



## Huron Waterfront Parks Plan – REQUEST FOR QUALIFICATIONS FOR PARK PLANNING SERVICES

The City of Huron, Ohio in Erie County, Ohio is accepting qualifications for a one-time contract to perform certain professional planning services (consulting) work for a Waterfront Parks Plan along a historic coastal waterfront corridor.

### PROJECT CONTACT:

Erik Engle  
Planning Director  
City of Huron, Ohio

417 Main Street  
Huron, OH 44839  
[erik.Engle@huronohio.us](mailto:erik.Engle@huronohio.us)  
Phone: 419-433-5000 ext. 1301

### SUBMISSION DEADLINE:

Friday, November 24, 2023

Please submit all quotes to the Clerk of Council – [terri.welkener@huronohio.us](mailto:terri.welkener@huronohio.us)

## SECTION 1. BACKGROUND SUMMARY AND PROJECT REQUIREMENTS

The City of Huron, located in Erie County, Ohio, is a small-town community with a population of roughly 6,945. The City of Huron is located on the southern-most point of Lake Erie, midway between Cleveland and Toledo, Ohio. Huron is in the middle of what is considered the Lake Erie Shores and Islands tourism area, which boasts sandy beaches, fertile fishing grounds, walking and birding trails, breweries and wineries, recreational water sports, historical landmarks, and the nation's top-rated amusement park (Cedar Point). Huron has been a vacation destination since the late 19th century. As a resort-style community, the city offers an abundance of recreational opportunities including fishing, boating, birding, sandy beaches, and miles of recreational trails. Even as its popularity as a summer getaway is growing, Huron is increasingly becoming a sought-after place to live year-round. Full-time residents praise Huron's quality of life, close-knit atmosphere, and excellent schools, as well as many projects constructed for the benefit of the community. For example, the Huron Boat Basin and Amphitheater, the focal point of the downtown, is constantly touted as one of the best public venues in the area. Lake Erie Living has regularly donned it the best live music venue in the region. The Park has both a public marina and an outdoor amphitheater, which hosts concerts, events, and movies throughout the summer. The space is home to various community events and festivals throughout the summer including the Boppin' on the Basin concert series, along with movie nights and a full slate of food and arts festivals. Just west of town, Cedar Point draws nearly 3.5 million visitors a year to enjoy its many features.

Among the city's greatest assets are its public park spaces. The city boasts eight (8) designated public park areas within its 7.91 sq. mi. footprint. In an effort to maximize coastal resources, the City of Huron seeks a qualified consultant to lead a planning process pursuant to Huron's Vision 2020 Master/Action Plans.

Huron's Vision 2020 Master Plan outlines limited access to waterfront amenities and a specific challenge is a lack of connectivity between coastal green spaces. As a way to expand on Main Street access initiatives set in both the Vision 2020 Master Plan and Vision 2020 Action Plan, the city seeks professional services for coastal planning efforts to upgrade Lake Front Beach, strategize connectivity to/from the Public Works Beach to Lake Front Park and Centennial Park/Main Street Beach, consider potential low-impact multi-use path tie in to proposed and existing linkages along Hahn Creek, and consider built and/or program enhancements to fully activate all park spaces, especially the Centennial Park/Main Street Beach amenity which serves as the terminus of Main Street. All three waterfront parks are located along the historic core of Huron's oldest neighborhoods: Old Plat and Downtown. For location reference, please see the attached diagram exhibit. Since there is already an existing 7'-0" sidewalk down Main Street, newly proposed ADA compliant paths should be considered. The scope is further defined by natural habitat restoration and enhancements along the Lake Front Park beach area, which supports the city's mission to protect and preserve these natural, historic resources and surrounding environs. Access and nearshore habitat enhancements will be key components explored through the planning process with ample public participation feedback outlined in a supplemental appendix within the final planning document. Public participation strategies will be implemented in order to engage Huron residents and stakeholders at-large to vet the best design solutions possible. Engagement methods will include, at a minimum, in-person presentations, public comment periods, and online social media forums.

