



REQUEST FOR QUALIFICATIONS – SUNSET DRIVE DEVELOPMENT  
COPLEY TOWNSHIP





## INTRODUCTION AND PROJECT BACKGROUND

Copley Township is a political subdivision in Summit County, Ohio with a population of 17,360 (2010 Census). It is a full-service township with Fire/EMS, Police, Road Department, Planning, and Zoning. The township employs 114 people both full and part-time in addition to a Zoning Commission, Board of Zoning Appeals and an Architectural Review Board.

Sunset Drive is approximately 785 feet of dedicated roadway that has not been brought up to public specifications. Along Sunset Drive located at 1280 Sunset Drive is the Copley Police Department surrounded by approximately 6 acres of additional Township owned property. A portion of this land is expected to be the future location of a joint police and fire safety facility. Prior to the development of this facility, the Township has agreed to improve the roadway, construct centralized utility services, and reutilize land under the Township's possession to best suited for future development along these improvements.

Copley Township is seeking qualified firms to evaluate and plan for the design and utilization of Sunset Drive and surrounding land under Township ownership. The Township has elected to improve and extend Sunset Drive to meet public road specifications northeast to connect to Cleveland-Massillon Road. As a result of these improvements, all necessary infrastructure must be planned for and designed (Water, Sewer, Stormwater).

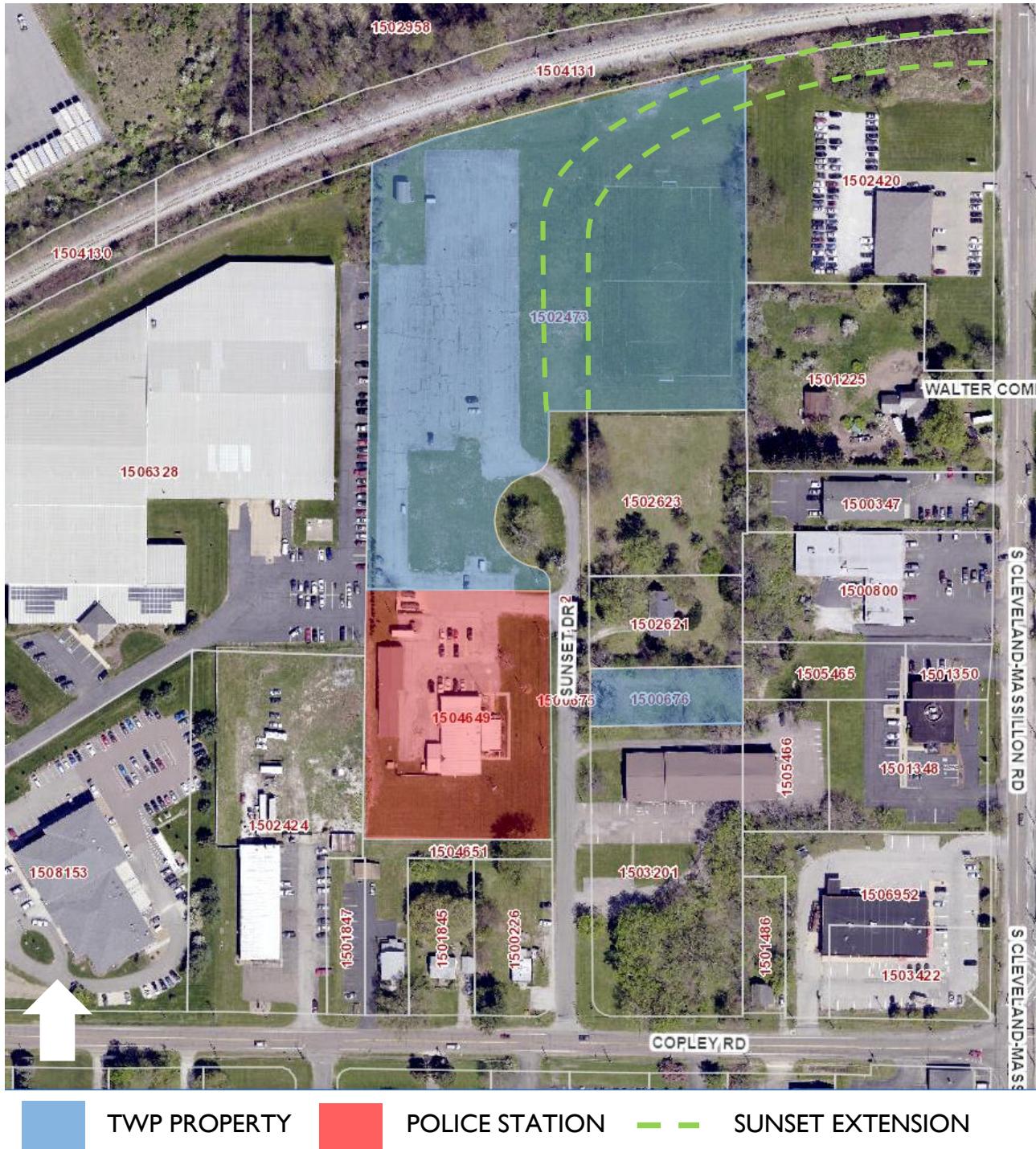
Estimated cost of improvements to date: \$3,000,000.

