

REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL DESIGN SERVICES
RFQ: 01-2026-RFQ West Chase Park

Issue Date: October 12, 2026
Due Date: October 23, 2026

TOWNSHIP OVERVIEW

Brunswick Hills Township, Medina County (“BHT”) was established in 1960. The mission of the township is “Brunswick Hills Township strives to provide the best services and maintain the high quality of life in the most cost-effective manner. The Trustees believe it is important to be sensitive to the needs of the community. It is our endeavor to be creative and innovative when planning for the needs of our residents. We believe in sound fiscal accountability, protection of life, health and property. We believe we should keep the public informed and continually provide essential information. Our stated goals are to assist our residents to improve our quality of life that can be maintained by cooperative efforts with federal, state, and local entities. Through a shared vision for the future, we can preserve the natural resources while addressing the agriculture, industrial, and residential needs of our community.

The district’s primary funding sources are property taxes that are levied on the real property inside the township boundaries.

The township is governed by a three-person board of trustees that is elected by the residents of Brunswick Hills Township, Medina County.

PROJECT BACKGROUND

BHT is seeking a qualified design firm to provide professional design services in accordance with Ohio Revised Code Sections 153.65 through 153.71, for the creation of a public park.

BHT has approximately 10 acres of land off Ohio State Route 303. The Township was granted this land as part of the development of the West Chase development. The land does have a deed on the property that allows the land to be developed for “public recreation purposes those open to the public and operated on a not-for-profit basis”.

The land is currently undeveloped with grassland and trees. The township also has Ohio Department of Natural Resources “ODNR” grant money to assist with the development of the land into a public park.

SCOPE OF SERVICE

- A. Professional Design services are needed to construct public amenities within the site including but not limited to:
- accessible paved trails
 - roadways
 - minimum of 13 parking spaces
 - picnic areas
 - grass hiking paths
 - boardwalks
 - Pavilion
 - native prairie
- B. Design a trail that will circle a native plant prairie, curve through the woods, and possibly a boardwalk near or over a retention pond
- C. Evaluate the existing site conditions and incorporate natural and environmental features into the design
- D. Coordinate, with the assistance of township staff, with all governing and permitting bodies and submit all necessary permit applications on behalf of the Township
- E. Prepare all required conceptual, design development, bid-ready, and final construction documents, including technical specifications, in coordination with township staff

PROJECT LOCATION

The project site is located on property owned by BHT on State Route 303 in Brunswick Hills Township, Ohio. Site improvements will be constructed on parcel 001-02A-30-078. Maps of the property and project concept are attached as part of Exhibit A.

PROJECT SCHEDULE (SUBJECT TO CHANGE)

RFQ Process	Oct. 2026 – Dec. 2026
Design Professional Selection	Dec. 2026
Design Kick-Off	Jan. 2027
30% Design Review	March 2027
60% Design Review	April 2027
90 % of Construction Drawings	May 2027
Permitting Preparations/Bid Docs	May 2027

STATEMENT OF QUALIFICATIONS

Each Statement of Qualifications should contain the following information.

1. General Firm Information
 - a. Name, address, brief history and philosophy of your firm
 - b. Description of your firm's related experience and background with specific

- examples of projects similar in type to those listed in Scope of Work and Project Delivery
- c. Description of your firm's experience working with permit agencies, including, but not limited to, Medina County Engineer's Office, local zoning commissions, stormwater management, Ohio EPA, U.S. Army Corps of Engineers
 - d. Company overview, resumes, and professional registration information of staff members who may be assigned to the project
 - e. Bonding/insurance certificate, including evidence of capacity to provide bonding and copy of certificate of insurance evidencing the firm's current limits of liability for commercial general liability, business automobile liability, and professional liability insurance not less than \$1,000,000 per occurrence
 - f. List of sub-consultants planned to be utilized for the project (i.e., geotechnical engineer, environmental engineer, biologist, hydrologist, surveyor, landscape architect, etc.); please be sure all proposed design disciplines of the team are included
 - g. Three to five professional references for projects that are comparable to those listed in Scope of Work
2. Project Specific Information
- a. Project experience similar in nature to the project outlined in the Scope of Work
 - b. Provide an outline of the project team and organization including resumes for the project manager and key staff
 - c. Outline of design project delivery experience, including experience with public entities in relevant design projects
3. Conditions
- a. Please describe the firm's experience, if any, working with publicly funded capital improvement projects.
4. Statement of Interest
- a. Describe the firm's reason for interest in this project, anticipated value to the project, and innovative ideas it brings to the project.

EVALUATION PROCESS

1. Each firm responding to this Request for Qualifications will be evaluated based upon the firm's qualifications, the experience of the proposed design professional of-record, and sub-contractors identified as the firm's proposed team for the Project. After evaluating the responses to this Request for Qualifications, Brunswick Hills Township will rank no fewer than three firms that it considers to be most qualified, except if Brunswick Hills Township determines in writing that fewer than three firms are qualified, it will only select and rank those firms.
2. Interviews. In addition to submitting a response to the Request for Qualifications, the ranked firms may be interviewed by Brunswick Hills Township. The purpose of the interview will be to meet the proposed project team, become familiar with key personnel, and understand the project approach and ability to meet Brunswick Hills

- Township's stated objectives for the project. Please be prepared to discuss the specificity of your firm's capacity to conduct the services in compliance with Brunswick Hills Township's timetable.
3. Selection of Design Firm. Brunswick Hills Township shall enter into contract negotiations with the team/firm ranked most be qualified to perform the required service. Upon negotiation of contract terms, an agreement shall be entered into in writing between Brunswick Hills Township and the firm chosen.
 4. Selection Schedule (subject to change following RFQ submission deadline).

October 12, 2026	RFQ issued
October 23, 2026 (12:00pm)	Deadline for Submitting Qualifications
October 26, 2026	BHT Review of Qualifications (Start)
October 30, 2026	BHT Review of Qualifications (End)
November 2, 2026	Ranked Firms Interviews (Start)
November 6, 2026	Ranked Firms Interviews (End)
November 10, 2026	Negotiations Start
December 4, 2026	Negotiations End
December 8, 2026	Trustee Approval
November 24, 2026	Contract Execution

INSTRUCTIONS FOR SUBMISSIONS

1. Submission. Three hard copies and one electronic copy (emailed to jriffle@brunswickhillstwp.org) of the qualification statement must be submitted by **12 p.m. on October 23, 2026**. Responses must be addressed to: Julie Riffle, Township Administrator, 1918 Pearl Road, Brunswick, Ohio 44212.
2. Communications. All submissions must be submitted to the person identified in Section 1 above. No communication related to the Request for Qualifications may be directed to any other Brunswick Hills Township staff member.
3. Cancellation; Rejection. Brunswick Hills Township reserves the right to cancel at any time and for any reason this Request for Qualifications and to reject all qualification statements. Brunswick Hills Township shall have no liability to any proposer arising out of such cancellation or rejection. Brunswick Hills Township reserves the right to waive any informalities or minor irregularities; reject any and all statements that are incomplete, conditional, or obscure; and/or accept or reject any and all proposals with or without cause.
4. Costs. Brunswick Hills Township assumes no responsibility for costs incurred in the preparation, presentation, or submission of qualification statements.
5. Amendments to Request for Qualifications. At its discretion, Brunswick Hills Township may amend this Request for Qualifications at any time prior to the deadline for receipt of qualifications statements and distribute the amendments to all firms on record with Brunswick Hills Township as having requested or been furnished a copy of these Requests for Qualifications.

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EXHIBIT A



