

ADVOCATE RUN: August 14, 2023
County Website: August 14 – Sept. 1, 2023

LEGAL NOTICE

The Licking County Planning Commission (LCPC) with the approval of the Board of Licking County Commissioners (LCBOC) is requesting two professional service proposals:

- 1) Construction Inspection and Materials Testing/Sampling for Construction Projects.
- 2) Plan Review.

Separate sealed Proposals, endorsed “**RFP – Construction Project Inspections**” or “**RFP – Plan Review**” will be received and opened at the Donald D. Hill County Administration Building in the Licking County Commissioners Office (4th floor), 20 S. Second Street, Newark, OH 43055 until August 31, 2023, at 9:15 a.m. and 9:20 a.m. respectively.

The Request for Proposals may be obtained from the Licking County Planning Commission website <https://lickingcounty.gov/depts/planning/default.htm> or at the Licking County Website <https://lickingcounty.gov/> posted under Bids & RFPs. Each firm/individual that obtains a Request for Proposals package shall complete and return the RFP Receipt Form in order to receive any necessary correspondence.

Licking County Board of Commissioners
Beverly Adzic, Clerk/Administrator

RFP PACKET

**REQUEST FOR PROPOSAL
PLAN REVIEW
IN LICKING COUNTY, OHIO
2023-2025**

**20 S. Second Street, Newark, Ohio
43055 Phone: (740) 670-5110 Fax: (740)
670-5119**

Contents:

- Proposal Receipt Form
- Request for Proposal | Plan Review in Licking County, Ohio | 2023-2025
- Vendor Affidavit Form
- Findings of Recovery - C05 Instructions

PROPOSAL RECEIPT FORM

PROPOSAL SPECIFICATIONS FOR:

**PLAN REVIEW
IN LICKING COUNTY, OHIO**

2023-2025

The responder shall complete this form at the time of receiving an RFP packet. This form shall be submitted and retained in the Licking County Commissioners Office RFP folder to enable the County to send updates or corrections to the attached RFP documents

**Bev Adzic, Clerk/Administrator
20 South Second Street, Newark, Ohio 43055
badzic@lickingcounty.gov**

PROPOSER INFORMATION

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: (_____) _____ - _____

MOBILE # (Optional): (_____) _____ - _____

CONTACT PERSON

NAME: _____

TITLE: _____

EMAIL: _____

COUNTY EMPLOYEE DISTRIBUTING INFORMATION

DATE GIVEN OUT _____ / _____ / 2023

NAME: _____

TITLE: _____

**REQUEST FOR PROPOSAL
PLAN REVIEW
IN LICKING COUNTY, OHIO
2023-2025**

**20 S. Second Street, Newark, Ohio
43055 Phone: (740) 670-5110**

The Licking County Board of Commissioners is seeking requests for proposals for professional services for plan review.

I. Purpose and Background

The Board of Licking County Commissioners, in consultation with the Licking County Planning Commission, is requesting proposals for the provision of plan review for the public and required improvements associated with major subdivisions, major development projects, and requests for permits to develop in a flood hazard area within the unincorporated areas of Licking County, Ohio. It is anticipated that the County and the successful offeror will enter into a three (3) year contract with the right to renew for one (1) year, beginning sometime on or after October 2, 2023.

The County will retain administrative and enforcement control of the plan reviews through the Licking County Planning Commission.

II. Scope of Work

The professional engineering, architecture, and planning firm shall have professional engineers, professional landscape architects, and professional planners who may be requested to review the following types of plan sets: Sketch Plan, Preliminary Plan, Mass Grading Plan, Construction Plan, As-built Survey, and Final Plat. Said review will be to verify that the specified plan set complies with one or more bodies of the following bodies of regulations: *Licking County Subdivision Regulations*, *Licking County Subdivision Improvement Regulations*, *Licking County Soil Erosion and Stormwater Regulations*, *Licking County Access Management Regulations*, and the *Flood Damage Prevention Regulations for Licking County, Ohio*. The review may also involve other referenced documents such as, but not limited to, the Ohio Rainwater and Land Development Manual, the current effective Ohio Environmental Protection Agency (OEPA), National Pollutant Discharge Elimination Systems (NPDES) general permit, Natural Resources Conservation Service (NRCS) Urban Hydrology for Small Watersheds Technical Release #55 (TR-55), and the Federal Emergency Management Agency (FEMA) approved methods and software for hydrologic and hydraulic analysis.

