

City of Troy, Ohio

Request for Proposals

Duke Park Redesign



Deadline of Submissions: May 15, 2026



Robinson Reserve

County Owned Parcel

Duke Park



# Duke Park Redevelopment

The City of Troy, Ohio (the “City”) is seeking a Request for Proposal (RFP) from multi-disciplined, professional planning/engineering/architectural design firms to submit a RFP for Phase One of a redesign of Paul G. Duke Park (Duke Park) located at 1670 Troy-Sidney Road (Miami County Parcel ID’s: D45-250037, R50-005520, & R50-005510). The chosen consultant will move into Phase Two of this project pending the recommendations of Phase One. Scope and fee for Phase Two will be finalized at the conclusion of Phase One. Phase One redesign addresses current and long-term capacity needs that improve vehicular and pedestrian circulation and amenities. The goal is to establish Duke Park as a single, centralized home for sports programming. The goals and objectives as directed by City Council are to examine the redevelopment and/or the potential expansion of Duke Park as discussed in the 2026 Parks and Recreation Master Plan (PRMP). See page 144 of the PRMP for the estimated budget range (see reference link on page four (4) of this document).

The City owns and operates Duke Park, a major municipal park located along Troy-Sidney Road in the northern portion of the city. Serving as the City’s primary athletic complex, it is one of the most heavily used recreation facilities within the park system. The park encompasses approximately 210 acres, including Robinson Reserve to the north, and offers a mix of active recreational facilities and natural open space.

Named in honor of Paul G. Duke, a local entrepreneur and philanthropist, the park reflects his contributions to the community, particularly in supporting the development of parks and natural areas in Troy. Over time, Duke Park has expanded to include both athletic facilities and natural resource areas. Adjacent spaces, such as Robinson Reserve, provide opportunities for passive recreation while also connecting visitors to nearby river corridors and conservation lands. Duke Park has evolved into a regional destination for sports leagues, tournaments, and community events. The park currently includes multiple soccer fields, baseball diamonds, pickleball courts, playgrounds, shelter houses, walking paths, and other recreational amenities that support both organized and informal recreation activities. The Park Department Operations are in Duke Park at a new facility. Park amenities include:

Amenities	Amount
Baseball Diamonds	5
Basketball Courts	1
Football Fields	1
Pickleball Courts	12
Soccer Fields	7-9 <sup>1</sup>
Bike Trails	1
Walking Paths	3 Linear Miles
Playgrounds	1
Concession Stands	1
Picnic Shelters	9 <sup>2</sup>
Dog Park	1.75 Acres



Scan or click the QR CODE for an interactive dashboard that shows all the features that Duke Park offers.

<sup>1</sup> Range is dependent on size of the fields.

<sup>2</sup> Nine reservable shelters plus a gazebo.

## **COMMUNITY DESCRIPTION**

The City of Troy is located just 9 miles from the interchange of I-75 and I-70, the “Crossroads of America”. With approximately 27,000 residents, Troy is the largest city in Miami County. With convenient access to the region’s highway transportation network and a labor pool of over 700,000 workers in the Miami Valley Region, Troy is home to many global headquarters and regional operations including 11 international manufacturers. Troy’s thoughtfully designed neighborhoods are surrounded and connected by a wealth of greenspace and community open spaces, including 25 parks, 30+ miles of bike paths, totaling 365 acres of land for public use and recreation. A vibrant downtown and urban core with a mix of dining and shopping, further outlines the City’s commitment to a high quality of life.

For more information and to learn more about our community, please visit the City’s website at [www.troyohio.gov](http://www.troyohio.gov).

### **Existing Plans and Studies**

**Parks and Recreation Master Plan (2026).** The PRMP was adopted on March 3, 2026 and is the City’s main guidance document for our Parks system. [Comprehensive Parks and Recreation Master Plan | Troy, OH - Official Website](#)

**Comprehensive Plan (2024).** The Comprehensive Plan for the City of Troy serves as the long-range policy framework guiding land use, economic development, infrastructure investment, housing, transportation, and community development decisions. The plan establishes a vision for Troy’s future growth while preserving the community’s historic character, strong neighborhoods, and high quality of life.

