ **FAX NO.:** ____________________________

**DATE:** ____________________________ **E-MAIL:** ____________________________________

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Oakland Park Renovation

Bid# 23-8420-17
LEGAL NOTICE NO. 23-8420-17

Sealed proposals will be received by the City of Middletown, Ohio, in the Purchasing Office, second floor, City Building, One Donham Plaza, until **3:00 p.m., local time, Monday, July 31st, 2023** at which time such proposals will be publicly opened in Conference Room 2C on the second floor of the City Building for the following item:

**OAKLAND PARK RENOVATION DESIGN**

Detailed specifications, proposal forms, and instructions to vendors may be obtained in the Purchasing Office or on the City of Middletown, website, [www.cityofmiddletown.org/bidview](http://www.cityofmiddletown.org/bidview).

KAYLA BATES
PURCHASING AGENT

THE CITY OF MIDDLETOWN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION, HANDICAPPED STATUS, GENDER OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.

PUBLISH: July 3rd, 2023
July 3rd, 2023
VENDOR’S INSTRUCTION SHEET

Pursuant to Legal Notice No. 23-8420-17, sealed proposals, properly endorsed with proposal reference number on the envelope, will be received at the Purchasing Office, in the City Building, One Donham Plaza, City of Middletown, Ohio, until 3:00 p.m., local time, Monday, July 31st, 2023, for furnishing the item in the notice.

All proposals must be made on forms provided for each item and must be in conformity with this notice. Proposals shall be returned with the notice, proposal form, and specifications intact.

No proposal may be withdrawn after it has been deposited with the Purchasing Agent of the City. Proposal forms and specifications for each item may be secured at the Purchasing Office, City Building, One Donham Plaza, City of Middletown, Ohio or on the City of Middletown website, www.cityofmiddletown.org/bidview.

All proposals containing quotes not asked for or which are otherwise not in conformity with this notice, may be considered invalid and may be rejected. Each vendor will be required to state in their proposal, their name and place of residence, and the names of members interested with them. In case of a corporation, only the names of the President and Secretary need to be given.

The right to reject any and all proposals is reserved by the City of Middletown. Informalities may be waived at the option of the City Council.

NICOLE CONDREY
Mayor
CITY OF MIDDLETOWN AFFIDAVIT
DELINQUENT PERSONAL PROPERTY TAX

STATE OF OHIO, COUNTY OF ______________, SS

______________________________________, being first duly sworn says that he/she is the
________________________________ of ________________________________, which company is
submitting a bid to the City of Middletown for ________________________________
on _________________________.
(date)

Affiant says that no personal property taxes are currently due to BUTLER/WARREN County,
Ohio, as of the date of said bid.

________________________________________________________
(Signature)

SWORN TO AND SUBSCRIBED before me, a notary public this _____________ day of
______________, 20____.

________________________________________________________
Notary Public

My commission expires _________________________________, 20____.

(ORC 5719.042)
STATE OF OHIO, COUNTY OF _______________, SS

___________________________________________ being first duly sworn says that he/she is
related by blood or marriage to the following City of Middletown officials or employees

__________________________________________________________.

(If none, write in “none”)

Affiant further states that he/she knows of no person in his/her company who is related by
blood or marriage to any City of Middletown official or employee, except the following:

<table>
<thead>
<tr>
<th>Name of Company Person</th>
<th>Relationship</th>
<th>City Official or Employee</th>
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<tbody>
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</tbody>
</table>

(If none, write “no exception”)

Further affiant saith not.

___________________________________________
(Signature)

___________________________________________
(Title & Company Name)

___________________________________________
(Address)

SWORN TO AND SUBSCRIBED before me, a notary public this _____________ day of
_______________, 20____.

___________________________________________
Notary Public

My commission expires __________________________, 20____.
GENERAL CONDITIONS

1. The City Manager reserves the right to reject any or all bids, and unless otherwise specified by the bidder, to accept any item in the bid. In case of error in extending the total amount of the bid the unit prices will govern.

2. Unless otherwise stated in the bid by the bidder, time, in connection with discount offered, will be computed from date of delivery of the supplies or services to carrier when final inspection and acceptance are at a point of origin, or from date of delivery and acceptance at destination when final inspection and acceptance are at this point, or from date correct bill or claim voucher properly certified by the contractor is received if the latter date is later than the date of delivery and acceptance.

3. In case of default by the bidder or contractor, the City of Middletown may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

4. Prices should be stated in units of quantity specified.

5. Prices quoted unless otherwise stated by bidder, will be considered as being based on delivery to destination as designated and to include any charges for packing, crating, containers, etc. and being in strict accordance with specifications as shown.

