



CITY of NORTH OLMSTED

Mayor Nicole Dailey Jones

Jennifer Scofield, Director of Public Safety

A 5200 Dover Center Road | North Olmsted, Ohio 44070 P 440-777-8000 F 440-777-5889

**City of North Olmsted
Master Plan Examiner Services
Request for Qualifications**

Response Due Date: Monday, December 8, 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 firms, hereinafter referred to as “Firm”, which has five (5) years or more of comprehensive experience in providing 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 contract period is for three years, renewable annually based upon performance. The respondent must be capable of providing the services as set forth herein and must also meet all other criteria outlined in this RFQ in order to be considered.
- 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 to function as the “City Master Plans Examiner” and will be selected 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
 - 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
 - vii. Law Department
 - viii. Finance Department

- III. **Scope of Services:** The City, through this solicitation, is seeking a Firm that will provide professional contracted services for Master Plans Examiner. The 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.

The Building Division, within the Department of Public Safety, is responsible for providing Master Plans Examination services to city residents, contractors, builders, and others. The Building Division is responsible for building and property maintenance inspections, permit approvals, and various other code enforcement activities.

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. Review building and other related plans and specifications for commercial and residential structures to determine conformance with governing codes, requirements, and relevant ordinances.
2. 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.
3. 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.

IV. Proposed Award Schedule:

11/22/22	Release RFQ
12/1/22	Deadline to Submit Questions
12/5/22	Addenda Issued in Response to Questions received
12/8/22	Deadline to Submit Statement of Qualifications
12/12/22	City will identify firms that have been shortlisted for interviews
Week of 12/12/22	Interviews of Shortlisted Firms
12/19/22	Administration will refer the selected firm to Board of Control for approval
1/3/23	Contract Presented to Board of Control
1/20/22	Contract Execution

1/23/22	Selected Firm assumes the role of North Olmsted City Master Plans Examiner
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V. 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 or Ohio communities of similar size and composition. Ohio registration as an Architect or Professional Engineer and five years as a registered design professional in building design and construction required.
- 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 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. The work of this position also serves to educate all stakeholders re: City, State of Ohio, and other codes, regulations, and ordinances.
- d. Provide a minimum of three references for similar work performed.

VI. Method of Selection and Award: Pursuant to the section 112.07 of 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. If no Firms are selected, the RFQ may be reposted.
- 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 December 8, 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.