[https://troyohio.gov/DocumentCenter/View/8113/TroyCompPlan\\_FINAL\\_digital](https://troyohio.gov/DocumentCenter/View/8113/TroyCompPlan_FINAL_digital)

**Assessment of Progress and Conditions of Troy Parks from 1990 to Present and Analysis of 2018 Parks Master Plan Public Involvement Survey (2018).** The document was created with the purpose to facilitate the future development process of a new master plan for the City of Troy parks system. It presents information about national and state trends, outdoor participation patterns, a progress report on the Troy parks system from 1990 to present, an assessment of the conditions of the parks, and an analysis of the City of Troy Parks Master Plan Public Involvement Survey (2018 Survey). [Assessment of Progress and Conditions of Troy Parks from 1990 to Present and Analysis of 2018 Parks Master Plan Public Involvement Survey \(troyohio.gov\)](#).

### **SCOPE OF WORK:**

**Phase One Schematic / Preliminary Design and Cost Estimation** – Prepare schematic and preliminary design documents. This includes the evaluation of alternatives necessary to meet budget, site constraints, and potential grant requirements. Prepare preliminary opinions of probable construction cost. All proposed improvements shall comply with applicable ADA accessibility requirements.

- 1) Conduct monthly check-in/progress meetings with the Project Team (combination of virtual and in-person). Additional meetings may be needed at strategic stages during the project.
- 2) The improvement shall primarily evaluate the use of the existing Duke Park and adjacent properties owned by the City of Troy. Consideration shall be

given to the adjacent sixty-seven (67) acre parcel ID: K30-040000 (owned by Miami County) if needed for any proposed park improvements. The City of Troy does not own the sixty-seven (67) acre parcel.

3) The Preliminary Design and Cost Estimation shall include the following:

- a) Conduct a conditions assessment of existing baseball/softball fields and accessory equipment/structures and make recommendations on suggested improvements. Additionally, add five to seven new baseball/softball diamonds and accessory support structures (concessions, restrooms, scorekeepers, etc.) A potential “miracle field” that is ADA compliant may be included or in addition to this.
- b) Conduct a conditions assessment of existing rectangular fields and accessory equipment/structures and make recommendations on suggested improvements. Additionally, add four (4) to six (6) new full-sized rectangular fields for soccer and football.
- c) Conduct a comprehensive traffic impact study and integrated parking and pedestrian circulation analysis in accordance with applicable industry standards (e.g., ITE methodologies and local jurisdictional requirements). The parking analysis shall quantify projected parking demand by sporting season, accounting for peak event conditions, temporal variations, and multimodal access patterns.
- d) Based on the findings of the traffic and circulation analyses, develop and implement optimized site access and circulation improvements, including reconfiguration and/or expansion of roadway access points, internal vehicular circulation, pedestrian pathways, and parking facilities. This scope shall also include identification and design of necessary off-site improvements to Riverside Drive, including but not limited to ingress and egress modifications serving Duke Park, to ensure safe, efficient, and code-compliant operations.
- e) Conduct a conditions assessment of the current restroom facilities and provide recommendations for the location of new restrooms, concessions, and storage facilities. These recommendations shall include at a minimum:
  1. One restroom facility near the rectangular fields to the south.
  2. One restroom facility near the rectangular fields to the north.

- f) Lighting improvements. Conduct a photometric evaluation of existing and proposed facilities and provide recommendations. The photometric evaluation should include sports fields, parking lots, and other amenities.
- g) Additional playground shall be considered near the new amenities.
- h) All recommendations need to be ADA compliant and retrofit existing amenities to meet current ADA standards. Any additional cost implications shall be noted in an estimate during this phase.
- i) An evaluation of existing amenities that include dog park, outdoor fitness equipment, gazebos, basketball court, pickleball courts, playgrounds, shelters, mountain bike trails, walking paths, operations area, etc. The existing pickle balls courts and playgrounds have recently been upgraded. The evaluation may lead to the relocation of these amenities and will need to be incorporated into the Final Design and Construction Documents.
- j) The Consultant shall evaluate all existing utility infrastructure within the park, including water, irrigation, sanitary sewer, stormwater, electric, fiber optics, and other relevant systems, to determine current condition, capacity, and performance. This effort shall include identification of deficiencies, and limitations related to existing or future park uses. Based on this assessment, the Consultant shall develop recommendations for necessary repairs, replacements, or upgrades to support both current operations and anticipated improvements.
- k) The Consultant shall prepare planning-level opinions of probable construction costs for each recommended improvement to assist the City in budgeting, prioritization, and long-term capital planning.

