

**RESOLUTION NO. 2022-711**

**A RESOLUTION ADOPTING THE VILLAGE OF PANDORA, OHIO CONSULTANT SELECTION POLICY, WHICH IS INTENDED TO KEEP THE VILLAGE OF PANDORA IN COMPLIANCE WITH OHIO'S QUALIFICATION-BASED SELECTION LAW (OHIO REVISED CODE SECTION 153.65 THROUGH 153.73)**

**SECTION I.** That effective January 1, 2023, or at the earliest time permitted by law, the Village of Pandora shall use the following Consultant Selection Policy for the awarding professional design service contracts that exceed \$50,000.00 or when necessary. When the need arises for professional design service, the Village of Pandora will publicly announce the need for such services. Announcements will be made through either a selected group of Pre-qualified Consultants (ORC section 153.68), or an appropriate professional association, or will be published in the newspaper or "other public media that the Village of Pandora considers to be appropriate" (ORC section 153.67). Said Consultant Selection Policy is attached hereto as Exhibit "A".

**SECTION II.** This Resolution shall be in force and effect at the earliest time permitted by law.

**SECTION III.** That it is found and determined that all formal actions of this Council concerning or relating to the passage of this Resolution were passed in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that result in such formal action, were in meetings open to the public, to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

ADOPTED: December 13, 2022 (DATE)

ATTEST:

Kimberly D. Reese  
Kimberly D. Reese, Fiscal Officer

APPROVED:

Jeremy Liechty  
Jeremy Liechty, Mayor

## ***General Qualifications***

The general qualification statement must contain a minimum of the following information:

- a) A brief history and location of the firm
- b) Education, licensing and experience/expertise of current staff available for projects
- c) Examples of work, including types of projects completed in the past, with references
- d) Any previous work performed for the Village of Pandora
- e) Current O.D.O.T. pre-qualification status
- f) Current O.D.O.T. design evaluation number
- g) Proof of liability insurance

Any statement of general qualifications that does not contain all of this information may be deemed not pre-qualified at the discretion of the Village of Pandora.

All general qualifications must be submitted in person to the Village of Pandora and be a maximum of four (13) pages in length (not including Proof of Insurance).

For additional reference, standard company brochures may be submitted separately. These brochures must be less than one-half (½) inch thick and be bound. All information must fit into a legal-size hanging file folder and therefore no three-ring hard cover notebooks will be accepted.

## ***II. Consultant Evaluation Process***

On a project-by-project basis, the Consultant Selection Committee will evaluate the consultants based upon the "Consultant Evaluation Form", for which the selection committee will establish weights for each of the evaluation categories. The ratings of each category will be multiplied by the weights to get the scores, which will then be summed for a total score. Firms will be ranked from highest to the lowest total score with the highest scoring firm being the most qualified. In the case of a tie between two (2) firms, the tie will be broken as follows:

- a) Preference will be given to the firm whose office is within Putnam County. If more than two (2) firms are affected by the tie, one or more may be eliminated by this item even if a tie still remains between two (2) or more firms;
- b) If (a) above does not completely eliminate the tie, then the project engineer shall select the firm of his/her choice from those firms not eliminated by (a) above.

On most projects, the Village of Pandora shall move directly into contract negotiations with the highest-ranked firm. However, if determined necessary, the Consultant Selection Committee may evaluate the firms further and request "Technical Proposals" or interviews from the selected consultants.

## ***III. Request for Technical Proposals***

Upon further review, the remaining consultants (maximum of three (3)) will be asked to submit a Technical Proposal. At that time, the Consultant Selection Committee will specify an alternate format if appropriate for a specific project. The request will contain all appropriate information, including the field

review notes and preliminary project description and a scope of the services required (where applicable). A due date for the receipt of technical proposals shall also be established.

#### ***IV. Evaluation of the Technical Proposals***

The Consultant Selection Committee shall review all technical proposals received and may interview the firms at the committee's discretion. After evaluation, the selected firm will be asked to submit a price proposal for the design services required. Once "Negotiations" are complete, the Village of Pandora shall notify all firms involved in technical proposal submission of the final selection.

#### ***V. Negotiations***

Once the selected firm has submitted a price proposal, the Village of Pandora may decide to negotiate with the consultant for a better contract price. Once the Village and the consultant come to an agreement as to the scope and fee, the Village of Pandora will request the consultant to prepare an agreement. The Village of Pandora will then send this agreement along with a recommendation to the Village Council for approval and for the execution of the contract. If the project engineer and the consultant can not come to an agreement as to the scope of work and fee associated with this work, the project engineer must then negotiate these services with the second most qualified firm (ties are broken as in (II.) above. This procedure is repeated until an agreement is reached and contract entered into by the Village of Pandora.

#### ***VI. Exemption from Consultant Selection Process***

The Village of Pandora may directly select consultants for projects that are exempt from the technical proposal selection process, which are as follows:

- Projects for which the estimated design fee does not exceed \$50,000.
- Projects determined by the Village of Pandora to be an emergency requiring immediate action.
- Projects requiring special expertise, which only a limited number of consultants can provide.

The Village of Pandora shall recommend firms, usually three (3), considered most capable of performing the services and select the firm they consider most qualified. Following the selection, development of an agreement shall proceed in the same manner as the consultant selection process.

#### ***VII. Additional Confidential Information***

All selection information including consultant letters of interest, technical proposals and price proposals, and the Village of Pandora's selection ratings and estimate, shall be considered confidential and will not be available for public disclosure until after an authorization to proceed has been issued by the Village of Pandora.

