



REQUEST FOR PROPOSALS FOR PROFESSIONAL PLANNING CONSULTANTS

RFP #: 2024-02

RFP Title: Lake County, Ohio: VISION 2050

RFP ISSUE DATE: November 14, 2024

RFP DUE DATE & TIME: December 4, 2024 11 AM

ISSUING DEPARTMENT: Lake County Board of Commissioners (the "County")
Commissioner's Office
ATTN: Jason Boyd, Administrator
105 Main Street, Suite A513
Painesville, Ohio 44077

REQUESTING DEPARTMENT: Lake County Board of Commissioners and the Office of Planning
and Community Development
ATTN: David Radachy, Director
105 Main Street, Suite B401
Painesville, Ohio 44077

Proposals **MUST** be delivered in accordance with the instructions provided in this RFP to the ISSUING DEPARTMENT by the date and time listed above. Any proposal received after this date may be accepted at the County's sole discretion.

SECTION 1: INTRODUCTION

The Board of Lake County, Ohio Commissioners (“County”) are soliciting proposals for a professional consulting firm for “LAKE COUNTY, OHIO: VISION 2050” (“Plan”). The plan, similar to a comprehensive plan, should address in detail a planning directive for 2026 – 2036 and provide tools to guide growth while considering observations and challenges for a planning horizon through the year 2050.

Once a contract has been approved by the Board, the office of Planning and Community Development personnel will, along with the County Administrator, will provide project management/oversight for the county and will be available for input, consultation, inquiry, and review of all aspects of the planning effort; but it is envisioned that Planning staff will not be directly responsible for any work elements other than those specifically described herein.

The respondent shall submit a proposed general process for the project using past experience and best practices in similar communities.

A. RFP Contact

If you have any questions, all inquiries must be directed to the following individual via email:

Individual Name: David Radachy, Director
Department: Lake County Office of Planning and
Community Development
Address: 105 Main Street, Suite B401
Painesville, Ohio 44077
Email Address: David.radachy@lakecountyohio.gov

Copy to:
Individual Name: Jason W. Boyd, County Administrator
Business Address: Lake County, Ohio Board of
Commissioners
105 Main St., Suite A513
Painesville, Ohio 44077
Email Address Jason.Boyd@lakecountyohio.gov

B. RFP Guidelines

1. The County reserves the right to issue addenda to the RFP at any time.
2. Multiple proposal submissions from a provider for the same service will be considered non-compliant and will be rejected.
3. The County is not liable for any costs incurred by the firm in the preparation and presentation of proposals submitted in response to the RFP.
4. All materials submitted become property of the County. Selection or rejection of a response does not affect this right. Submitted materials will not be returned.
5. The County reserves the right to refrain from contracting with any firm. The release of this RFP does not compel the County to proceed to contract.
6. Once the contract is awarded, all documents submitted to the County as part of the proposals become public information. The County does not encourage the submission of confidential/proprietary information in response to this RFP. However, written requests for confidentiality may be submitted to the RFP contact. A proposal in its entirety (including pricing information therein) will not be considered confidential or proprietary. Under Ohio Revised Code Section 149.43, the County will make a determination of application for disclosure on an ad hoc basis. For confidential financial statements that may be required to be submitted, please place in a separate envelope clearly marked "CONFIDENTIAL FINANCIAL STATEMENTS."

C. RFP Inspection

Firms should carefully review this RFP for defects and questionable or objectionable material. Comments concerning defects and objectionable material shall be made in writing and received by the RFP contact at least ten (10) days before proposal opening. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the RFP contact at least ten (10) days before the proposal opening.

D. Proposal Submission

1. Proposals must be submitted via email to the individuals identified in Part 1.A and delivered via hard copy (includes courier/package delivery services) or delivered by mail to the ISSUING DEPARTMENT by the date and time listed above. Any proposal received after this date and time may be accepted at the County's sole discretion.
2. Firms assume the risk of the method of dispatch. The County assumes no responsibility for delays caused by any delivery service. Postmarking by the due date is not acceptable.
3. Proposals may not be delivered by facsimile transmission.
4. Mailed or hand-delivered proposals may be delivered only Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m., excluding holidays observed by the County.

E. Proposal Opening

The Lake County Board of Commissioners will not open the proposal publicly.

Rejection – The County reserves the right and discretion to reject any or all proposals for any reason or all proposals for no reason at all without incurring liability.

Withdrawal – Firms may withdraw a submitted proposal any time up to the closing date and time by submitting a written request to the RFP contact listed above.