Steering Committee– The Steering Committee will serve as the primary advisory body, providing input, direction, and feedback. The Consultant shall facilitate Steering Committee meetings at strategic stages to review progress, evaluate alternatives, and refine recommendations. The Consultant shall provide a framework for productive meetings, including agendas, high-quality graphics and presentation materials, and facilitate discussions designed to support informed decision-making.

**Phase Two - Final Design and Construction Documents** – Prepare complete plans, technical specification, and bid-ready construction documents stamped by a licensed design professional that incorporates the Project Teams recommendations from Phase One. This includes the coordination of cost efficiencies and constructability considerations as appropriate. The construction drawings shall be designed in conformance with the City of Troy Construction Standards and other applicable Troy Codified Ordinances and subject to review and approval by the Project Team.

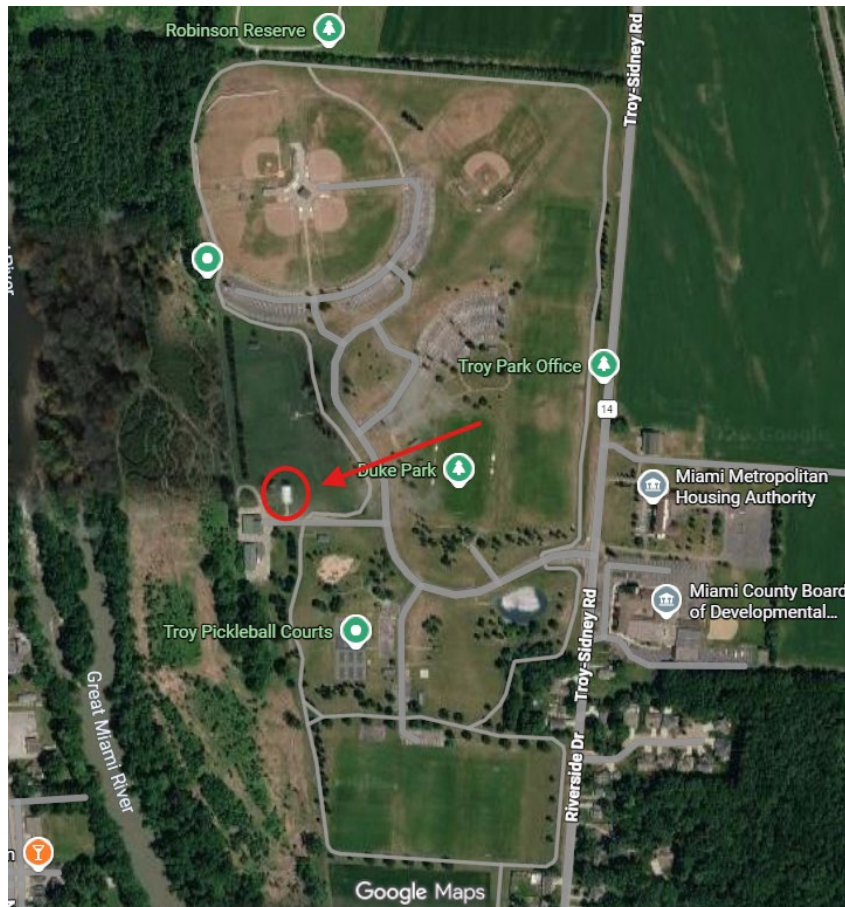
- A. The chosen consultant shall provide all field topography and establish existing right-of-way within project area necessary to prepare comprehensive plans and specifications to comply with all federal, state and local standards and regulations. All utilities and pertinent field information are to be obtained.
- B. Provide an if-authorized estimated number of soil borings within the project area and the subcontractor who would perform. Geotechnical deliverables should include a report summarizing subgrade stabilization recommendations, providing recommended CBR values for pavement design, and boring logs. If determined necessary, the cost of the soil borings would be a pass-through cost of the consultant.
- C. Construction drawings shall contain plan & profile sheets along with sufficient details, plan notes and specifications to communicate to the contractor. These plans shall be sufficient for bidding purposes.
- D. The plans must be acceptable to the City and shall include all existing and proposed rights-of-way and the location of all items (trees, poles, utilities, structures, etc.).
- E. Provide cost estimates of construction costs for authorization and bidding purposes.
- F. Permits - Assist the City in applying for permits and approvals required by law for this project. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents and other services normally provided by the Consultant. City will pay for necessary OEPA PTI's.
- G. Bidding Assistance – Assist the City of Troy with the preparation of bid documents and procurement materials. This includes but not limited to participation in pre-bid meetings and site visits, addendums and RFIs.
- H. Construction admin – Provide an if-authorized estimated number of hours of construction administration services by the consultant. Daily inspection will be provided by the City of Troy staff.

