



REQUEST FOR PROPOSALS
for
CITY OF WADSWORTH, OHIO
EJ YOUNG MEMORIAL
MEMORIAL PARK



March 2025

INTRODUCTION:

The City of Wadsworth (CITY) is requesting proposals from qualified consultant teams of artists, historians, and other design professionals (CONSULTANTS) needed to create and design a small monument commemorating the life and work of EJ Young. The monument will be located in Wadsworth's Memorial Park.

Wadsworth's Memorial Park is located on land donated by the Ohio Match Company. EJ Young was the founder of the Ohio Match Company, which for decades was a nationwide leader in match production and a major employer for Wadsworth and the surrounding communities. EJ Young and the Ohio Match Company are a critical component of Wadsworth's heritage and warrant a monument in commemoration of their historical significance.

PROJECT OVERVIEW:

Wadsworth has allocated \$100,000 in its 2025 budget toward the vision, creation, design, and construction of an EJ Young monument in Memorial Park. The CONSULTANT selected for this project will be tasked with investigating the history of EJ Young and the Ohio Match Company. Based on that history, the CONSULTANT will propose a number of conceptual monument designs inspired by the history of the Ohio Match Company that meet the CITY's budgetary limitation of \$100,000 in total project expenditure.

Although no conceptual design has been generated, the CITY anticipates that the monument may include such elements as a historical marker, a stone monument structure, a small plaza, and information plaques. The specific design and precise location of the monument within Memorial Park will be determined based on the conceptual designs submitted by the selected CONSULTANT.

PROJECT SCOPE:

Once selected, the CONSULTANT's scope for the project includes the following:

1. Creation of renderings or sketches of 5 potential monument designs. Each monument design shall be unique, distinct, attractive, tasteful, and sensitive to the history of the Ohio Match Company.
2. A committee of local stakeholders will review the potential designs and attempt to reach consensus for a preferred design. The CITY endeavors to reach consensus on the first group of 5 monument designs.
3. If the committee fails to reach consensus on the first group of 5 monument designs, the CONSULTANT will be tasked with creating 5 additional monument design renderings or sketches that are also unique, distinct, attractive, tasteful, and sensitive to the history of the Ohio Match Company.
4. A committee of local stakeholders will review the potential designs and attempt to reach consensus for a preferred design. If consensus is not reached, the same process

of creating 5 additional monument design renderings or sketches may continue until consensus is reached.

5. Once a preferred design is selected by the CITY, the CONSULTANT will create final construction plans and bid documents for the preferred design. The CONSULTANT may also collaborate with the CITY through the bidding and construction process to ensure completion of a high-quality final product that will remain a community landmark for decades to come.

PROPOSAL FORMAT AND REQUIREMENTS:

The proposal shall be limited to 20 pages with a page size of 8½"x11", single space and type size shall not be less than 10-point font for each response item. Note for page-counting purposes, a page equals a one-sided sheet. Any additional information that the CONSULTANT wishes to include that is not specifically requested may be included in an appendix to the proposal. CONSULTANT teams are encouraged to keep the proposals brief and concise, but sufficiently detailed to allow evaluation of qualifications.

In order to simplify the evaluation process, the CITY is seeking proposals in the following format:

Cover Letter (one page maximum): The letter shall be signed by a principal or other member of the Consulting firm who is authorized to contractually bind the firm and to negotiate a contract with the CITY. Provide name, title, address, email, and telephone number of the authorized person and the contact, if not the same individual.

General Project Approach: Briefly describe the general approach used by your firm to accomplish the project's goals. Proposers are encouraged to include preliminary renderings or sketches of potential monument designs within their proposals as a means for demonstrating the team's ability to meet the project's goals. Considerable emphasis should be given for the CONSULTANT's ability to meet the project schedule, including the design and construction milestones.

Team Qualifications: Describe the qualifications, education, geographic location, and experience of the Project lead(s) and team(s) assembled for each project. Specific personnel should be identified for the tasks necessary. Resumes or CVs should be provided in an appendix for each team member integral to the Project.

The CITY expects the proposed project manager to lead the CONSULTANT project team, be the single point of accountability for project delivery, and provide the primary point of communication between the CITY and project team. Provide a description of the Project Manager(s) and their qualifications for this project and a detailed list of previous projects worked on that are relevant to the project. Provide also a brief list of key personnel and subconsultants that will be assigned to the project.

Comparable Project Experience: Briefly describe one or more projects performed within the last seven (7) years involving similar scopes of work to each project being pursued, particularly any work performed for government agencies of similar nature. Include the following information:

1. Description and location of project and year of completion
2. Brief description of project and deliverables, including project photos. Make specific note of the initial proposed project schedule and the firm’s success in meeting the initial schedule.
3. Key personnel involved; and
4. Client name, contact person, physical address, email address, and telephone number.

Proposed Project Schedule: The CITY’s desired project schedule is shown in the table below.

Task Name	Approximate Start Date	Approximate Completion Date
Conceptual Design	May 2025	June 2025
Design	June 2025	July 2025
Bidding	July 2025	August 2025
Construction	August 2025	November 2025

The CONSULTANT shall submit a proposed schedule. The project schedule shall address any recommended additional tasks or potential issues that may warrant modification (either shortening or lengthening) of the desired project schedule. If the CONSULTANT does not believe the desired timeframe is possible, include justification and a proposed schedule modification. Demonstrate your project team’s capability of timely response and ability to meet key project milestones.

Proposed Design Costs: Provide a design cost proposal based on a total project expenditure of \$100,000 for both design and construction. The CONSULTANT’s design cost proposal shall include but not be limited to the following items:

- Historical research, investigation, and stakeholder interviews
- Site survey
- Renderings/sketches for each set of 5 monument designs
- Construction plans and bid documents
- If authorized tasks:
 - Bidding assistance
 - Construction administration

INSTRUCTIONS TO PROPOSERS:

Proposals must be received no later than 2:00 p.m. EST, Wednesday, April 16, 2025.

Four (4) hard copies and one electronic copy shall be submitted.

Proposals are to be addressed to Wadsworth CITY Engineer, CITY of Wadsworth, CITY Hall, 120 Maple Street, Wadsworth, Ohio 44281.

Please direct all inquiries to the Wadsworth Engineering Department at 330-335-2751 or engineering@wadsworthcity.org.

SELECTION PROCESS:

The CITY shall make the consultant selection based on the following selection criteria:

- Finalists will be selected based on demonstration of the firm’s ability to meet the goals of the project and provide a final product within the desired schedule
- The lowest design cost proposal of all finalists will be selected. The CITY reserves the right to: request further clarification of any firm’s capabilities, experience, and approach; reject any or all proposals; indefinitely delay consultant selection; and waive any and all irregularities to choose the firm which, in the CITY’s opinion, best serves the CITY’s interests.

CONSULTANT SELECTION SCHEDULE:

A following schedule has been established for conducting this CONSULTANT selection process. The CITY reserves the right, however, to modify this schedule at any time.

Statements of Qualifications Due	April 16, 2025
Consultant Selection	April 23, 2025
Contract Award	April 30, 2025