F. RFP Review

The County will rank those firms based on each firm’s qualifications and the qualifications and experience of the particular individuals identified as the firm’s proposed team for the Project. After evaluating the responses, the Owner will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

G. Interviews

After submitting responses to the RFP, firms may be short-listed to be interviewed by the County's Selection Committee. The purpose of the interview is to allow each short-listed firm an opportunity to clarify and respond to questions related to its proposal. The County will call each short-listed firm to schedule individual times for the interviews.

H. Ranking and Negotiations

The County's Selection Committee shall rank the firms based on the qualifications and pricing proposals and will negotiate a contract with the best value firm. Upon failure to negotiate a contract with the highest ranked firm, the County shall inform the firm in writing of the termination of negotiations and enter into negotiations with the next ranked firm. If negotiations again fail, the same procedure shall be followed, in order of ranking, until a contract is negotiated or until the County determines not to enter into a contract, at the County's sole discretion. Selection of the Insurance Broker and execution of a contract is contingent upon approval by the Board of Commissioners.

I. Selection Schedule

Below is the County's anticipated schedule for selection of the firm:

- i. RFP Proposals Due: **December 4, 2024**
- ii. Interviews (if any): **December 16-20**
- iii. Selection/Notification: **December 30, 2024**

J. Proposal Clarifications and Corrections

The County may request clarifications from any firm during the evaluation process. The County may also provide the firm an opportunity to correct defects in its proposals if the County determines it will not result in an unfair advantage for the firm and it is in the County's best interest. Any clarification or

correction that is broader than the scope of the County's request may result in the firm's proposal being disqualified.

K. Proposal Format

The proposal should be submitted in compliance with the following specifications:

1. Proposals must be submitted with one (1) electronic PDF by email, one (1) original and ten (10) hard copies. There must be an original of every document with signature, including the cover letter and attached forms.
2. Proposals are required to be submitted, by the designated date and time, in a sealed package and labeled as: "[Firm Name] – 2024-02 – Proposal for the “Lake County, Ohio: VISION 2050.

L. Submission Requirements

1. Cover Letter. Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, and (b) name, title and phone number of the principal contact person.
2. Firm Profile. The firm profile must include: (a) years of existence; (b) legal form of firm, (c) location of home office; and (d) general firm history. If the proposed form of entity is a joint venture, please identify each company and their respective percentage of participation.
3. Summary. Provide a summary, on one page or less, describing why your firm/team is the most- qualified for the Project.
4. Bonding/Insurance. Where applicable, provide evidence of capacity to provide bonding and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability.
5. Similar Experience. Relevant projects of similar nature. Include: (a) description of the project and the services your firm provided for the project; (b) start and completion dates for each project; and (c) name, title, email and telephone number of four client contacts most familiar with your services on the project.
6. Personnel/Staffing. Provide an organizational chart containing the names and titles of the proposed staff for the Project. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phase(s) of the Project to which the individual will be assigned and the percentage of that individual's time to be devoted to the Project.

7. Management Systems. Describe the record keeping, reporting, mapping, public input methodology and other information management systems that the firm would propose to use for the Project.

SECTION 2: PLANNING OBJECTIVES

A. Planning Approach

A response to this proposal shall include the respondent's proposed methodology and approach, including a general timeline, for performing a review and update to the Comprehensive Plan.

The County is looking forward to a planning approach that:

- Is innovative and unique to Lake County;
- Balances the interests of all parties with a stake in the future of Lake County;
- Educates the public and development community on best practices and on what comparable local communities are doing;
- Creates a guide for land use decisions that are consistent with best practices for land development;
- Incorporates work completed on other related Lake County plans and projects that have been recently updated; and
- Provides for diversified and thorough public involvement in the drafting and adoption process.
- Utilize technology to solicit countywide public input

B. Successful Respondent Characteristics

- The successful respondent to this RFQ will have proven to have the following characteristics:
- High success rate of comprehensive plan adoption;
- Experience in developing comprehensive plans in the state of Ohio;
- The ability to produce win-win solutions with actionable recommendations that conform to the Ohio Revised Code;
- The knowledge and experience necessary to educate the public and elected officials on the value of comprehensive planning;
- An awareness of the economic, social, and environmental consequences of development patterns in a rural and small city setting; and
- A list of highly-satisfied previous clients.

C. Scope of Services

Lake County is seeking an experienced, professional consultant to facilitate and perform the following:

- Facilitate the strategic planning process using a comprehensive planning method.
- Gather data through community research and outreach (internal and external) that focuses on County services for users, non-users and stakeholders (including board and staff) to identify needs/wants as well as ways to raise awareness and provide clarification to the community on

the scope of services provided by Lake County Government. Community input is a key component of this planning process and must include:

- a. Focus groups / public input sessions
- b. Paper and online survey
- c. Other methods as identified by the consultant

Proposals should discuss ways to reach our various populations. Surveys and other types of gathering data will need to be conducted in Spanish as well as English.