**Phase Three – Staffing Needs** – Upon completion of Phase Two, provide analysis framework and/or recommendations on operational efficiency and staff support level needs.

**ANTICIPATED SELECTION SCHEDULE**

Stage of Project	Date
RFP Advertise Date	4/6/2026
Pre-Proposal Meeting/Site Tour	4/14/2026 at 10:00 AM at 1670 Troy-Sidney Rd (Park Barn) See below location map:
Proposals Received from Consultant	5/15/2026 by 4:00 PM
Anticipated Short-listed Interviews	Week of 6/15/2026
City Review/Recommendation	7/13/2026
City Council Award of Contract	7/20/2026
Design Kick-Off	9/1/2026
Design Completion	9/1/2027
Construction Award	Fall 2027

**4/14/26 Pre-Proposal Meeting Location Map:**



## **PROPOSAL REQUIREMENTS**

Responding firms shall include in their proposals all content following the formatting and submittal instructions as requested below. Firms are encouraged to provide any additional information that will further demonstrate the firm's qualifications and abilities to acceptably complete this project but are hereby instructed to limit such additional information which is directly relevant to the services being requested.

**Format** - Each consultant shall submit a formal proposal to include six (6) bound copies. The proposal shall also be submitted electronically, via email or USB flash drive. The submission must be compatible with Adobe Acrobat, in a single file, and be formatted to print on standard office paper sizes. The submittal shall be no more than fifteen (15) pages. The text shall be in Franklin Gothic Book size 12 font.

**Content** - The proposal must address the following items in the following order. Failure of the proposal to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation.

- A. Cover Letter** - Cover letter indicating interest in the project, an understanding of the Scope of Work, and familiarity with the planning area. The letter shall be signed by a representative authorized to legally bind the firm, and include: name, telephone number, and e-mail address of a contact person with authority to answer questions regarding the proposal (ideally the day-to-day project manager for this work).
- B. Consultant Team and Qualifications** - A description and identification of the companies (or subconsultants) and individuals involved, their office/work locations, along with the background and experience of these companies and individuals shall be provided. Each key personnel identified in the proposal should provide a resume outlining their experience. The description should include the project team's availability and capacity to perform the work, and an organization chart showing key personnel and their affiliations should be included.
- C. Project Examples and References** - The lead consultant should provide a minimum of three (3) projects for which similar services have been provided, summarize work provided, list key personnel and include the cost of each project. The examples should include contact information for each project including, name of primary client contact, organization, email, and phone number. For each, if any sub-consultant(s) were used, please provide two (2) example projects and references.
- D. Public Outreach and Communication** - Provide a description of the proposed public input process that identifies the number of meetings and target audience. There shall be no less than two (2) public meetings.
- E. Project Approach and Work Plan** - Describe the project approach by phase, task, and subtasks, including milestone deliverables, meetings, and how the project approach will fulfill the needs of the Scope of Work included in the RFP. Please indicate your approach to integrate the City and stakeholders into the project.

- F. **Schedule** – Identify a schedule that summarizes all phase, tasks, sub-tasks, deliverables, and milestone meetings described in the proposed work plan. The project is expected to be completed within twelve(12) months from the award of the bid. If an alternative timeline is proposed, the consultant should explain.
- G. The City is open to suggestions other than those items listed above which the consultant believes will be of value in producing a viable project.
- H. Provide estimated hours for each work item listed above. The project analysis and design will be awarded by Council in a two -stage process. Phase One and Phase Three is anticipated to only be awarded at this time. The Consultant is requested to provide an estimate of hours for each phase for budgeting purposes. Scope and fee for Phase Two will be finalized at the conclusion of Phase One.

Please note: All material submitted is public property and is subject to Ohio Public Record laws. All proposals submitted will become the Property of the City of Troy.

**DEADLINE AND SUBMITTAL**

Proposals should be submitted to the following address no later than **4:00 PM Eastern Time Zone on May 15, 2026**. All material submitted in accordance with this RFP becomes property of the City and will not be returned.

