



TO: Prospective Engineering and Architectural Firms

FROM: Peter Novotny- Chief of Recreation

DATE: January 13, 2025

RE: Request for Qualifications for Treehouses and Cabin Development at Tappan  
Lake Park and Atwood Lake Park

RESPONSE DUE: February 18, 2025

The Muskingum Watershed Conservancy District (MWCD) Recreation Department is soliciting proposal statements from firms interested in providing design services for the above referenced project.

1. Qualifications Submittal (RFQ) – The responses will be evaluated based on the criteria specified herein, and firms will be ranked by the MWCD selection committee. The selection committee reserves the right to directly select a firm based on these selection criteria.
2. Interviews – Based on the content and ranking of the proposals, interviews may be conducted. The selection committee reserves the right to select a firm based solely on the content of the proposals, without conducting interviews.
3. Fee Proposal – Selected consultants will provide their fee proposal for the design of the project listed below.
4. Authorization to begin design tasks is expected to be approved as early as March 21, 2025.
5. The MWCD intends to select one firm to provide the design services herein. MWCD reserves the right to not select or execute a contract for all or any part of this work.

Project Information:

MWCD History

The Muskingum Watershed Conservancy District (MWCD) is a political subdivision of the State of Ohio created in 1933 to develop and implement a plan to reduce the effects of flooding and conserve water

for beneficial public uses. Spanning part of 27 counties in eastern Ohio, this watershed covers more than 8,000 square miles and includes the area that drains into the Muskingum River and its tributaries.

The MWCD includes a system of reservoirs providing flood reduction and water conservation benefits for the property owners and residents of the region and covers approximately 20% of the State of Ohio. The MWCD is a partner with the U.S. Army Corps of Engineers (USACE) in the operation of the system of dams and reservoirs in the watershed, as the USACE operates the dams. The MWCD manages most of the reservoir areas behind the dams, 44,000 acres of public lands, and more than 16,000 acres of public waters in and around 10 USACE flood control reservoirs.

The MWCD has jurisdiction for its operations in all or portions of 18 counties, including Ashland, Belmont, Carroll, Coshocton, Guernsey, Harrison, Holmes, Knox, Licking, Morgan, Muskingum, Noble, Richland, Stark, Summit, Tuscarawas, Wayne, and Washington.

### Introduction – Tappan Lake Park and Atwood Lake Park Treehouses and Small Cabin Structures

The MWCD, a recognized leader in modern campground facilities, is seeking qualifications from experienced design and engineering firms for the development of innovative and market-driven lodging options at Tappan Lake Park and Atwood Lake Park. The project will involve the design and construction of (2) treehouses and (5) prefabricated or custom-built small luxury cabins with integrated restroom facilities at each park, strategically located to maximize views of the surrounding lakes. These new lodging options will align with MWCD's commitment to enhancing recreational experiences and capitalize on the growing glamping market.

### Project Background

MWCD is committed to providing diverse and memorable camping experiences. Building on its reputation for state-of-the-art campgrounds, MWCD aims to expand its offerings by integrating unique lodging options such as tree houses and small cabins. To support this vision, MWCD partnered with **Camp Strategy** [www.CampStrategy.com](http://www.CampStrategy.com) to conduct a comprehensive feasibility report. This report analyzed:

- Current market trends in alternative lodging.
- Profiles of target users.
- SWOT analysis specific to treehouse and cabin development.
- Financial projections for proposed lodging types.

You can request a copy of the feasibility report by contacting [www.CampStrategy.com](http://www.CampStrategy.com). The successful consultant team will use it to inform the design and implementation process.

### Project Budget: Design and Construction

- Tappan Lake Park: \$5,650,000
- Atwood Lake Park: \$4,000,000

Contract Type: Anticipated use of a MWCD Standard Agreement for Engineering / Architectural Services (to be provided), with compensation based upon approved standard hourly rates.

### Schedule

1. Submit qualifications statement by 4:00 PM EST by February 18, 2025, to:  
Peter Novotny, Chief of Recreation  
Muskingum Watershed Conservancy District  
2050 Reiser Ave. SE  
New Philadelphia, Ohio 44663
2. MWCD also reserves the right to request consultant interviews for the project, which will be held from February 24, 2025, to February 28, 2025
3. MWCD will review submittals and intends to select consultants by March 3, 2025. MWCD reserves the right to proceed with scope and fee negotiations immediately after consultant selection.
4. Anticipated authorization to proceed with designs: March 24, 2025.
5. Anticipated completion of deliverables: December 12, 2025.

### Instructions for Preparing and Submitting Qualifications

1. Minimum 11-point font
2. A signed cover letter shall be included exclusive of the page limit. A cover page is also permitted in addition to the signed letter (exclusive of the page limit).
3. Include six (6) hard copies and one (1) digital file.

