



**City of North Olmsted
Department of Human Resources**

**REQUEST FOR QUALIFICATIONS
CITY OF NORTH OLMSTED LABOR NEGOTIATOR**

January 8, 2023

**LEGAL ADVERTISEMENT
CITY OF NORTH OLMSTED
REQUEST FOR QUALIFICATIONS**

The City of North Olmsted seeks Request for Qualifications (RFQ's) from qualified labor negotiators to provide professional services.

To obtain a copy of the RFQ, please refer to the City's website at www.north-olmsted.com under the "Doing Business" tab or by contacting the City of North Olmsted Human Resources Department at 440-716-4171.

Statement of Qualifications must be submitted no later than 4:00 PM on Wednesday, February 1, 2023. Qualifications received after this deadline will not be considered.

Introduction

The City of North Olmsted is soliciting written Statement of Qualifications from qualified labor negotiators to provide professional services to the City. The successful candidate will be responsible for representing the City in contract negotiations with six (6) bargaining units in four (4) separate and diverse unions.

To be eligible for consideration, the proposing person and/or firm must be qualified, experienced and capable of serving the City in this capacity and as outlined in the Proposal Format.

Project Coordination

Lisa Kidd, Director of Human Resources, will be the project coordinator. All inquiries related to this matter shall be directed to:

Lisa Kidd
Director of Human Resources
City of North Olmsted
5200 Dover Center Road
North Olmsted, Ohio 44070
440.716.4171
kiddl@north-olmsted.com

Submittal Date, Time and Location

Sealed written Statement of Qualifications are due to the City at the above stated address by 4:00 P.M. on Wednesday, February 1, 2023. Each Statement of Qualification shall be in a sealed envelope clearly marked "Labor Negotiator Statement of Qualifications" with the proposal due date and time. Statement of Qualifications received after this time will not be considered.

Each submittal shall include one original and three (3) copies, and shall be marked as such. The material shall be in sequence as related to the RFQ. Each section of the submittal shall be tabbed, clearly identifying the sections outlined below under Request for Qualification Format (Cover Letter, Qualifications, Scope of Services and Billing).

Statement of Qualifications received through e-mail or fax will not be considered.

Disclaimers

The City will not provide any reimbursement for the cost of developing, preparing or presenting proposals in response to this RFQ.

The City reserves the right to reject any and all Statement of Qualifications and will have no liability to any person and/or firm whose proposal is not accepted.

Any questions regarding the proposal or requests for clarification shall be directed in writing to Lisa Kidd at the contact information listed above.

It is the responsibility of the person and/or firm to examine the entire RFQ package and seek clarification of any requirement that may not be clear, and to check all responses for accuracy before submitting the proposal. Any exceptions to the terms, conditions or other requirements in any part of this RFQ must be clearly pointed out in writing and included in the RFQ response. Otherwise, the City will consider that the person and/or firm agrees to all terms and conditions and will be held responsible for compliance.

Acceptance of a Statement of Qualifications will not be binding upon the City unless and until an agreement covering all conditions and provisions of the services to be provided have been reduced to writing, executed by both parties and has attached to it the appropriate fiscal officers certificate.

General Conditions

The City of North Olmsted has one hundred sixty-eight (168) full time union employees and fifty (50) nonunion employees. Union membership is divided between AFSCME (Clerical – 23, Service – 50), Fraternal Order of Police (Supervision – 10, Patrol – 34, Corrections – 1), OPBA Dispatch – 11 and the International Association of Fire Fighters – 39.

Statement of Qualifications Format

Cover Letter

1. The letter shall review the highlights of the Statement of Qualifications and state the name, address and phone number of the proposing person and/or firm.
2. The letter must be signed by the person having the authority to make the proposal on behalf of the person and/or firm.

Qualifications

1. Personal and/or firm profile outlining the educational and professional background of those who will be involved in representing the City.
2. A statement of the person and/or firm client representation philosophy in labor relations.
3. An outline of public sector collective bargaining expertise.

4. A copy of the last three public sector contracts negotiated by the individual person or by the person within the firm who will be assigned to the City.
5. A contact name and number for the last three public sector contracts.
6. Additional references.
7. Assignment of personnel to this project.

Scope of Service

The person and/or firm will be expected to provide services as outlined below. These represent the minimum services expected to be performed in any given labor negotiation process. Additionally, the person and/or firm may include any related service they will provide.

1. Advise and represent the City in labor negotiations.
2. Be familiar with and consult the City on issues relating to the current contracts and memorandums.
3. Review all materials presented to the City by the bargaining units relative to negotiations and contract interpretation.
4. Provide written documentation of the impact to the City's finances and management rights to proposals made by bargaining units during negotiations.
5. Draft, modify and produce final original copy of all contracts

Billing

The City is very interested in containing the cost of professional services. While this RFQ requests a proposal on hourly and out-of-pocket expenses, we welcome any alternative proposal you might have on fees. Alternative fee schedules may be submitted ***in addition*** to the following information.

1. An all-inclusive billable hourly rate for professional services of the person(s) assigned to the City. This is to include legal counsel, negotiator(s) and support staff.
2. A list of all non-professional services considered to be out-of-pocket expenses (i.e. mileage, copying, filing fees, etc.).
3. A list of tasks the City will be responsible for. Unless a given task is clearly defined as being the responsibility of the City, the person and/or firm is assuming full responsibility for performing that task within the hourly rate submitted in this RFQ.
4. A statement of the standard billing procedure and internal control procedures to insure all bills submitted to the City accurately reflect services provided within the scope of work and are required for effective representation.

Evaluation and Selection

In accordance with the Codified Ordinances of the City of North Olmsted, the evaluation and selection will be based upon the following criteria.

1. Demonstrated past performance of similar work.
2. Experience of personnel assigned to the City of North Olmsted.
3. Approach to working with City and staff.
4. Comprehensive description of major tasks.
5. Familiarity or previous experience with City or region.
6. Project costs.
7. Schedule availability.
8. Other factors, if any, specific to the project.