



## **REQUEST FOR QUALIFICATIONS**

### **Hopewell Ceremonial Earthworks Master Planning for Development of a multi-use Physical Trail**

#### **Overview:**

The Ohio History Connection (OHC) invites interested companies or collaborative partnerships to submit a Statement of Qualifications (SOQ) to become an approved organization to support OHC and its statewide network of tourism, historical, and cultural partners. The selected partner will assist in developing a **Phase 1.0 Vision for a Multi-Use Trail System** which would ultimately connect and enhance the Hopewell Ceremonial Earthworks, currently Ohio's only UNESCO World Heritage Site. This new trail will serve as a tool to increase awareness and visitation to the Earthworks and contribute to regional economic development.

Phase 1.0 Vision will lay the groundwork for a comprehensive multi-use trail that can evolve into a collaborative, sustainable ecosystem. The plan will define how a "Hopewell Trail" (name TBD) could function as the backbone of a broader regional network, while ensuring the preservation of the site's cultural, historical, and ecological integrity.

#### **About the Ohio History Connection:**

The Ohio History Connection is a 501(c)(3) nonprofit organization dedicated to preserving and sharing Ohio's history. Established in 1885, OHC manages over 50 sites and museums across Ohio and serves as the home of the State Historic Preservation Office, the official state archives, and the Community Engagement Department. OHC's mission is to spark discovery of Ohio's rich historical and cultural stories. For more information, visit [www.ohiohistory.org](http://www.ohiohistory.org).

Ohio's only UNESCO World Heritage Site, the Hopewell Ceremonial Earthworks, is jointly cared for by the Ohio History Connection and the National Park Service. The Ohio History Connection owns and manages the Great Circle Earthworks, Octagon Earthworks, and Fort Ancient Earthworks. Meanwhile, the National Park Service, through the Hopewell Culture National Historical Park, oversees High Bank Works, Hopewell Mound Group, Hopeton Earthworks, Seip Earthworks, and Mound City.

Together, these organizations work to protect, preserve, and interpret these historically significant ancient earthworks. The Request for Qualifications (RFQ) provides detailed information regarding the requirements for becoming an approved organization or partner for this project, along with the necessary documentation to submit a Statement of Qualifications. This RFQ is available online at

[www.hopewellearthworks.org/trail\\_RFQ](http://www.hopewellearthworks.org/trail_RFQ)

## I. BACKGROUND

The goal of this project is to create a comprehensive V1.0 of a Trail Plan that aligns with the Hopewell Ceremonial Earthworks (HCE) Visitor Experience and Interpretive Plan (currently under development). This plan will provide strategic guidance to the Ohio History Connection, and future trail partners, helping to lay the foundation for future trail development. It will enhance local tourism efforts by connecting existing trails and attractions, while supporting Ohio's broader tourism industry. Ultimately, this plan aims to drive economic growth and foster prosperity across the state, ensuring that the Hopewell Ceremonial Earthworks plays a central role in this larger regional and statewide tourism ecosystem.

## II. CONTENTS OF THE STATEMENT OF QUALIFICATIONS

### Statement of Qualifications Submission Guidelines

The Statement of Qualifications should provide clear, concise descriptions demonstrating the respondent's ability to meet the requirements of this RFQ.

Submissions should be limited to 25 printed pages. Additional information beyond what is requested will not be considered during the review process.

### Required Submission Information

#### *Section A: Firm Information*

1. Brief history of the firm.

#### *Section B: Team Information*

1. Names and qualifications of the principal(s) overseeing the project.
2. Names and qualifications of all team members, including external consultants, involved in the project.

3. Organizational chart detailing the project team structure.

### ***Section C: Project Samples (Up to 5 Submissions)***

Project samples may be submitted via email. If provided through email, hard copies are not required, and these pages will not count toward the 25-page limit.

For each project sample, include:

1. Project name and location.
2. Firm's role in the project.
3. Project size.
4. Total project cost.
5. Design date.
6. Completion date.
7. Key personnel involved.
8. Owner contact information.
9. Images, sample drawings, and relevant documents.
10. A short narrative describing the project, including unique challenges and its similarity to the Hopewell Ceremonial Earthworks project.

### ***Section D: Narratives and Summaries***

1. A statement demonstrating an understanding of the project and a narrative outlining the methodology for completing the work.
2. Explanation of why the firm is uniquely qualified for this project (1,500 words max).
3. Description of the firm's core competencies (1,500 words max).
4. Overview of specialized in-house capabilities, including trail planning, architecture, landscape architecture, and historic preservation.
5. Summary of sub-consultants and their anticipated roles within the project team. Note that the Ohio History Connection collaborates with the National Park Service on historic preservation planning.
6. Description of experience working within a team to develop and finalize planning documents.
7. Summary of experience with historic properties, National Historic Landmarks, and World Heritage Sites, including:
  - a. Public outreach and engagement in gathering stakeholder input.
  - b. Collaboration with municipalities or other trail associations and groups

- c. Experience with conservation easements.

