

Request for Statement of Qualifications
pursuant to R.C. 153.65, et seq.
Geauga County, Ohio

Master Plans Examiner Services

Posting Date: January 27, 2022

Response Due Date: **Friday, February 11, 2022 at 4:00 p.m.**

The Geauga County Board of Commissioners is requesting Statements of Qualifications for Master Plan Review Services. The Plan Review Services include ongoing review of commercial and industrial building and architectural plans for projects within the County of Geauga, Ohio. Interested parties or firms shall submit a Statement of Qualification clearly marked: “**Statement of Qualifications for Master Plan Examiner Services- Attn: Christine Blair, Commissioners’ Clerk**” pursuant to the requirements contained in this Request for Statement of Qualifications.

Project Description

The Geauga County Building Department (“Building Department”) is a certified building department through the Ohio Board of Building Standards (“OBBS”). The OBBS requires that commercial, industrial and institutional (schools, universities, health care facilities, etc.) plans are reviewed by a Master Plans Examiner. Because the County does not have a Master Plans Examiner on staff at the Building Department, the County intends to enter into a **non-exclusive** contract with one or more Master Plans Examiner(s) as an independent contractor, to provide plan review and written reports, if necessary, of such reviews for a period of two (2) years.

Statement of Qualifications Content

Parties or firms interested in submitting a Statement of Qualifications need to include only the information outlined below.

- A statement of the competence to perform the required Master Plan Review services as indicated by the technical training, education, and experience of the firm’s personnel, especially the technical training, education and experience of the employees within the firm who would be assigned to perform the services;
- A list of the current OBBS certificates held by you or your firm. This certificate list must include the expiration date of each certificate;
- Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as quality of work and meeting of deadlines;
- A list indicating the Master Plans Examiner and other key staff members who will be responsible for plan review;
- Describe the capacity of you or your staff and the ability to perform the specified work in a timely manner, relative to present workload, equipment and facilities, and the availability of the qualified assigned staff;
- Describe, to the best of your ability, the average time for you or your firm to review plans and prepare a written report of the review;
- Describe the quality of services, including accuracy, thoroughness and report preparation, that you or your firm is able to provide;
- Provide a description of your or your firm's plan review approach, not to exceed two pages;
- Provide a description of you or your firm's professional liability insurance; and

Scope of Services

The successful party or firm will be expected to provide services and materials for the items listed below:

- Provide any necessary plan reviews requested by the County in a timely manner;
- When necessary, coordinate verbally or in writing with the Chief Building Official or others;
- When necessary, appear at meetings scheduled by the Chief Building Official or others;
- Maintain, in good standing, a Master Plans Examiner Certification from the OBBS;
- Maintain professional liability insurance, as required; and
- The party or firm shall be responsible for all materials and services used during the course of reviewing plans and preparing reports. Such materials and services shall include, but are not limited to: paper; office supplies; reference books and materials; photocopying; telephone, facsimile and internet services; and similar materials and services.
- Do not provide any fee estimate, fee proposal or other estimate or measure of compensation at this stage. Compensation will be discussed only after the firms are selected and ranked and a contract is negotiated.

Selection Procedures

Responding parties or firms will be evaluated and ranked in order of their qualifications when considering the following criteria:

- Training, education and experience of parties or firms;
- Ability to perform the services competently and expeditiously;
- Past performance of the parties or firms;
- Any and all other relevant factors or qualifications otherwise expressed in this Request for Statement of Qualifications; and

The order of the criteria in the preceding list is not indicative of order of importance. The County shall evaluate the statements of qualification and may hold discussions with individual responding parties or firms to explore further the firms' statements of qualifications, the scope and nature of the services the parties or firms would provide, and the various technical approaches the firms may take toward the work. Following the evaluation, the County shall select and rank no fewer than three (3) firms which it considers to be the most qualified to provide the required professional design services in accordance with R.C. 153.69. Upon negotiation of contract terms, an agreement shall be entered into between the County and the party(ies) or firm(s) considered most qualified to provide the work. The County reserves the right to reject any and all statements of qualification and to enter into contracts with one or more persons and/or firms and shall have no liability whatsoever to any person or entity whose proposal is not accepted and does not confer any right of appeal.

Any inquiries or questions regarding this Request for Statement of Qualifications may be submitted via regular mail to Daniel Spada, Chief Building Official, Geauga County Building Department, 470 Center Street, Bldg. 8A, Chardon, Ohio 44024; or via email to dspada@co.geauga.oh.us. Telephone calls will not be accepted.

Interested parties shall submit a Statement of Qualification clearly marked "**Statement of Qualification for Master Plans Examiner Services Attn: Christine Blair, Commissioners' Clerk**" by hand delivery or via mail by 4:00 p.m. on Friday, February 11, 2022, to:

Christine Blair
 Commissioners' Clerk
 Geauga County Board of Commissioners
 470 Center Street, Bldg. #4
 Chardon, Ohio 44024

By Order of the Geauga County Board of Commissioners

Christine Blair, Clerk

LEGAL NOTICE
Request for Statement of Qualifications
for Master Plans Examiner Services
Geauga County, Ohio

Notice is hereby given that the Geauga County Board of Commissioners is requesting Statements of Qualifications from parties or firms able to provide master plan review services. The plan review services generally encompass review of commercial and industrial building plans for projects within the County of Geauga, Ohio. Envelopes containing the submittals should be sealed and clearly marked: **“Statement of Qualifications for Master Plans Examiner Services-Attn: Christine Blair, Commissioners’ Clerk”**.

Statements of Qualification will be received by the Geauga County Board of Commissioners, 470 Center Street, Building 4, Chardon, Ohio 44024, or by mail at the same address **until 4:00 p.m. local time on Friday, February 11, 2022**.

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The qualifications set forth in R.C. 153.65(D)(1)-(5) and other qualifications shall be considered in evaluating all statements of qualification. Additionally, all parties or firms must possess the necessary licensing as well as State of Ohio certifications.

The formal Request for Qualifications containing the project description, qualifications requested, scope of services, selection procedures, etc. may be obtained at the office of the Geauga County Office of Development/Geauga County Building Department, 470 Center Street, Bldg. 8A, Chardon, Ohio, 44024, Monday through Friday 8:00 a.m. to 4:30 p.m.

A copy of this legal notice will be published in the Geauga County Maple Leaf and posted on the county’s internet site on the World Wide Web. Go to:
<https://co.geauga.oh.us/Notices/Statements-of-Qualifications>.

The Geauga County Board of Commissioners reserves the right to waive any formalities, irregularities, or to reject any or all bids.

By Order of the Geauga County Board of Commissioners

Christine Blair, Commissioners’ Clerk

Publish: January 27, 2022 and February 3, 2022