



CITY of NORTH OLMSTED

Mayor Nicole Dailey Jones

Jennifer Scofield, Director of Public Safety

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**City of North Olmsted
Building Commissioner and Master Plans Examiner Services
Request for Qualifications**

Response Due Date: Friday October 19, 2022 at 4:00pm Eastern Standard Time

I. Introduction and Purpose of the Request

- a. The City of North Olmsted located in Cuyahoga County, hereinafter referred collectively to as “City” is soliciting Statements of Qualifications (SOQ) from qualified individuals or firms, hereinafter referred to as “Firm”, which have five (5) years or more of comprehensive experience in providing municipal Building Official and Master Plans Examiner services, on a contract basis, as outlined in the Scope of Services section of this RFQ.
- b. The City of North Olmsted, Ohio is a community of approximately 32,000 residents covering 11.67 square miles in western Cuyahoga County. North Olmsted has a diverse mix of single and multi-family residences along with extensive retail and other commercial development. In 2021, the Division of Building processed plan reviews, permits and inspections for approximately \$29.5 million worth of commercial and residential building construction activity.
- c. The City requests SOQ’s from qualified Firms to provide (1) Building Commissioner services and (2) Master Plans Examiner services. Respondents may submit SOQs for (1), (2), or both services. The contract period is for three years. To be eligible for consideration, the respondent must be capable of providing the services as set forth herein and must also meet all other criteria outlined in this RFQ.
- d. On an on-going basis and as subject to contract renewal terms as defined by the City, the City intends to have the Firm selected function as the “City Building Commissioner” to review proposed commercial and residential building and property development and maintenance compliance as well as building plans in order to determine compliance with applicable laws and ordinances implemented or adopted by the City, and/or also to function as a consultant to the City for Master Plan Examiner services. The services requested will require the Firm to be licensed to practice architecture in the State of Ohio and must also be able to guide and supervise licensed building, electrical, and plumbing inspectors certified in the State of Ohio. The City reserves the right to select a Building Commissioner and Master Plans Examiner other than the designated City Building Commissioner and Master Plans Examiner as determined by the City Administration to be in the best interest of the City.

II. General Information

- a. The land that became North Olmsted was originally part of the Connecticut Reserve in the Northwest Territory. In 1805, Aaron Olmsted, a wealthy sea captain, completed purchase of a vast tract of land comprising present-day North Olmsted, Olmsted Falls and Olmsted Township from the Connecticut Land Company. Olmsted died one year later in 1806. In 1815, Elijah Stearns and his sons David Johnson and Alva traveled 500 miles from Vermont to Cuyahoga County to inspect the land they intended to purchase from the Olmsted estate. Elijah and Alva returned to Vermont to complete the purchase, but David remained behind, becoming North Olmsted's first settler. The town grew from a collection of farms to a community of small business, such as a quarry, blacksmith shop, mill, iron smelter, and pig farm. Until about 1950, the population was still small. Then, following World War II, returning war veterans looking for a good place to live began to move out from Cleveland and North Olmsted grew rapidly. The town was largely agricultural until about the 1960's. Commercial building began to serve the new inhabitants who wanted a nearby place to shop. New schools were built to accommodate all of the new families with children. Today with a population of about 31,991, North Olmsted's residents live in a community reflecting over two centuries of development and change.
- b. The City has an Annual Budget of \$70,826,000
- c. The City is comprised of the following departments:
 - i. Mayor's Office
 1. Information Technology
 2. Mayor's Court
 - ii. Public Safety
 1. Building
 2. Fire
 3. Police
 - iii. Public Service
 1. Service
 2. Waste Water Treatment Plant
 - iv. Economic and Community Development
 1. Engineering
 2. Planning
 - v. Recreation and Community Engagement
 1. Recreation Center
 2. Springvale Golf Course and Ballroom
 3. Senior Center
 4. Juvenile Diversion
 - vi. Human Resources
 1. Civil Service Commission
 - vii. Law Department
 - viii. Finance Department

III. Strategic Initiatives

- a. **Online Building Permitting Processes:** The City is in the beginning stages of implementing digital solutions to improve City services and create efficiencies within the operation of City Government. To that end, the Firm selected will be tasked with advising, guiding, and training staff to use a portal that will have back end functions for City staff and a front facing "Citizen GIS Portal". This portal will include the following data:
 - i. SCRAM Security Camera registrations
 - ii. Zoning Parcels
 - iii. Floodplain Information
 - iv. Building permits
 - v. Code enforcement violations
 - vi. Utility
 1. Water
 2. Wastewater
 3. Electricity
 4. Fiber optic
 5. Gas
 - vii. Pavement Condition Ratings
 - viii. Sidewalk ratings
 - ix. Any other data as requested or deemed necessary by the City Administration

- IV. **Electronic Permitting:** The City has contracted with Tyler Technologies EnerGov platform for purposes of implementing a completely digital permitting process. The Firm selected will be expected to participate in the implementation and beta testing process prior to the launch of the system in Q2 2023.

V. Terms of Engagement and Form of Contract

- a. The City desires to enter into a Personal Services Contract pursuant to Chapter 112 of the North Olmsted Codified Ordinances with the Firm selected. The Contract, which shall include all professional services necessary, whether or not the services are specifically outlined in this RFQ.
- b. The selected Firm will be expected to sign a written agreement, which will incorporate this RFQ and awardee's qualifications. Submittal of SOQ's indicates a proposer's agreement with and intent to be bound by the terms of the negotiated contract. Negotiations for additional services shall be limited to cost and any other terms the City chooses to negotiate at the City's sole discretion.
- c. Interested Firms should include their Retainage fee proposal as part of the response to this solicitation.
- d. It is anticipated that the City will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for an additional two (1) year terms.