The following is a list of the specific public and/or required improvements that the professional engineering, architecture, and planning firm may be reviewing:

- A. Public or private roads (Includes the road pavement, curb, gutter, ditches, shoulders, utility crossings within the public road right-of-way, street signage, pavement markings, lighting, and traffic management.)

- B. Sidewalks, paths, and multi-use trails. In addition to compliance with the Licking County regulations, the professional engineering firm will review to ensure compliance with the Americans with Disabilities Act (ADA) and Public (PROWAG) standards.
- C. Access management, design, and improvements. (Includes, driveways, culverts, turn lanes, road widening, driveway to driveway spacing, driveway to intersection spacing, and sight distances.)
- D. Stormwater, and sediment and erosion control plans. (Includes, but not limited to, grading, stormwater system, stormwater basins, storage volumes, flood routing, sediment and erosion control measures, and best management practices.)
- E. Site layout and design. (Includes landscaping, buffering, open space and active recreation elements, setbacks, easements, grading, flood routing, flood protection, flood risk reduction, elevating structures or infrastructure, and floodproofing structures or infrastructure.)
- F. Reports and studies (Includes hydrologic and hydraulic analysis reports, stormwater and sediment abatement reports, traffic impact studies, and environmental reports [stream and wetland delineation].)

The professional engineering, architecture, and planning firm may be reviewing one or more of the above elements of the applications submitted to the LCPC depending on application volume, County staff availability, and complexity of the reviews.

In addition to the Licking County Planning Commission and its staff, the professional engineering, architecture, and planning firm, and its staff may work with and/or coordinate with various county agencies and their staff including the Licking County Engineer's Office, and the Licking County Soil and Water Conservation District. These agencies currently, provide technical assistance and assist the Licking County Planning Commission staff with the review, administration, and enforcement of the above-listed regulations.

The professional engineering, architecture, and planning firm may also need to coordinate and work with applicants and their professional engineers and agents as they work to address the firm's review comments.

When the professional engineering, architecture, and planning firm staff that has been assigned a review, they will be expected to attend the Licking County Technical Review Committee meeting(s) for the application to present and discuss their review comments. Additionally, the staff may need to attend pre-construction meetings and final walkthrough inspections as the project enters into and completes the construction phase. The professional engineering, architecture, and planning firm will be expected to utilize the Licking County online application platform [currently OpenGov Citizen Services] to

participate in the plan review process. Meetings may be online and/or in person. In-person meetings are generally held at the Donald D. Hill County Administration Building located at 20 South Second Street, Newark, OH 43055, but may be held at the development site, and or another county agency office depending on need.

III. Required Credentials:

- A. Certification in Americans with Disabilities Act (ADA) standards.
- B. Certification in Public Right-of-Way Accessibility Guidelines (PROWAG) standards.
- C. Certified Floodplain Manager (preferred).

IV. Qualifications:

- A. Professional Engineers, Professional Surveyors, and Professional Landscape Architects licensed in the State of Ohio
- B. Staff with the required credentials above.
- C. Professional engineer on staff who can complete reviews and has a minimum of 5 years of experience in stormwater, sediment, erosion control management, flood routing, and design. Including preparing and interpreting hydrologic and hydraulic analysis reports and other stormwater calculations. In-depth knowledge of best management practices for stormwater and sediment and erosion control is required.
- D. Professional engineer, professional surveyor, and certified floodplain manager on staff, with a minimum of 5 years of experience who can review and prepare hydrologic and hydraulic analysis reports, site plans, Federal Emergency Management Agency (FEMA) certificates, and permit application documents associated with requests for permits to develop in a flood hazard area, preliminary and construction plans, Federal Emergency Management Agency (FEMA) letters of map amendment/revision. Familiarity with the FEMA Community Ratings System (CRS) program and FEMA-approved software and methods for analyzing floodways, flood fringe, no-rise, and no-impact requirements in FEMA and local regulations is preferred.
- E. Professional engineer on staff that can complete reviews and has a minimum of 5 years of experience with roadway design.
- F. Professional engineer on staff that can complete reviews and has a minimum of 5 years of experience with sidewalk, paths, and multi-use trail design and compliance with ADA and PROWAG standards.
- G. Professional surveyor on staff who can review survey information on plan sets.
- H. Professional landscape architect on staff who can review landscaping and buffering plan sheets and documents.
- I. Professional planners on staff who can review site plans.
- J. Ability to provide dedicated staff for reviews.
- K. Ability to complete reviews of plans on a bi-weekly basis.
- L. Ability to utilize the Licking County online application management program (currently OpenGov Citizen Services).
- M. Ability to attend pre-scheduled meetings of the Licking County Technical Review Committee.

