



LAKE METROPARKS

Informal Request for Proposal 2024-019

Safety Consultant Services

Issued Date: January 19, 2024

Deadline for submittal is February 16, 2024

Purpose of the Request

Lake Metroparks seeks to hire a Safety Consultant who shall provide the professional services necessary to perform the following general requirements:

1. Assist the Park District in maintaining a safe work environment for its employees while meeting local, state and federal laws and regulations.
2. Perform an annual review of the Park District's Employee Safety Manual and recommend changes and/or updates.
3. Develop an understanding of the Park District's operations which are governed by occupational health and safety laws and regulations, and assist Park District staff in conducting evaluations and developing standard operating procedures.
4. Conduct Site Safety Inspections of Lake Metroparks' main and satellite facilities totaling fifteen (15) annually which will include the Park District headquarters, three regional maintenance centers, two vehicle/equipment maintenance centers, eight staffed program facilities, two golf courses, and two animal care facilities. Report findings along with recommendations for corrective actions.
5. Provide in-person and remote employee safety training opportunities, create "toolbox talks" publications, and recommend other safety training opportunities to ensure the Park District's compliance with the Public Employment Risk Reduction Program (PERRP).
6. Review all accidents, recommend changes to mitigate or prevent future accidents.
7. Assist the Park District with the creation and implementation of a "Near Miss" program.
8. Provide the Park District with general Professional Safety Services upon request.
9. Act as a resource for all safety related questions, responding quickly via phone or email during working hours with the requested information.
10. Attend in-person meetings as deemed necessary by Lake Metroparks.

Delineation Of Responsibilities

1. Responsibilities of the Safety Consultant
 - a. The Safety Consultant shall be responsible for undertaking the services identified above, or as negotiated (if required) with the Park District, upon execution of a contract by both parties.

- b. All invoices for services will be submitted to the Park District and include a brief description of services rendered and the Park District purchase order number.
2. Responsibilities of Lake Metroparks - The Park District shall make available to the Safety Consultant all documents in the Park District's possession that may be useful in assisting the Park District with services requested. However, it will remain the Safety Consultant's responsibility to gather and verify the necessary information.

Background

Over half a century ago, visionary citizens of Ohio's smallest county began campaigning to set aside land for future parks. To conserve and preserve the natural resources of Lake County, Lake Metroparks was formed in 1958 under the authority of Chapter 1545 of the Ohio Revised Code and is a separate political subdivision of the state of Ohio. The park district manages 47 parks, facilities, and properties, encompassing a total of 10,145 acres (including 8,689 owned acres, 892 leased acres, and 564 acres of conservation/trail easements). Its boundaries are coterminous with the boundaries of Lake County, Ohio, located immediately east of Cuyahoga County. The southern shoreline of Lake Erie forms the northern boundary of the Park District.

The presiding Lake County Probate Court Judge, appoints a three-member board of citizens to govern Lake Metroparks. Lake Metroparks Board of Park Commissioners serve, without compensation, for three-year alternating terms. The Board of Park Commissioners appoints an Executive Director who serves as the Chief Executive Officer for the Park District.

The Park District currently employs 141 full-time, 101 part-time and approximately 94 seasonal staff who work at one or more of our thirteen (13) staffed facilities.

Proposal Format

Proposals are to be submitted in a format that allows uniform review and easy access to information by the Evaluation Team. A Table of Contents shall be provided; pages and exhibits numbered in an organized manner.

The items to be addressed in the proposal are listed below. All proposals shall provide a delineation of capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content. Proposals should contain no more than 10 single-spaced pages. Covers, dividers (i.e., sheets that are blank on both sides), and any addenda will not be counted as part of the sheet count.

Submittals shall include:

Safety Consultants are to make written proposals that present the Consultant's qualifications and understanding of the work to be performed. Safety Consultants shall address each of the specific evaluation criteria listed below, in the following order:

1. Executive summary
 - a. Introduction: provide a brief letter of introduction on Safety Consultant's letterhead transmitting all RFP information;