- e. The City requires the selected Firm to comply with all applicable Federal, State, and Local certifications, rules, regulations, and codes.

VI. Scope of Services: The City, through this solicitation, is seeking a firm that will provide professional contracted services for Building Commissioner and/or Master Plans Examiner. The City Building Commissioner and/or Master Plans Examiner will not be an employee of the City for any purpose, including but not limited to, the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, and the Ohio Unemployment Compensation Act.

a. Building Commissioner: The City of North Olmsted Division of Building is led by a Building Commissioner who is responsible for its organization and supervision. The Building Commissioner is appointed by and shall be answerable to the Director of Public Safety. Duties of the Building Commissioner include the following:

1. Provide information and advice to the Mayor, City Council, Directors, and other Division Heads, residents, builders, contractors, and other administrative officials on issues that arise in the city pertaining to building inspection and property maintenance.
2. Review formative or preliminary sketches, development proposals, layouts, estimates or reports, concerning the presentation of commercial or residential development plans as well as any public improvements contemplated by the city.
3. Make recommendations regarding the building features of development plans, including review for compliance with building codes and supervise staff in the performance of such review as the Building Official.
4. Be available and accessible to the Director of Public Safety at any time as is reasonable, other public officials, and maintain regular office hours at City Hall at no less than sixteen (16) hours per week.
5. Supervise the Division of Building with respect to all duties and missions of the Division, including but not limited to building permit and property maintenance inspection services in compliance with Ohio Building Code (OBC) and as a Building Division certified by the Ohio Board of Building Standards.

b. Master Plans Examiner: The OBC requires that the City engage the services of a Master Plans Examiner in order to perform a governmental function as defined under ORC 2744.01(C)(1)(p). The Firm shall perform the examination duty required of a Master Plans Examiner defined by OBC 107.4 and OBC 107.5. Additional duties of the Master Plans

Examiner include the following:

1. Meet with City representatives, officials, and with reasonable notice, visit construction, other sites, or buildings under jurisdictional authority of the City and make whatever inspection reports, written or oral, that may be deemed necessary at the time.
2. Respond to requests to provide information or testify as requested by City representatives, or when subpoenaed by a court or other legal body of jurisdiction, regarding any matter for which the Master Plans Examiner has provided service or presented an opinion before the City.
3. To the extent reasonably necessary, the Master Plans Examiner, after notice and consent from the City, may engage the services or retain any other person(s) or corporation(s) necessary to aid or assist in the proper performance of these duties.

VII. Proposed Award Schedule:

09/09/2022	Release RFQ
09/28/22	Deadline to Submit Questions
10/05/22	Addenda Issued in Response to Questions received
10/19/22	Deadline to Submit Statement of Qualifications
11/01/22	City will identify firms that have been shortlisted for interviews
11/11/22	Interviews of Shortlisted Firms
11/18/22	Administration will refer the selected firm to Board of Control for approval
11/21/22	Contract Presented to Board of Control
12/05/22	Contract Execution
1/1/23	Selected Firm(s) assumes the role(s) of North Olmsted City Building Commissioner and Master Plans Examiner

VIII. Evaluation Criteria

- a. List the qualifications, skills, and experience of the proposing firm's assigned personnel. Note specific experience and familiarity working in the City of North Olmsted and/or Ohio communities of similar size and composition.
- b. Address the ability of the proposing Firm to manage projects, meet deadlines, and respond to the City and the general public in a timely fashion, relative to current workload.
- c. Address the ability of the proposing individual or firm to communicate effectively and form successful working relationships with City staff, as

well as to provide excellent customer service to residents, businesses, contractors, and other community stakeholders.

- d. Provide a minimum of three references for similar work performed.

IX. Method of Selection and Award: Pursuant to the section 112.07 if the Codified Ordinances of the City of North Olmsted, the following process will be used to select the most qualified firm.

- a. Following completion of the time period for receipt of RFQ, the selection committee established by the Director of Public Safety pursuant to Section 112.04 above will evaluate all SOQs timely received based upon the evaluation criteria specified above. On the basis of these evaluations, the selection committee will select three (3) or more of the highest qualified firms for further consideration.
- b. If the committee has received less than three (3) SOQs for evaluation, or determines that fewer than three (3) firms are qualified to perform the required personal services, then the committee may select less than three (3) firms for further consideration.
- c. The selection committee shall request technical proposals from each of the firms selected for further consideration. The committee *may* also request that all firms selected for further consideration make a presentation to elaborate upon their technical proposals, statements of qualifications, and/or any other pertinent information.
- d. The selection committee will rank all remaining firms based upon the quality and feasibility of their proposals, including any authorized revisions. The Director of Public Safety, on behalf of the selection committee and the City of North Olmsted, will identify the highest rated and ranked firm and determine the terms and conditions of the proposed personal services contract, including the compensation to be paid by the City to the firm.

VIII. Submittal Instructions

- a. The City will select a consultant based on proposals submitted. Interested Individuals or Firms should respond by submitting seven (7) of their proposal to the address below **by 4:00 PM on October 19, 2022**. Responses received after 4:00 PM on the due date will not be considered. Send to:

Jennifer Scofield
Director of Public Safety
City of North Olmsted, Ohio
5200 Dover Center Road
North Olmsted, OH 44070

Contact Jennifer Scofield at (440) 716-4147 or scofieldj@north-olmsted.com with any questions regarding this Request for Qualifications.