- N. Ability to attend special meetings in Licking County for plan review, pre-construction meetings, and other development meetings as may be required from time to time.
- O. The professional engineering firm or their professional engineers, professional surveyors, professional landscape architects, and professional planners do not submit applications to the Licking County Planning Commission for developments including single-site or multi-site commercial, industrial, recreational, institutional, multi-family, or single-family developments, or for permits for Development Review Permit, or Request for Permit to Develop in a Flood Hazard Area. Excludes, minor land division/lot split applications.

V. Terms and Conditions Required by the Contracting Authority

The professional engineering, architecture, and planning firm shall maintain at the firm's expense (1) Comprehensive General Liability Insurance, (2) Professional Liability Insurance for negligent acts, errors, and omissions, and (3) Workers' Compensation Insurance which insurance shall provide coverage for liabilities or claims for damages resulting from services performed or undertaken by the firm. Certificates of Insurance shall be furnished to the County upon request if selected.

VI. PROPOSAL CRITERIA

Proposals should be presented in the following order, showing the following details at a minimum:

- A. Cover letter signed by someone with the authority and ability to enter into contracts on behalf of the offeror. The cover letter shall provide the name, address, phone, and e-mail contact for the offeror's main point of contact. In addition, the letter should contain a brief statement about the offeror's interest in the work.
- B. Profile of the offeror (firm/office), including Statement of Qualifications and resumes of key personnel. All requirements of the proposal criteria apply to Sub-Consultants if they are to be used, and the firm and employee information is to be incorporated into a single proposal. All personnel must be clearly associated with their respective firm. The prime consultant must perform more than 60% of the services contained herein.
- C. Specifically demonstrate an understanding of regulatory interpretation and application, plan reading, road design and construction, bridge and culvert sizing, design, and construction, stormwater design and calculation, flood routing design and calculation, site layout and design, Americans with Disabilities Act (ADA) requirements and design, ODOT'S Standards and Specifications, City of Columbus Standard Construction Drawings, hydrologic and hydraulic analysis calculations, and interpretation, and traffic impact study analysis, and interpretation. This shall be on two pages or less.
- D. Provide at least three (3) references for your work, including the names and contact persons, for similar projects for whom you have provided such services within the last five years.
- E. Proposed hourly rate for each job classification that will bill to the project for the offeror to provide the above services (Scope of Work), costs relating to field equipment, vehicles, travel time to job site, labor, clerical, benefits, and any other

associated costs necessary to provide personnel on the job site. Each job classification must be defined and specific duties identified in the proposal. **The proposed hourly rate shall be a fixed rate for a three (3) year contract term with the right to renew for one (1) additional year.**

- F. Proposed fee structure and cost controls. The current effective Licking County Fee Schedule is available on the Licking County Planning Commission webpage for reference.

Link: [Licking County Planning Commission Fee Schedule](#)

- G. Identify the employees who will be responsible for conducting and overseeing reviews and the specific reviews listed within the “Scope of Work” herein they will be responsible for.
- H. The estimated percentage of the time that each employee listed in (F) above will be dedicated to the review for which they are responsible. (For example, if a Professional Engineer [P.E.] staff member will be solely responsible for the review of public and private road improvements, then that individual will be responsible for 100% of the review. If a P.E. and an Engineer in Training [E.I.T.] are dedicated to reviewing public and private road improvement plans, the E.I.T. will be responsible for conducting the initial 50% of the review, and then the P.E. will be responsible for 50% of the review by reviewing the plans, and verifying and quality control checking the E.I.T.s review, then the E.I.T. will be listed as 50% and the P.E. at 50%.)
- I. Non-Collusion Affidavit
- J. Findings for Recovery

VII. SELECTION CRITERIA

Selection of an offeror (firm/office) will be made in accordance with the provisions of Ohio Revised Code Section 307.862, and based upon the following factors and criteria:

- A. Expertise and availability of key/assigned personnel;
- B. Clear and concise Proposal that demonstrates an understanding of the scope of work;
- C. Proposed cost and cost containment methods specific to this scope of services;
- D. References; and,
- E. Offerors who wish to submit applications to the Licking County Planning Commission for developments including single-site or multi-site commercial, industrial, recreational, institutional, multi-family, or single-family developments, or for permits for Development Review Permit, or Request for Permit to Develop in a Flood Hazard Area need not apply, so as to avoid conflicts of interest. This excludes minor land division/lot split applications.