6. Wherever a reference is made in the specification or in describing the material, supplies, or services required, of a particular trade name, manufacturers’ catalog or model number, the bidder, if awarded a contract will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal by the bidder.

7. The bidder, if awarded an order or contract, agrees to protect, defend, and save harmless the City against any demand for payment for use of any patented material, process, article, or device, that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his servants, or agents.

8. Samples, when requested, must be furnished free of expense prior to the opening of bids and, if not destroyed, will, upon request, be returned at the bidder’s expense.

INSTRUCTIONS TO BIDDERS

1. Each bid must be signed by the bidder with his usual signature. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature of a person authorized to bind in this matter.

2. Proposals, to receive consideration, must be received prior to the specified time of closing as designated in the invitation.

3. Envelopes must be sealed when submitted.

4. Separate proposals must be submitted on each reference number.

5. Proposals having any erasures or corrections thereon will be rejected unless explained or noted over the signature of the bidder.

6. Bidders may submit proposals on any one or group of items, provided, however, that the unit price is shown as requested.

7. References in the specification or in describing the material, supplies, or services required, of a particular trade name, manufacturers’ catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type of material or supplies or nature of the work desired.

They should not be construed as excluding proposals on other types of materials and supplies or of performing the work in a manner other than specified.

However, the bidder’s attention is called to paragraph six of the General Conditions as shown above, which must be strictly adhered to.

8. Proposals should be mailed or delivered to the City Purchasing Office, second floor, City Building, One Donham Plaza, Middletown, OH 45042.
REQUEST FOR PROPOSALS:
The City of Middletown Department of Development Services is seeking well-qualified individuals, firms, and/or other qualified vendors to develop detailed design plans for the renovation of the City’s Oakland Park. This contract will require ongoing engagement with the City's Natural Resource Coordinator, Park Board and City Council.

BACKGROUND:
The City of Middletown has a total of 38 neighborhood parks that total 342 acres. The City has been hard at work planning for its future and looking specifically at strategic downtown development, housing, and transportation. In May of 2020, the City began the process of developing a master plan for the City of Middletown Parks which coordinates with those planning efforts. The Parks Master Plan identifies and incorporates critical synergies for maximum benefit and helps map Middletown's course for developing the recreational benefits residents and businesses want. The Master Plan was formally adopted by the Middletown City Council on December 21st, 2021. Since the Master Plan's adoption, park upgrades have been completed, but an entire park renovation has not been undertaken.

In recent years, the City’s Oakland Neighborhood has been a focus for revitalization efforts. In March 2023, the Oakland Neighborhood was officially designated as a historic district on the National Park Service’s National Register of Historic Places. The City is investing resources to create a successful marketable Oakland neighborhood that will attract first time homebuyers, empty nesters, and those who want to support and enjoy downtown local businesses, restaurants, the arts, and other quality of life amenities. The aim for this neighborhood is to expand its pedestrian amenities.

The vision for the Oakland Neighborhood is a thriving revitalized residential area that is near downtown. Revitalization in this neighborhood is focused on key redevelopment opportunities that include: infrastructure improvements, wayfinding, safety and lighting, walkability, cultural assets, infill housing, the Vail School Site, the Carnegie Library, and the City’s Oakland Park.

Oakland Park is a total of 1.41 acres and is located in the heart of the Oakland Neighborhood. The Park Master Plan identifies Oakland Park as having significant wear, damage, and a need for repairs. The play structures are a safety concern and have been located in the park for over 25 years; they continue to age, fade, and rust. The park also features basketball courts, picnic tables and benches that are also in disrepair and need of upgrades.

Issues the City wants to see addressed with the Oakland Park renovation needs to address challenges and opportunities including: safety & accessibility, playground updates/enhancements, optimize sport courts and fields, community gathering space for programming, internal circulation system, integrate public art and/or interpretive features, variety of landscape enhancements, and potential support facilities (e.g. shelters, stages/flex space). This renovation should also work towards strengthening the overall character of the park and the City's parks system by including standardized amenities and park characteristics identified in the Parks Master Plan.
Below is a concept drawing that was created for Oakland Park in 2018 and information about the park and parks system from the Parks Master Plan.