### III. SELECTION PROCESS

The steps in the selection processes are as follows:

1. The RFQ is the first step in a two-step process for selecting a firm to create a comprehensive Trail master plan for Hopewell Ceremonial Earthworks. The RFQ provides the information necessary for consideration and initial ranking of the top three submissions by Ohio History Connection for an RFP process to soon follow.
2. The most qualified respondents may be asked to provide more details and projected specific information and may be asked to participate in an interview.
3. Submitter qualifications will be reviewed and assessed to determine if the submitter meets, or is capable of meeting, the requirements for the Ohio History Connection's Hopewell Ceremonial Earthworks master planning project.
4. If there are any areas of deficiency (such as incomplete or missing certifications), consideration will be given to submitters who provide a clear plan for addressing the requirements (e.g., completing necessary training or obtaining required certifications). The Ohio History Connection will enter into agreements with qualified consultants until the capacity of our consultant network is sufficiently developed to support the needs of the master planning project.

Note: A future phase of the Master planning process (Phase II) will engage a consultant team to take some or all the concepts developed in this project to a specific implementation plan, as appropriate.

### IV. SUBMISSIONS

Electronic submissions are preferred. Include "**Phase 1.0 Vision for a Multi-Use Trail System for the Hopewell Ceremonial Earthworks**" in the subject line.

**Submit Statement of Qualifications to:**

**Njeri Mbure**

**Email:** [nmbure@ohiohistory.org](mailto:nmbure@ohiohistory.org)

Ohio History Connection (<https://www.ohiohistory.org>)



## Request for Qualifications

Phase 1.0 Vision for a Multi-Use Trail System for the Hopewell Ceremonial Earthworks

**Deadline:** Friday, April 11, 2025, by 5:00 PM

For any questions, please contact Njeri Mbure at [nmbure@ohiohistory.org](mailto:nmbure@ohiohistory.org). Please no phone calls.

## TERMS & CONDITIONS

### Non-Discrimination and Equal Opportunity:

The submitter agrees not to discriminate against any employee, applicant for employment, or sub-contractor and commits to taking affirmative action to ensure that all employees, applicants, and sub-contractors are treated equally during employment, without regard to race, color, gender, creed, religion, ancestry, national origin, sexual orientation, disability, age, marital/familial status, veteran status, or status with regard to public assistance.

The Ohio History Connection reserves the right to accept or reject any or all Statements of Qualifications.

### Costs and Materials:

The Ohio History Connection shall not be liable for any costs incurred by the submitter in response to this RFQ, or any costs incurred in connection with discussions, correspondence, attendance at interviews, or negotiation sessions.

All materials submitted in response to this RFQ shall become the property of the Ohio History Connection and may be returned only at Ohio History Connection's discretion.

All materials received shall be considered public information and subject to public inspection in accordance with applicable laws.

### Cancellation:

The Ohio History Connection reserves the right to cancel any agreement for failure or refusal to perform, fraud, deceit, misrepresentation, collusion, or any other misconduct on the part of the selected contractor.

### Unresolved Finding for Recovery:

The selected company affirms and warrants to the Ohio History Connection that it is not subject to a finding for recovery under ORC 9.24, or that it has taken the appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. The company agrees that if this representation or warranty is found to be false, the agreement shall be considered void ab initio between the parties, and any funds paid by

Ohio History Connection (<https://www.ohiohistory.org>)



## Request for Qualifications

### Phase 1.0 Vision for a Multi-Use Trail System for the Hopewell Ceremonial Earthworks

the Ohio History Connection to the company will be immediately repaid, or legal action may be taken by the Ohio History Connection for recovery of those funds.

#### **Covenants of the Company:**

The company will be required to covenant and warrant the following:

- a) The consultant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract supported, in whole or in part, by the funding sources for this project.
- b) The consultant has not had one or more public transactions terminated for cause or default within the past three (3) years.
- c) The consultant will comply with the provisions of Section 1352, Title 31 of the U.S. Code, which prohibits the use of federal funds for lobbying any official or employee of a federal agency, or member or employee of Congress, and will disclose any lobbying activities in connection with federal funds.

#### **RESOURCES**

- Ohio History Connection: <http://ohiohistory.org>
- Hopewell Ceremonial Earthworks: <http://hopewellearthworks.org>
- Hopewell Ceremonial Earthworks (Google site): [https://artsandculture.google.com/story/zQURJ\\_gQyhYCEg](https://artsandculture.google.com/story/zQURJ_gQyhYCEg)
- Ancient Ohio Trail: <https://www.ancientohiotrail.org/>