The Licking County Planning Commission staff, Licking County Engineer’s staff, and the Licking County Soil and Water Conservation District staff will review the RFP,

score the RFP, and select the RFP that will best meet the needs of the County based on the criteria herein.

VIII. INSTRUCTIONS TO OFFERORS

A. Contacts

1. All questions and related correspondence shall be directed to:

Brad Mercer, Planning Manager
Licking County Planning Commission
Donald D. Hill County Administration Building
Planning and Development Department, First Floor
20 S. Second Street
Newark, OH 43055
(740) 670-5203
bmercerc@lickingcounty.gov

2. All questions and related correspondence shall be copied to:

Jay Fisher, Assistant Planning Manager
Licking County Planning Commission
Donald D. Hill County Administration Building
Planning and Development Department, First Floor
20 S. Second Street
Newark, OH 43055
(740) 670-5204
jfisher2@lickingcounty.gov

Ensure all email requests have the following text in the subject line:

“Inquiry, RFP – Plan Review”

Answers/clarifications to all questions received will be provided to all offerors that have obtained a Request for Proposals package, solely in written format, at the email address provided by offerors.

B. Proposals shall be submitted to the Board of County Commissioners, County of Licking, State of Ohio as follows:

**Board of County Commissioners
C/o Beverly Adzic, Clerk/Administrator
Donald D. Hill County Administration Building, Fourth Floor
20 South Second Street
Newark, OH 43055**

- C. **Proposals must be submitted in sealed envelopes, labeled: “RFP: Plan Review.” The full name of each person or firm/office submitting the proposal, with its business address included, shall also be marked on the outside of the envelope.**
- D. One original, two (2) copies, and an electronic version (flash drive) of the proposal may be submitted to Beverly Adzic, Clerk/Administrator in the Board of County Commissioners Office, Donald D. Hill County Administration Building (Fourth Floor), 20 South Second Street, Newark, OH 43055, until **August 31, 2023, at 9:20AM.** **Proposals will be accepted by U.S. Mail, national courier service, or hand-delivery only up and until August 31, 2023, at 9:20A.M.** **Proposals delivered by Fax or email shall be considered “non-responsive, and not considered.” Proposals received after the deadline (August 31, 2023, at 9:20A.M.) shall not be considered.**
- E. The County will review the proposals and notify the offerors of any necessary discussions for clarification purposes. The County, in its sole discretion, reserves the right to reject any or all proposals not found to be responsive.
- F. The County reserves the right to waive informalities and to reject any and all proposals, waive any technical requirements, and to accept any proposal from the offeror, which is deemed by the County to be the most advantageous to the County.
- G. At a minimum, the proposals shall include:
1. Cover Letter
 2. Profile of the offeror including resumes of key personnel who will be conducting the plan review.
 3. Statement of Understanding (two pages or less)
 4. References
 5. Proposed hourly rate per employee classification
 6. Identify the employees who will be responsible for conducting and overseeing reviews and specific reviews listed within the “Scope of Work” listed herein.
 7. The estimated percentage of the review that each employee listed in (f) above will be dedicated to the review. (For example, if a Professional Engineer [P.E.] staff member will be solely responsible for the review of public and private road improvements, then that individual will be responsible for 100% of the review. If a P.E. and an Engineer in Training [E.I.T.] are dedicated to reviewing public and private road improvement plans, the E.I.T. will be responsible for conducting the initial 50% of the review, and then the P.E. will be responsible for 50% of the review by reviewing the plans, and verifying and quality control checking the E.I.T.s review, then the E.I.T. will be listed as 50% and the P.E. at 50%.)
 8. Non-Collusion Affidavit
 9. Findings for Recovery

Continued on the next page.