PARKS MASTER PLAN:
https://www.cityofmiddletown.org/559/The-Plan

LEGEND
N1 Damon Park
N2 Dowling Park
N3 Flemming Park
N4 Gardner Park
N5 Gleadell Park
N6 Maple Park
N7 Miami Park
N8 Oakland Park
N9 Old South Park
N10 Sherman Park
N11 Sunset Park
N12 Yankee Park
Oakland Park Renovation

Bid# 23-8420-17

OAKLAND PARK

LOCATION: SE corner Baltimore Street & Fairmount Avenue, 45044
SIZE: 1.41 acres
CLASSIFICATION/TYPOLGY: Neighborhood Park

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>CHARACTER</th>
<th>CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>FAIR</td>
<td>GOOD</td>
</tr>
<tr>
<td>Pavement</td>
<td>Concrete sidewalks, Concrete plaza (heaving)</td>
<td>FAIR</td>
</tr>
<tr>
<td>Landscape</td>
<td>Lawn and trees</td>
<td>GOOD</td>
</tr>
<tr>
<td>Play Structures</td>
<td>25 years old - aging/fading/ rusting; Wood Chip Surface</td>
<td>FAIR</td>
</tr>
<tr>
<td>Safety</td>
<td>Fair, surrounded by low density residential and vacant lots</td>
<td>FAIR</td>
</tr>
<tr>
<td>Security</td>
<td>No lighting</td>
<td>NA</td>
</tr>
</tbody>
</table>

FEATURES & AMENITIES
Basketball Courts; Miscellaneous Court; Playground; Picnic Tables; Benches; Trash Receptacle; Drinking Fountain

CONNECTIVITY & ACCESSIBILITY

There are perimeter sidewalks along Fairmount Avenue and Baltimore Street that connect Oakland Park to the adjacent neighborhood with access to public transportation (bus stop) on Baltimore St. There is available street parking but no access to trails. There is an informal pedestrian path/cut-through from the Baltimore/Fairmount intersection, through the basketball courts and field, to the adjacent alley connecting to Woodlawn Ave. Park facilities/amenities are connected by an internal path but its condition limits ADA accessibility. There are no ADA accessible site amenities.
PROJECTED TIMELINE:
- Request for Proposal Submittal Deadline: JULY 31, 2023
- Selection Process/Interviews: AUGUST 2023
- Anticipated Work Start Date: TBD

CONTENT OF PROPOSAL:
Cover Letter
  a. Include a cover letter introducing the responding company or team of companies and briefly describe your proposal. Include contact person’s name, email address, mailing address, and phone number.

b. Project Understanding
  a. Briefly describe your understanding of the project and the City’s goals.

c. Development Team and Management Structure
  a. Proposed project team and qualifications, including an organization chart identifying all key project team members and demonstration that each team member is qualified to perform the assigned role and tasks.

d. Qualifications/Similar Project Examples
  a. Provide information on similar or relevant projects that the each of the responding firms have executed. Include graphic representation of the work. Links to project examples are encouraged.
e. References
   a. Provide a minimum of three client references that may be contacted for verification of the respondent’s work history and qualifications. Provide names, telephone numbers, and email addresses for each reference.

f. Estimated Project Timeline
   a. Describe the timeframe required to complete all work described in your proposal. The City expects to receive plans for review by end of year.

g. Estimated Project Cost
   a. A work plan with cost schedule (including an hourly fee schedule) which will clearly show costs of the various elements/tasks of the project during the contract period resulting in a total lump sum fixed fee for the services during the contract period.

**SUBMITTAL REQUIREMENTS:**
An original proposal and three (3) copies shall be submitted.

Documents must be in a clear legible 12-point font and 8.5x11 inch format. Incomplete submittals may not be considered. Late Responses will not be considered. Respondents must adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals. Respondents will not be considered if they have an unsatisfactory prior performance record with the City of Middletown or other agencies. Further, respondents that are not in good financial standing with any City department at the time of submittal will not be considered.

**QUALIFICATION PROCESS:**
A Selection Committee consisting of City staff will review proposals based on the City’s objectives and goals for the project. Once a proposal has been accepted City staff will make a recommendation to the Middletown City Council.

The City of Middletown reserves the right to reject any or all proposals, to waive technicalities, informalities, or irregularities, to request clarification, and to accept any proposal deemed to be in the best interest of the City of Middletown.

In addition, the City reserves the right to request additional information from respondents to this RFP; to make any change necessary to ensure that this RFP is consistent with local, Federal, and State procurement procedures; and to elect to negotiate fees or other contract issues with the selected firm before recommending execution of a contract(s). If a satisfactory agreement cannot be reached within 10 business days, the City may elect to enter negotiations with another qualified respondent to this RFP. All proposals must be received no later than 3:00 p.m. EST Monday, July 31, 2023. Proposals may be submitted to Attention: Kayla Bates, Purchasing Office, Second floor, City Building, One Donham Plaza, Middletown, OH, 45042. No electronic submissions will be accepted.

For inquiries:
Ashley Combs, Development Services Director, ashleyc@cityofmiddletown.org or 513-425-7950

Kayla Bates, Purchasing Agent, kaylac@cityofmiddletown.org or 513-425-7832