### Statement of Qualifications Content

1. Company Overview (1-page maximum): Provide a brief and concise history/overview of the firm listing ownership profile and corporate officers, general experience, and specific capabilities. Provide a brief and concise company overview for primary sub-consultants (1/2-page maximum).
2. Project Manager (1-page maximum): Identify Project Manager, including his/her previous experience on similar projects and ability to coordinate and manage projects with compressed design schedules. Provide a listing and description of similar projects designed and/or managed by the Project Manager within the past 10 years. State location of the office in which each component of work for this project will be completed.
3. Project Team Qualifications (5-page maximum): Identify key technical staff members and include a listing of education, professional registrations, and pertinent experience in areas including:
  - A. Architectural Design
  - B. Civil Engineering

- C. Structural
  - D. MEP Engineering
  - E. Ecological and Environmental Design
  - F. Landscape Design
4. Project Experience (5-page maximum): List relevant design experience and descriptions of similar projects performed by the project team within the past 10 years.
  5. Project Approach (2-page maximum): Provide a technical project approach.
  6. References (1-page maximum): Provide five client references other than the MWCD with which your firm has completed similar services in the last 10 years.

### Selection Criteria

The MWCD follows a Qualifications-Based Selection Process. Submittals will be ranked according to the following criteria:

1. Background: (20 points)
  - a. Company services applicable to project requirements (1-5 points)
  - b. Team office is located within the Muskingum Watershed (1, 3 or 5 points):
    - i. All work performed from offices within the Watershed (5 points)
    - ii. A portion of the work performed from offices within the Watershed (3 points)
    - iii. No work performed from offices within the Watershed (1 point)
  - c. MWCD staff experience with firm (1-5 points)
  - d. MWCD contract history (1, 3 or 5 points)
    - i. Currently under contract (1 point)
    - ii. Performed contract work within last six years (3 points)
    - iii. No contract work within last six years (5 points)
2. Project Manager (20 points)
  - a. Project Management/Coordination Experience (1-10 points)
  - b. Similar Project Experience (1-10 points)
3. Project Team Qualifications & Project Experience: (15 points)
4. Project Approach (20 points)
5. References (5 points)

*In areas where specific criteria are not identified, submittals will be scored on a comparison basis.*

### Request for Statement of Qualifications Submittal

Statements of Qualifications shall be submitted no later than 4:00 PM on the response due date listed above. Responses received after the above deadline will not be considered. Submittals shall be made to the attention of:

Peter Novotny-Chief of Recreation  
Muskingum Watershed Conservancy District  
2050 Reiser Ave. SE  
New Philadelphia, Ohio 44663

Questions regarding this request shall be submitted via email to:

Eric Stechschulte-Deputy Chief-Planning and Projects  
Muskingum Watershed Conservancy District  
2050 Reiser Ave. SE  
New Philadelphia, Ohio 44663

[erics@mwcd.org](mailto:erics@mwcd.org)

### Design Scope of Services

The MWCD intends to select one firm/team to perform the design above. The project scope for the project will be developed and available to the selected consultant before the authorization to proceed with design is issued.

Design tasks will include:

The selected consultant team will be responsible for the following tasks:

#### Site Analysis and Assessment

-Conduct site evaluations at Tappan Lake Park and Atwood Lake Park to identify optimal locations for treehouses and cabins. Assess site conditions, utilities, and environmental considerations.

#### Design and Engineering

- Preliminary Design Submittal: Develop initial design concepts for review and feedback.
- Environmental Sustainability: Incorporate sustainable materials and practices into designs.
- Schematic Design Planning: Create schematic designs that outline the project's layout and aesthetics.
- Detailed Design Deliverables: Prepare detailed construction drawings and specifications.
- Cost Estimation: Provide detailed cost estimates for design and construction
- Final Design Submittal: Provide finalized designs ready for permitting and construction.

#### Bidding and Construction Services

-Assist with contractor selection and provide bid documents.

#### Limited consultant / architect involvement will be needed during bidding and construction:

-The consultant will answer pre-bid questions and issue addendums as needed.

-EJCDC bidding documents will be provided by MWCD but must be edited by the consultant to be project specific.

-During construction, consultants will be used for RFIs, shop drawing review, site visits and attendance at progress meetings.



# Treehouse and Small Cabin Vision Examples

<https://www.dcbuilding.com/portfolio/oregon-lookout-tower-treehouse/>





## Treehouse and Small Cabin Vision Examples



windriverbuilt.com - The Nova



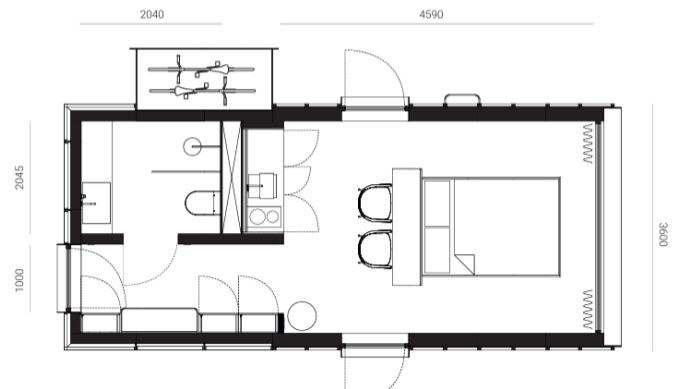
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