Expected impacts on public access will be significantly positive in furthering city efforts to seamlessly connect its public spaces in an inclusive manner. Incorporating ADA compliant paths along Wall Street and through the Public Works site will only enhance the user experience and improve their perception of the public realm. Likewise, the exploration and implementation of nearshore habitat restoration will not only improve the natural environmental systems at play, but also aesthetically enhance the historic and cultural significance of the surrounding neighborhoods, increasing pride and morale throughout the community. Overall, the impacts will be substantial and ultimately support the goals of the city to preserve and celebrate access to the water, foster an inclusive and diverse environment, and exemplify equity in access to its treasured waterfront amenities.

The expected timeframe for this study should be completed within six to twelve (6-12) months.

Task Outcome:

1. Final Planning Document
  - a. Plans will highlight nearshore habitat restoration/enhancements
  - b. Direct ADA access to Lake Front Park Beach and other waterfront green spaces.
  - c. Connectivity linkages with ADA access between Lake Front Park, Centennial Park/Main Street Beach, and Public Works Beachfront.
  - d. Green space enhancements along the right-of-way, including underutilized park-space zones.
  - e. Habitat restoration and environmental conservation best practices.
  - f. Consideration of direct tie in with future phases of the Route 6 multi-use path proposal.
  - g. Land use considerations for public spaces, especially Centennial Park/Main Street Beach.
2. Public Participation
  - a. Plan will include public outreach and participation regarding amenities and enhancements the public would like to see.

## SECTION 2. SUBMISSION DEADLINE AND CONTRACT REQUIREMENTS

### Scope of Services

All deliverables are expected to be expedited, as practical. Work under the anticipated contract or contracts may include, but is not limited to, the following:

Required professional services:

1. provide certified professional services necessary to complete the Waterfront Parks Plan.
2. provide the city with alternative design solutions related to coastal planning, park programming, connectivity, environmental nearshore enhancement strategies, and best land use considerations.
3. provide the city with environmental analyses and maintenance mitigation strategies.
4. provide the city with short- and long-term work programs to complete recommended enhancements.

5. provide cost/financial feasibility analyses and recommendations needed to carry out the plan work program.

Required public meetings:

1. Steering Committee (x4 minimum)
2. Huron Joint Recreation District (x2 minimum)
3. Huron City Council (x3 minimum)

Required deliverables:

1. Community survey
2. Final coastal plan document that minimally outlines the following:
  - a. Existing Conditions
  - b. Visioning
  - c. Goals and Objectives
  - d. Needs Analysis
  - e. Alternative Scenarios
  - f. Plans and Policies
  - g. Strategies and Actions
  - h. Project Prioritization
  - i. Financial Work Program (short and long-term cost estimates)
3. Public participation technical report (to be included in final planning document)

**Last Call for Questions:**

Friday, November 17, 2023

1. All questions MUST be submitted in writing to Erik Engle, Planning Director.

**Submission Deadline:**

Friday, November 24, 2023

### SECTION 3. PRICING DETAILS

The City of Huron estimates this will be an approximate 6- to 12- month-long planning exercise. The city requires all applicants provide a preliminary cost estimate for the scope of services listed in Section 2.

## SECTION 4. SELECTION TIMELINE

### Tentative Selection Schedule

- November 24, 2023 Qualification packets due to the City of Huron
- December 01, 2023 Notification of Shortlist Firms
- December 08, 2023 Interview up to four (4) firms, if deemed necessary
- December 15, 2023 Notify all firms of selection
- December 29, 2023 Deadline to finalize Scope of Services and contracts
- January 05, 2024 Contract approval by City

## SECTION 5. SUBMITTAL REQUIREMENTS

### Requirements for Consideration

1. A letter of interest describing the types of professional services being offered.
2. A Statement of Qualifications (SOQ) following the outline below.
3. Qualifications will be measured against the Scoring Criteria following this section. Interested firms are encouraged to provide documentation addressing elements of the scoring criteria as it relates to their SOQ.