- Facilitate planning meetings and public, board and staff input sessions.
- Prepare mission and vision statements, values and culture statement.
- Identify service priorities, goals, objectives, and activities.
- Write and present the comprehensive plan that will be communicated to all stakeholders. The final deliverable should include:
 - An assessment of the County's environment, including evaluation of strengths and weaknesses, quality of services, reputation, management and budget, etc.
 - Specification of the mission, vision, core values, and culture of the organization.
 - Clearly defined priorities, goals, and objectives that are measurable.
 - Specification of a built-in process of regular review, evaluation and adjustment to the plan resulting from changes in the economic, demographic or environmental..
- All raw and summary data is to be delivered to the County at the conclusion of the planning process

D. Issues Lake County wishes to be explored

- Overview and existing information review
 - History, geography, geology of Lake County
 - Different types of communities
 - i. Rural
 - ii. Pre-War
 - iii. Post War (1946 to 1970)
 - iv. Late Century development (1970 to 1990)
 - v. Ex-Urban/Semi-rural
 - Historic relationships between Lake County communities
- Data collection and analysis
 - Demographics (Current Stats and Population Forecasts)
 - Housing stats (Current Stats)
- Review of existing comprehensive planning documents/strategic plans/demographic analysis from all Lake County political jurisdictions
- Citizen participation, preference on using technology and working with a steering committee
- Goals and objective
- Future generalized land use plan based on Lake County working together with other and the region.

Items that are on the 2050 planning horizon that need to be reviewed:

- Impacts of regional growth (Greater Cleveland MSA)
- Brief background of Lake County (general location, demographics, employers)

- Expansion of sanitary sewer/limits of sanitary sewer
- Land use
 - a. Current Land use
 - b. Future land use based on communities working together.
- Transportation
 - a. Future Transportation corridors and
 - b. Future Transportation types
 - c. Public Transportation
 - d. Airport
 - e. Alternate Transportation (Bikes, E Bikes, electric cars)
 - f. Old Commercial Corridors
- Housing Issues
 - a. Senior Housing
 - b. Alternate housing types other than single family
- Economic Development
 - a. Industrial
 - b. Commercial/Retail
 - c. Office/work from home
 - d. Agriculture/ Agri-tourism
 - e. Tourism
- Parks, recreation and open space review
 - a. Local Parks
 - b. Metroparks
 - c. State Park
 - d. School
 - e. Private facilities
- Education
 - a. Public School Districts
 - b. Private Schools
 - c. Higher Education
- Environmental
 - a. Protection of streams and wetlands
 - i. Grand River
 - ii. Chagrin River
 - iii. Arcola Creek
 - b. Lake Erie
 - i. Access
 - ii. Erosion
 - c. Agriculture Preservation

SECTION 3: PUBLIC NOTICE

Notice is hereby given that the Lake County Planning and Community Development (LC P&CD) office for the Lake County Board of Commissioners is soliciting Requests for Proposals (RFPs) from organizations and individuals wishing to provide professional consulting services for the Lake County Plan called "Lake County, Ohio: Vision 2050," similar to a comprehensive plan.

Full specifications and instructions are available at <https://www.lakecountyohio.gov/planning-community-development/>, then click on "RFP Lake County Plan called "Lake County, Ohio: Vision 2050," These materials may be also be obtained at the LC P&CD office, 105 Main Street Suite 401B, Painesville, Ohio 44077, or by mail. Contact David Radachy at (440) 350-2740 or at david.radachy@lakecountyohio.gov to arrange a pickup or mailing. Copies of proposal documents are not available by fax or electronic transmission. There will be no Bidders Conference for this procurement.

Submissions must be delivered to Lake County Commissioners Office, 105 Main Street Suite 501A, Painesville, Ohio 44077, and should be delivered in accordance with instructions in the RFP/RFQ package. Questions may be directed to David Radachy, Director at david.radachy@lakecountyohiogov. The deadline for RFP Submissions is December 4, 2024 11 AM. Any proposals not received at the designated place by the designated time and date must be rejected. The Owner reserves the right to reject any and all proposals; to waive informalities in the RFP; to increase or decrease or omit any or all items; to award a contract or contracts to the lowest and/or best proposer; to waive or extend proposal deadlines; and/or to negotiate with all qualified sources if in the best interest of the parties.

Available via the internet at <https://www.lakecountyohio.gov/commissioners-office/>. Click on Public Notice.

By Order of the Board of County Commissioners, in and for Lake County, Ohio.

John T. Plecnik, President

John R. Hamercheck, Commissioner

Richard J. Regovich, Commissioner

Jennifer Bell, Clerk

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