



January 10, 2018

## Invitation to Submit Qualifications

Centerville-Washington Park District (CWPD) is in search of a design firm that can assist with the development and implementation of a comprehensive master plan for **Bill Yeck Park**. Bill Yeck Park is classified as a Nature Park and is the largest of all 50 parks currently owned and maintained by the CWPD. If your firm would be interested in being considered for a contract to provide the required services, please reply with a statement of qualifications no later than **Friday, February 2, 2018, 4:30PM**. Statements received after this date and time will not be considered for this project.

The preliminary project description and evaluation criteria are as follows:

- **Project Name:** Centerville-Washington Park District- Bill Yeck Park Master Plan
- **Project Location:** Smith House Entrance, 2230 E. Centerville Station Rd.

**Project Description:** CWPD currently owns and maintains 50 parks that serve the residents of the City of Centerville, OH and Washington Township, Oh, for a total population of approximately 60 thousand.

Bill Yeck Park is a 231-acre natural area along 1.75 miles of Sugar Creek. The park is treasured by hikers, bird watchers and nature enthusiasts. It harbors many rare species of plant life, providing a home to a variety of animals in every season. Fossils from the Ordovician period can be found in Sugar Creek, which flows through the park. The park connects with other parks and wildlife areas creating a large corridor of green space that extends from St. Leonard Center to the Little Miami River. This unbroken wooded area makes the park's wildlife abundant and varied. Other unique features found within the park include a historic home, tri-centennial time trail, wetlands, restored native prairies habitats, and active apiary.

Goal of this project is to evaluate the parks habitats and trails to create a **New Park Master Plan** with sustainable trail systems. Determine areas of the park that need improvement or re-routed trails if necessary. We have recently improved a neighboring community park, Forest Field Park, and these improvements should be shown on the New Park Master Plan. A map of Forest Field Park and Bill Yeck Park are attached.

### Scope of Services to include:

- Evaluation of all existing park amenities, features, opportunities, and habitats.
- A comprehensive biological inventory of plant and animal populations.
- Public Engagement- Identify user groups, both public and staff, and intended uses of the park.
- Develop a sustainable trail system using National Trail Builders Association (NTBA) design standards and practices.
- Provide conceptual ideas for the development of Mountain Bike opportunities in the park.
- Develop wayfinding and interpretive signage using CWPD branding standards.

- Develop estimates for future design, engineering and construction cost of the completed master plan.
- Address streambank erosion concerns throughout the park.

**Proposals should include the following information for evaluation:**

- Information regarding the firm's history and experience of key personnel
- Technical expertise of the firm's staff, especially as it relates to the scope of this project.
- Brief history of previous work performed for Centerville-Washington Park District.
- Names of lead staff that will be working on this project (attach resume).
- A complete list of projects, with contacts, of similar scope completed within the past 10 years.
- Additional information that details a firm's knowledge and experience as it relates to the scope.

Proposals should be submitted electronically to Mr. Nick Meyer, Planning and Project Manager, [nmeyer@cwpc.org](mailto:nmeyer@cwpc.org)

**Submittal Deadline: 4:30PM, Friday, February 2, 2018**