## SUBMITTAL AND CONTACT

**All interested parties must provide 1 paper and 1 digital copy to the contact and address below by 4:00 PM on Friday, September 18th to be considered for selection.**

Janice Marshall  
Township Administrator  
1540 S. Cleveland-Massillon Road, Copley, OH 44321  
[jmarshall@copley.oh.us](mailto:jmarshall@copley.oh.us)  
(330) 666-1853

## LOCATION MAPS



# SCOPE OF SERVICES

1. Due Diligence/Site Investigation
2. Preliminary Development Plan
  - a. A preliminary plan to evaluate reorganization and subdivision of Township owned property along the improved roadway. Consideration must be given to the future location of the Safety Facility as well the most effective layout of the remaining acreage.
  - b. Planning and design should take into consideration not only roadway and properties owned by Copley Township, but all parcels along Sunset Drive and in proximity for potential impacts as a result of these improvements as relates to utility expansion and storm water.
  - c. Stakeholder meetings as necessary with adjacent properties owners interested in the planning process.
3. Final Development Plan/Plat
  - a. A final plat dedicating the additional road right-of-way and subdivision of lots as approved in the preliminary development plan.
4. Detailed Design
  - a. Detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
  - b. Plans will include improvement and extension of Sunset Drive and subsequent infrastructure improvements, included but not limited to: water, sewer and storm water facilities.
5. Preparation of Necessary Bid Documents for Construction
  - a. Help with selection of construction firms which should be given an opportunity to bid on the project based upon their reputation for quality, their experience, their reputation for on time and on budget performance, and their financial credibility.
  - b. Review of the bids to assess the relative merits of each one and assist the Township in awarding the contract.
6. Obtaining Necessary Permits and Approvals
  - a. Assistance where and when necessary, with the government approval process both at the state, local, federal level as needed.

# QUALIFICATION SUBMITTAL

## **Project Approach**

Please provide a project approach limited to two pages devoted to project understanding, schedule, scope, and presentation of key issues.

## **Prequalifications Necessary**

- Ohio Department of Transportation (List services qualified under)
- Roadway Lighting Design

## **Personnel**

- List the professional and support positions and number of personnel in each position
- Provide an organizational chart, including resumes of all personnel who will be committed to this project.
- Provide specific information as to their experience on projects similar to this one.
- For the project manager and project engineer identified as part of the project team, provide the name and phone number of two (three, four, your call) clients with whom the engineer has worked on a similar building project.
- List professional consultants outside your firm you propose to provide services not available in your firm. Provide specific information documenting their work on similar projects.

## **Engineering Services**

- Provide a current workload list of clients.
- Provide information on how you would accommodate this project with your current workload.
- Describe in detail the process you will follow from schematic approval through approval of the final design.
- Outline the design schedule you will implement to meet the expected construction and occupancy dates. Describe the methods you will use to maintain this schedule.
- Describe the types of problems you have encountered on similar projects and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.

## **Construction Costs**

- Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
- List the steps in your standard change order procedure.

## **Special Design Concerns**

- Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
- Efficient energy usage is a concern of the Township. Describe how your firm incorporates this aspect of design into its work. Provide examples.

### **Legal Concerns**

- Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company.
- Explain your General Liability Insurance coverage.
- Explain your Professional Liability Insurance coverage.

### **Fees**

Provide information on your billing practices (i.e., lump sum, hourly rate, other), including reimbursable cost categories.

### **Format**

Submittal shall be no greater than 10 pages in length with project approach devoted to a maximum of two pages.

## **TIMELINE**

**Statements Due:** September 18, 2020

**Consultant Selections:** October 2020

**Kick-Off Meeting:** November 2020

**Final Engineering Complete:** February-March **2021**

**Project Begin Date:** May **2021**

**Project Completion Date:** November **2021**

## **CONTACT**

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