Proposal copies should be submitted to:

City of Troy Development Department  
 Attention: Austin Eidemiller  
 austin.eidemiller@troyohio.gov  
 100 S. Market Street  
 Troy, Ohio 45373

**EVALUATION AND CRITERIA**

Proposals will be evaluated using a best-value approach based on technical qualifications and cost. Additional review criteria as follows:

Example of Proposal Evaluation Criteria	Points
Project team qualifications, relevant experience with comparable park and recreation projects.	40
Steering committee and stakeholder facilitation and engagement strategy, including quality of engagement methods, communication tools, and stakeholder coordination.	25
Technical approach to schematic design and site planning, including athletic field layout, circulation, parking, ADA compliance, and integration of amenities.	20
Utility evaluation and infrastructure planning, including assessment of existing systems and development of improvement recommendations.	15
<b>100 Points Total</b>	<b>100</b>

## RFP DISCLOSURES

The City reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items. The City assumes no responsibility or liability for cost incurred by Proposers in responding to this RFP or in responding to any further request for interviews, additional data, etc. Selection will be based upon a determination as to which proposal is in the best interest of the City. Any decision made by the City shall be final and is not subject to appeal. This RFP shall not, in any manner, be construed to be an obligation on the City to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract. Upon awarding this project, the Consultant must enter into a Professional Services Agreement subject to approval by the City of Troy Law Director. The City reserves the right to cancel or withdraw the RFP at any time.

## INSURANCE REQUIREMENTS

A consultant shall maintain, at Consultant's expense, the following insurance at all times during the performance of services for the City of Troy, Ohio and shall provide certification evidencing such insurance:

Workers' Compensation in conformity with applicable law, at statutory limits, for its employees, and Employer's Liability Insurance with limits no less than \$1 million per occurrence; Professional Liability (Errors and Omissions) Insurance with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate; Automobile Liability Insurance covering any auto with limits no less than \$1 million per accident for bodily injury and property damage; and Commercial General Liability (CGL) Insurance at least as broad as ISO Form CG 0001 covering bodily injury and property damage with limits no less than \$1 million per occurrence, \$2 million aggregate.

Additional Insured/Primary Insurance: The City of Troy, its officers, employees, volunteers and agents shall be additional insureds on the CGL coverage with respect to liability arising out of work or operations performed by or on behalf of Consultant. Such coverage shall be primary as respects the Additional Insureds and any insurance or self-insurance maintained by the Additional Insureds shall be excess of the Consultant's insurance and shall not contribute with it.

Any additional insurance for the Project obtained by the Consultant at the request of the City of Troy, Ohio shall be at the expense of the City of Troy, Ohio.

Claims Made Policies - If any coverage required is written on a claims-made coverage form:

1. The retroactive date must be shown, and this date must be before the execution date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of contract work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective, or start of work date, consultant must purchase extended reporting period coverage for a minimum of three (3) years after completion of contract work.

Acceptability of Insurers – Insurance is to be placed with insurers with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to the City of Troy and so stated prior to any agreement for services being executed.

Non-renewal, Cancellation, or Material Change of Coverage - Each insurance policy required above shall state that coverage shall not be cancelled, except with notice to the City of Troy, Ohio. If the consultant receives a non-renewal or cancellation notice from an insurance carrier providing coverage required herein, or receives notice that coverage no longer complies with the requirements herein, **consultant agrees to notify the City of Troy representative (indicated below)** by fax or email within five (5) business days with a copy of the non-renewal or cancellation notice, or written explanation of how coverage is no longer in compliance. Consultant shall cease operations on the occurrence of any such non-renewal, cancellation, or material change and shall not resume operations until providing proof that insurance is in force that complies with these requirements.

Notice Under These Requirements – Any notice needed under these requirements shall be made as stated to the “City of Troy, Ohio, Director of Public Service and Safety, 100 South Market Street, P O Box 3003, Troy, Ohio, 45373 – 7303.

Submittal of Certificates - The Consultant is required to submit all certificates of insurance at the same time the Consultant returns the signed Agreement to the City of Troy. The City will not execute an Agreement to authorize work without the certificates being submitted. City reserves the right to request complete, certified copies of required policies, including amendatory endorsements, at any time.

Certificates to be Kept Current - The Consultant is required to provide the City with current certificates during the term of provided services under the Agreement. (Note above stipulation related to Claims Made Policies.)

**HOLD HARMLESS:** To the fullest extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the City of Troy, Ohio, its officers, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney’s fees, arising from all acts or omissions to act of the Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from City of Troy’s sole negligence or willful acts. Consultant will execute a Hold Harmless Agreement as part of the Agreement.

**Note:** By submitting a response to an RFP, Consultant understands that, if selected, the Consultant must meet the City of Troy, Ohio Insurance and Indemnification requirements.