# Village of Pandora Consultant Selection Evaluation Form

Project: \_\_\_\_\_

Design Firm: \_\_\_\_\_

Evaluator: **Jeremy Liechty - Village of Pandora Mayor**

| <u>Criteria</u>  | <u>Rating*</u> | <u>Weight**</u> | <u>Score</u> |
|--|----------------|-----------------|--------------|
| <b>1. Firm &amp; Individual Qualifications</b>         |                |                 |              |
| Firm's number of years in the business                 | _____ x        | 3               | = _____      |
| Firm's education/expertise of current/available staff  | _____ x        | 5               | = _____      |
| Firm's experience with similar projects                | _____ x        | 5               | = _____      |
| <b>2. References</b>                                   |                |                 |              |
| Quality of design                                      | _____ x        | 5               | = _____      |
| Controlling costs/meeting budgets                      | _____ x        | 5               | = _____      |
| Communication/cooperation                              | _____ x        | 5               | = _____      |
| <b>3. Proximity to the Village of Pandora</b>          | _____ x        | 5               | = _____      |
| <b>4. Past Performance with the Village of Pandora</b> | _____ x        | 5               | = _____      |
| <b>5. Current ODOT Pre-qualification Status</b>        | _____ x        | 5               | = _____      |

**Total Score** =

## Rating\*

0 = Unacceptable      3 = Good  
1 = Poor                4 = Excellent  
2 = Fair                 5 = Superior

## Weight\*\*

(0-5) Weights vary for each criterion and also, from project to project.

## Firm's Number of Years in business

less than 1 year      = 0 rating  
1 < years < 6        = 1 rating  
6 < years < 8        = 2 rating  
8 < years < 10       = 3 rating  
10 < years < 12      = 4 rating  
12 years or more     = 5 rating

## Proximity to the Village of Pandora's Office

Within Putnam County      = 5 rating  
Within 25 miles            = 4 rating  
Within 50 miles            = 3 rating  
Within 75 miles            = 2 rating  
Within 100 miles           = 1 rating  
Outside 101 miles         = 0 rating

## Past Performance with Village of Pandora

Consideration will be given to any previous problems encountered with a firm due to error in plans and/or completion of plans in a timely manner.

# Technical Proposal Form / Letter of Interest

## I. General Instructions

- a) Each item requires a complete answer. Wherever explanations are requested, they must be given in detail. Do not provide information which is not requested in this form. All replies shall be concise.
- b) Requests must contain a Transmittal Letter on your firm's letterhead signed by the contractual officer.
- c) Technical Proposal / Letters of Interests must meet the following requirements:
  - 1) Provide a minimum of 1" top margin on all sheets.
  - 2) Page number must be centered at the bottom of each page.
  - 3) Use bond weight paper only, including that used for dividers.
  - 4) Use only 8½" x 11" paper only.
  - 5) Bind proposals by stapling at the top upper left-hand corner. DO NOT use any other binder system.
  - 6) DO NOT provide tabbed inserts or other features that may interfere with machine copying.
  - 7) DO NOT exceed ten pages for sections 3, 4, 5 & 6 plus additional pages for section 2. Plus 1 page for a cover letter, for a maximum page count of 13.
- d) Submit one (1) original copy to Village of Pandora, 102 South Jefferson St., Pandora, Ohio 45877.
- e) To be considered, proposals must be received at the above location on or before \_\_\_\_\_.

## II. Technical Approach

Please explain your method for the project development. In addition, please explain any aspect of your method, which is unique or innovative, and specify the economic benefits to the Village of Pandora if such an approach is utilized. Consider any impact on the efficiency and effectiveness of accomplishing the required work.

## III. Key Personnel

Indicate key personnel, along with their work experience, who will be assigning the project, including any specialist outside the consultant's firm who will be employed for the project.

- a) Project Manager
- b) Other Key Personnel

## IV. Availability and Capacity.

Discuss your staff's availability and capacity in the required skill classes necessary to accomplish the work contemplated in the work elements as outlined in your technical approach.

## V. Subcontracts

List any items of work which are proposed to be subcontracted for this project.

## VI. Project Advancement Schedule

Considering the proposed project completion date and the review time needed for the project development, provide and discuss your firm's schedule for the various elements of the work to meet the proposed completion date.

## Example

### ADVERTISEMENT FOR PROFESSIONAL DESIGN SERVICES

The Village of Pandora intends to contract with a qualified consultant for bidding, contract and construction administration, as well as technical and inspection services in connection with the construction of a 200,000 gallon water tower in Pandora, Ohio. Firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications no later than 4:00 p.m., \_\_\_\_\_, 2022. Statements received after this deadline will not be considered. Statements of qualifications should include information regarding the firm's history; education and experience of owners and key technical personnel; the technical expertise of the firm's current staff; the firm's experience in performing engineering studies, design, construction administration and construction observation; availability of staff; the firm's equipment and facilities; references; and any previous work performed for the Village of Pandora. Statements of qualifications should be transmitted to: Jeremy Liechty, Mayor of Pandora, 102 S. Jefferson St., P.O. Box 193, Pandora, Ohio 45877. As required by Ohio Revised Code §153.65-73, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the Village of Pandora will enter into contract negotiations with the most highly qualified firm.

#### NOTES TO PUBLISHER (Do not include in Ad)

##### Pandora Advertisement for Professional Design Services – Pandora, Ohio

Advertise 2 Consecutive Weeks, \_\_\_\_\_, 2022 and \_\_\_\_\_, 2022.  
Putnam County Sentinel

**Send Invoice & Proof of Publication to:**

Kim Reese, Fiscal Officer  
Village of Pandora  
102 S. Jefferson St., PO Box 193  
Pandora, Ohio 45877

Thank You!