### Statement of Qualifications

1. Firm identification and background information
2. Qualifications and experience of the firm
  - a. Provide a concise history of the firm.
  - b. Provide an overview of the firm's general capabilities.
  - c. Include a description of the firm's resources, including staff, equipment and capital available for project use and deployment.
  - d. Demonstrate experience in working on coastal management plans.
  - e. Describe experience with public engagement processes/general planning process approaches
  - f. Demonstrate experience working in coastal Lake Erie cities (if applicable)
3. Personnel
  - a. Identify the Certified Professional and Project Manager (if different) who will be assigned to the contract.
  - b. Provide a summary of the project organization structure and qualifications for the firm's personnel who will be responsible for the success of the project.
  - c. Supply concise resumes of the personnel identified.
  - d. Supply the firm's billing rate schedule for personnel that will be involved in the project.
4. References

- a. Please provide up to three references of clients whose projects reflect a similar scope and complexity. Provide the name, telephone number, and e-mail address of a contact for each client and a brief description of the services provided.

## SECTION 6. SCORING CRITERIA

Firms' proposals will be evaluated on the following criteria and the respective weightings. Interested firms are encouraged to provide documentation addressing elements of the scoring criteria as it complements their statement of qualifications.

Understanding of Project	20
Background and General Experience	20
Firm Experience with Similar Coastal Projects	20
Experience of Staff Assigned to Project	20
Schedule and Workload	20

**TOTAL: 100 points**

## SECTION 7. SUBMISSION DEADLINE AND CONTACT DETAILS

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 Planning Director  
 City of Huron, Ohio

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 Huron, OH 44839  
[Erik.Engle@huronohio.us](mailto:Erik.Engle@huronohio.us)  
 Phone: 419-433-5000 ext. 1301

### RFQ SUBMISSION DEADLINE:

Friday, November 24th, 2023

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# SECTION 8. PROJECT AREA DIAGRAM



## SECTION 9. LEGAL NOTICE

### **Legal Advertisement**

The City of Huron, Ohio in Erie County, Ohio is accepting qualifications for a one-time contract to perform certain professional planning services (consulting) work for a Waterfront Parks Plan along a historic coastal waterfront corridor.

Sealed bids will be received by the City of Huron (“Owner”), at the office of the City Manager, Huron City Hall, 417 Main Street, Huron, OH 44839 on the 24<sup>th</sup> day of November, 2023 until 2:00 pm current local time for the:

“Huron Waterfront Parks Plan”

and will be publicly opened and read immediately thereafter. Each bid must contain the full names of the party or parties making the same, with an affidavit as to interested parties, and in the case of a corporation not chartered in Ohio, with a proper certificate that such corporation is authorized to do business in Ohio.

- Copies of the Qualification Request Packet are on file at Huron City Hall. and may be obtained: (1) by email to [terri.welkener@huronohio.us](mailto:terri.welkener@huronohio.us), (2) in person at 417 Main Street, Huron, OH 44839, or (3) online at [www.cityofhuron.org/government/bid-notices-and-tabulations](http://www.cityofhuron.org/government/bid-notices-and-tabulations).

Please note that in order to be considered as a “responsive bidder” for this project, you must include all materials under Section 5: Submittal Requirements in the Qualification Request Packet.

The “Owner” reserves the right to reject any and all bids, to waive any informalities in the bids received, and to accept any bid which it deems most favorable.

The “Owner” is an Equal Opportunity Employer and does not discriminate against the handicapped.

Matt Lasko, City Manager  
City of Huron

Publish Dates: Sandusky Register  
November 7, 2023  
November 14, 2023

All construction work at the City of Huron is Tax-Exempt  
All bids are subject to Ordinance 2022-22, Local Preference. See Exhibit A.