- b. Name, address, phone number and email address of authorized agents - primary and alternate contacts - for the duration of the contract.
 - c. Brief history of the Safety Consultant, to include date founded, experience of the office providing the services, length of time Consultant has been providing services described in this RFP, etc. Please provide a brief description.
2. Description of the Safety Consultant
 - a. Identify the principals of the firm. Provide resumes.
 - b. List all personnel to be assigned to this project and describe relevant experience. Identify the primary project manager and his/her time to be spent on the project. Changes to personnel after award of contract will be at the sole discretion of the Park District to accept or reject. Include similar information for any subcontracting firm(s) to perform work on the project.
 - c. Identify subcontractors which will be utilized in this project and describe their qualifications. Changes to personnel after award of contract will be at the sole discretion of the Park District to accept or reject.
3. Relevant experience of the Safety Consultant - List similar contracts, especially with public agencies or park districts, completed within the past five years, along with a reference contact, address and phone number. Provide a copy of firm's financial statement from current to past three (3) year period.
4. Approach to project - Describe Safety Consultant's approach in providing the professional services outlined in the "Purpose of Request" section of this proposal.
5. Deliverables - Confirm willingness to provide specific products and presentations as requested by the Park District during the contract and at its conclusion. Ensure confidentiality of information from other divisions within your company.
6. Company Portfolio - What is the current number of clients that your firm has? State the region in which they are located. Also, specifically highlight if any clients are government agencies, non-profit organizations, conservation agencies, recreation service providers and/or park districts.
7. Company Ownership. If incorporated, the state in which the company is incorporated and the date of incorporation.
8. Location - Location of the firm's offices, provide headquarter location for the firm submitting as well as permanent branch office locations and similar information for any subcontractors expected to perform work as part of your submittal. including:
 - a. Location of the office servicing any Ohio account(s).
 - b. Location(s) from which employees will be assigned.
9. Work Staff - Number of employees both locally and nationally (if applicable).
10. Point of Contact - Name, address, and telephone number of the Safety Consultant's point of contact for a contract resulting from this RFP.

Selection Criteria and Process

The evaluation and selection of the Safety Consultant will be based on the criteria set forth below. It is the Park District's intention to award a single contract under this procurement.

The Park District will conduct a formal selection process to determine the best-qualified Safety Consultant as follows:

1. The Evaluation Team shall screen and rate all RFP's submitted. Ratings shall be based on the following criteria (among others);
 - **Professional qualifications of the Safety Consultant and key personnel -- 25 points;**
 - **Experience on projects of similar size and scope -- 25 points;**
 - **Capability of the Safety Consultant to deliver timely and high quality services – 20 points;**
 - **References on previous projects -- 20 points;**
 - **Overall completeness and quality of proposal -- 10 points**
2. The Evaluation Team will select the best-qualified Safety Consultant(s) that will be invited for interviews (If Required).
3. The Evaluation Team will rate the Safety Consultants in each category listed above. The highest rated Consultant will enter into contract negotiations with the Park District. If negotiations are not successful, then the Park District may enter into negotiations with the next highest rated Consultant until an agreement for services and fees can be reached.

Timeline

The one year contract with two 1-year extension options will begin on approximately April 1, 2024.

Instructions to Responders

1. All responses shall be delivered to:

Vince Urbanski
Deputy Director
Lake Metroparks
11211 Spear Road
Concord Twp., Ohio 44077
(440) 639-7275 extension #1602

2. Please submit two (2) paper copies of your proposal in a sealed envelope clearly labeled "Informal Request for Safety Consulting Services RFP-2024-019".
3. Qualifications should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.
4. An authorized representative of the Safety Consultant must provide a signed statement expressing the sincere interest and willingness to perform the duties if chosen.
5. All questions regarding RFP 2024-019 are to be directed in writing to Vince Urbanski via email at vurbanski@lakemetroparks.com. All questions are due by 2/12/24.

6. The Safety Consultant must include evidence that they maintain the following minimum insurance:
 - Workers' compensation and employer's liability in amounts required by law;
 - Commercial general liability with limits not less than \$2,000,000.00;
 - Automobile liability insurance with limits not less than \$2,000,000.00; and
 - Professional liability with limits not less than \$1,000,000.00.
7. ISSUING AGENCY--WARNING: Consultants who have received this document from a source other than the Lake Metroparks should immediately contact the Vince Urbanski, and provide their name, mailing address, email address, phone/fax number in order that communications can be sent to them if necessary. Contractors who fail to notify Vince Urbanski with this information assume complete responsibility in the event that they do not receive communications from the Park District prior to the closing date.

Terms and Conditions

1. This RFP does not commit the Park District to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalists shall pay their own costs incurred in preparing for, travelling to and attending the interviews. The Park District reserves the right to accept or reject the proposal in part, or in its entirety.
2. Safety Consultants are advised that Park District will only deal with the principals or their designated agents with regard to this RFP. It is understood by the principals and their agents that the Park District is not obligated to accept any proposal or to negotiate with any proposers and Lake Metroparks reserves the right to accept the proposal, which in its sole opinion, will best serve the public interest.
3. Any proposal may be withdrawn up until the date and time set above for submitting the RFP. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to the Park District the services described, or until one or more of the proposals have been approved by the Park District, whichever comes first.
4. Payment by the Park District for the services will only be made after the services have been performed; an itemized billing statement is submitted and approved by the Park District, which shall specifically set forth the services performed, the name of the person performing such services. Payment shall be made on a monthly basis, no later than thirty (30) days after approving such billing statement.

End of RFP 2024-019