I. RESERVATIONS/AUTHORITY/NEGOTIATIONS

- A. The County reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or, submits price terms that the County considers to be excessive, compared to existing market conditions, or determines to exceed the available funds of the County.
- B. The County reserves the right to reject, in whole or in part, any proposal that the County determines, using the selection criteria provided herein, would not be in the County's best interest.
- C. The County may conduct discussions with offerors that submit proposals, for the purpose of clarifications or corrections, regarding a proposal, to ensure full understanding of, and responsiveness to, the requirements specified in this request for proposals.
- D. The County will negotiate with the offeror that submits the proposal determined to be the most advantageous to the County, based upon the selection criteria provided herein. The County shall negotiate with only one offeror at a time. The County may terminate negotiations with an offeror at any time during the negotiation process for any reason and may begin negotiations with the next highest-ranked firm. The County, at its discretion, may select more than one firm to provide the services outlined herein. If the negotiations are terminated with an offeror, the County shall negotiate with the offeror whose proposal is ranked the next most advantageous to the County, according to the selection criteria provided herein. An offeror may withdraw its proposal at any time prior to the award of a contract.
- E. The County may cancel or reissue a request for proposals if any of the following apply:
 - 1. The supplies or services offered through all of the proposals submitted to the contracting authority are not in compliance with the requirements, specifications, and terms and conditions set forth in the request for proposals;
 - 2. (2) The prices submitted by the offerors are excessive compared to existing market conditions or exceed the available funds of the contracting authority;
 - 3. (3) The contracting authority determines that award of a contract would not be in the best interest of the county.

Continued on the next page.

II. TIMELINE

The following is the anticipated timeline for selection (and may be subject to change):

- Proposals Received & Opened: Thursday, August 31, 2023
@ (9:20A.M.)
- Internal Review Complete; Thursday, September 7, 2023
- Internal Review Discussion
(If needed.); Thursday, September 7, 2023
- Interviews (If needed.); Week of September 11, 2023
- Award to Successful Offeror; By September 21, 2023
- Execute Agreement; October 2, 2023 +/-

Proposals shall be considered open, valid and subject to acceptance for up to 90 days following the date of opening. Time for acceptance may be extended upon the mutual consent of the County and the successful offeror.

VENDOR AFFIDAVIT FORM

PROJECT NAME: Plan Review in Licking County Ohio 2023-2025

That we do hereby affirm the above statements to be true and in consideration of the award of

NON-DELINQUENCY OF PERSONAL PROPERTY TAXES:

The undersigned, being duly sworn, if a contract is awarded you, states that we (the Vendor) are not charged at the time the bid was submitted with delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent property taxes on any such tax list. Nor do I have any debt owed to the State of Ohio.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

That we do not and shall not discriminate against any employee or applicant for employment because of race, religion, color, or national origin. If awarded the bid and/or contract under this proposal, said party shall take affirmative action to ensure that applicants are employed and that employees are treated, during employment, without regard to their race, religion, color, sex, or national origin. If successful as the lowest and best bidder under the foregoing proposal this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provisions of this affidavit. Furthermore, said party agrees to abide by the assurances found in Section 153.54 of the Ohio Revised Code in contract provisions with the owner if selected as the successful bidder by the Owner.

NON-COLLUSION:

That the bid being submitted is genuine and not collusive or sham; that we/I have not colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder or person, to submit a sham bid, or refrain from bidding; have not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, to fix any overhead, profit or cost element of said bid price, or of that of any other bidder; to secure advantages against the County of Licking or any person or persons interested in the proposed contract; that all statements contained in said proposal of bid are true, and that, such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any other potential information or date relative thereto to any other potential bidder. Further, Affiant affirms that no county employee has any financial interest in this company or the bid being submitted.

the fore mentioned contract, the above statements are incorporated in said contract as a covenant of the undersigned.

Company Name

Company Tax I.D. Number

Vendor Signature

Print Name & Title

Sworn to before me and subscribed in my presence this ____ day of _____, 2023.

Notary Public Signature

Date Commission Expires

FINDINGS FOR RECOVERY – C05

To be compliant with House Bill 95, search the State Auditors Website: www.auditor.state.oh.us

- Click on: “Findings for Recovery”
- Click on: “To perform a certified search” Print list and initial findings.
- Submit the printed document with the Request For Proposal (RFP).