

Posting Date: August 15, 2025

Gould Park – Concept and Phased Final Design

City of Mason

Response Due Date: September 5, 2025

The City of Mason intends to contract planning and engineering services including the preparation of preliminary plans for development of Gould Park. The 50-acre undeveloped park was purchased in 2003 and is located on the west side of Downtown Mason. The project includes providing conceptual designs for the entire park to be developed as an art park, including asphalt parking areas, shared use paths, landscaping, parking lot lighting, stormwater drainage & detention, restrooms with water and sanitary sewer, and an ingress/egress driveway from Mason Road that includes a proposed left turn lane on Mason Road. Also included in the project is coordination with utility companies for relocation, site survey, existing soil conditions (soil boring) and gas and electric services needed for preliminary design location and information. The project will be built in several phases with a combination of local funds, grant funds and private donations.

Please use the attached drawings for reference only. These are initial conceptual ideas that need to be transformed into buildable concepts to scale. Feel free to use your creativity to refine and develop these concepts, add alternate suggestions, but use the following minimum design elements listed below:

1. Overall Park Concept – The current park focus is on a variety of community public art installations within the park and primarily passive park activities.
2. Gateway Signage - Strategically sited at main vehicular and pedestrian entries, possibly incorporating local art motifs and way finding elements with a memorable entrance gateway at the pedestrian entrance from West Main Street.
3. Fountain - Suggested as a focal design element potentially incorporating multi-jet water feature with programmable lighting, surrounded by seating and permeable paving to manage runoff. Design should consider appearance of the gathering space when the fountain is not in use during winter months.
4. Parking – Parking areas should be provided, consider use of bioswale islands, and a pedestrian connection to the promenade.
5. Shared Use/Walking Paths – Accessible trails weaving through woodlands, meadows, and open lawns with rest points
6. Promenade - A 12' to 20' wide, tree-lined corridor linking the pedestrian gateway at West Main Street through the fountain plaza to Rock Garden Court, designed to possibly host community gatherings and pop-up events.
7. Restrooms - Modular restrooms featuring family-friendly layout, picnic area and equipment storage.

Deliverables

- Up to (5) conceptual layouts
- Preliminary design of the selected concept
- Final design plans for Phase 1 – Likely to include a shared use path connection from West Main Street/Mason Road intersection to Rock Garden Court

It is anticipated that the selected Consultant will be authorized to proceed by December 2025. Conceptual layouts are to be completed by the end of February 2026.



Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Selection Procedures

The City of Mason will directly select a consultant based on the Letter of Interest (LOI). The requirements for the LOI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting an **electronic** PDF of the Letter of Interest to the following **by 4:30 PM on the response due date** listed above:

Nick Okuley, P.E., S.I.
Assistant City Engineer
nokuley@masonoh.org

Kurt Seiler, P.E.
Service Director
kseiler@masonoh.org

Responses received after 4:30 PM on the response due date will not be considered. No paper copies are necessary.

Scope of Services

The Scope of Services document is included below.

Requirements for Letters of Interest, Programmatic Selection Process

- A. Instructions for Preparing and Submitting a Letter of Interest
1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
 2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus three (3) pages for the Project Approach (Item B.5 below) for a maximum total of 13 pages.
 3. Please adhere to the following requirements in preparing letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" pages only.
 - d. Submittal must be an electronic PDF file.



B. Letter of Interest Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each. Address the experience of the key staff members on similar projects, and the staff qualifications related to the selection subfactors noted.
4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
5. Provide a description of your Project Approach, not to exceed three pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures, and guidance documents; 5) Innovative ideas; 6) Your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 10-page body of the LOI, remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.



Consultant Selection Rating Form

Programmatic Selections

Project: Gould Park – Preliminary Design

CIP Project: TBD

Project Type: Park Improvement

Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	20	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	20	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	25	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

- The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and or other agencies. The selection committee may contact outside agencies if necessary. Any sub factors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.



2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any sub factors identified in the project notification should be weighed heavily in the differential scoring. As above, other agencies may be contacted.
3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team may consider ODOT CES performance ratings if applicable/available and consult other agencies as appropriate.

The differential scoring should consider the complexity of the project and any sub factors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.



Concept #1



Concept #2



Concept #3



Mason Serenity Park Map

Legend:

- Art Structures
- Hammocking Trees
- Garden/Greenery Walk
- Meditation Area
- Social
- Pond
- Fountain
- Pavilion
- Restroom
- Native American Peace Garden
- Major Pathways
- Minor Pathways
- Umbrellas
- Stone Canopy
- Bench Swing
- Park Bench
- Tree
- Bushes and Flowers
- Entrance Arch

