

**Request for Qualifications
Planning Consultant Services for the
Lake County Coastal Resilience Plan**

Legal Ad:

Public Notice
Request for Qualifications
Planning Consultant Services for the
Lake County Coastal Resilience Plan

Lake County Soil & Water Conservation District (LSWCD) in partnership with Lake County Planning and Community Development, and Lake Development Authority – (which will be referred to as the “Plan Executive Committee”) is requesting qualifications statements from companies to provide Planning Consultant Services for the Lake County Coastal Resilience Plan, which will include data collection of lake-front information and conditions, developing the coastal resilience toolkit and coastal resilience plan, and managing public input through public meetings, surveys, task forces, and a steering committee.

Pursuant to Ohio Revised Code §153.65 through §153.71, Respondents will be evaluated and ranked based on their qualifications. Pursuant to Ohio Revised Code §153.69, the Plan Executive Committee will select and enter negotiations with the Respondent it considers to be most qualified for the project. Respondents interested in being considered should submit a Statement of Qualifications no later than 2:00 p.m. EST on May 2, 2025. Statements received after the deadline will not be considered for this project. Four (4) copies of each Respondent’s Statement of Qualifications package should be submitted.

A complete Request for Qualifications (“RFQ”) information packet can be obtained by contacting David Radachy, Director of Lake County Planning and Community Development at: 440-350-2335 or david.radachy@lakecountyohio.gov.

Statements of Qualifications should be submitted to:

Lake County Planning and Community Development
Attn: Director
105 Main Street, Suite B401
Painesville, OH 44077

TO BE ADVERTISED: April 21, 2025, and April 28, 2025.

Lake County Soil & Water Conservation District

Request for Qualifications - Planning Consultant Services for the Lake County Coastal Resilience Plan

Introduction

Lake County Soil & Water Conservation District in partnership with Lake County Planning and Community Development, and Lake Development Authority – (which will be referred to as the “Plan Executive Committee”) is requesting qualifications statements from companies to provide Planning Consultant Services for the Lake County Coastal Resilience Plan, which will include data collection of lake-front information and conditions, developing the coastal resilience toolkit and coastal resilience plan, and managing public input through public meetings, surveys, task forces, and a steering committee.

Pursuant to Ohio Revised Code §153.65 through §153.71, Respondents will be evaluated and ranked based on their qualifications. Pursuant to Ohio Revised Code §153.69, the Plan Executive Committee will select and enter negotiations with the Respondent it considers to be most qualified for the project. Respondents interested in being considered should submit a Statement of Qualifications no later than 2:00 p.m. EST on May 19, 2025 to Lake County Planning and Community Development, 105 Main Street, Suite B401, Painesville, Ohio 44077. Statements received after the deadline will not be considered for this project. Four (4) copies of each Respondent’s Statement of Qualifications package should be submitted.

Additional questions regarding the Request for Qualifications (“RFQ”) can be directed to David Radachy, Director of Lake County Planning and Community Development at: 440-350-2335 or david.radachy@lakecountyohio.gov.

Project Overview

Lake County Ohio has 40.25 miles of Lake Erie coastal shoreline. Changing weather patterns, higher intensity storms, dramatic water level changes and rapid urbanization have increased the rates of erosion and sedimentation entering Lake Erie. Addressing the erosion has been done by hard-arming coastal properties in a piece-meal fashion, however, a whole coastline approach to address current conditions and provide resilience for the future is necessary. Lake County Planning & Community Development, Lake County Soil and Water Conservation District and the Lake Development Authority are working together to initiate a county-wide coastal planning study and develop an updated County Coastal Resilience Plan. Planning for coastal issues was last conducted over twenty years ago; the majority of the projects in the plan have been implemented and modern conditions and practices have changed drastically.

The Plan will address issues of development, climate resilience, and coastal erosion. The project will include identification of countywide coastal risks, prototypical shoreline nature-based protection strategies, identification of partner communities, development of conceptual

plans for six priority projects, and establishing a strategy for project partners to seek grant funding for project implementation. The initial focus for partner communities and priority project identification will specifically target coastal communities within U.S. Census Block Groups where 50.5% or more of households earn less than 80% of the Area Median Income. This approach is designed to assist underserved communities with fewer resources, ensuring they receive the support needed to enhance their economic and climate resilience, ultimately improving their ability to adapt to environmental challenges. Incorporating these projects into a county-wide plan provides a comprehensive approach that assesses how these projects align ecologically across communities, enhancing their overall effectiveness. By incorporating insights from community leaders on identifying and prioritizing the most beneficial projects, we can ensure that our efforts yield greater positive impacts.

Plan

1. Planning Approach

A response to this proposal shall include the respondent's proposed methodology and approach, including a general timeline, for creating a coastal plan resilience plan.

The County is looking forward to a planning approach that:

- a. Is innovative and unique to Lake County;
- b. Balances the interests of all parties with a stake in the future of Lake County;
- c. Educates the public and development community on best practices and on what comparable local communities are doing;
- d. Incorporates work completed on other related Lake County plans and projects that have been recently updated;
- e. Provide partner engagement during the planning process;
- f. Provides for diversified public involvement in the drafting and adoption process;
- g. Utilize technology to solicit countywide public input and community input.

2. Successful Respondent Characteristics

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

3. Scope of Services

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

- a. Develop a Quality Assurance Project Plan (QAPP) will be needed to clearly identify the environmental data collection objectives of the project. A QAPP provides specific details on the methods or procedures that will be used to: collect and analyze the data; store, manage, and report the data; ensures that data quality is sufficient to meet project needs; and reduce the likelihood of any loss of data;
- b. Review existing shoreline conditions and summarize in maps that characterize key facets of the coast, including ownership patterns, environmental and geological resources and characteristics;
- c. Assess and summarize coastal vulnerabilities and risk on a regional scale;
- d. Develop six conceptual plans for priority projects along the lakefront or effects the lakefront. Practices that increases the coastal resilience to severe storms should be emphasized;
- e. Develop a Coastal Resilience Toolkit that includes prototypical shoreline nature-based protection strategies and the magnitude of construction costs;
- f. Integrate the shoreline characterization, assessment of coastal vulnerabilities and toolkit into a summary document with text and imagery, implementation recommendations for regulatory and environmental review, and strategies to attract state and federal funding;
- g. Develop community outreach and engagement strategy, with an emphasized target of communities with U.S. Census Block Groups where 50.5% or more of households earn less than 80% of the Area Median Income (AMI).

Environmental and Economic Outcomes

The environmental economic and safety outcomes will include reduced erosion and sedimentation entering Lake Erie. Lake County has among the highest rates of erosion on the Ohio coastline, having lost 5.4 feet between 2004 and 2015, or .49 feet per year. Using nature-based strategies provides long-term sustainability, and mimics natural processes, improving biodiversity and habitat. Coastal erosion is affected by the lake's water levels, which change on a cyclical basis. The project will put practices in place to protect against erosion caused by the ever-fluctuating lake water levels. The economic outcomes will result from a healthier and more stable lakeshore: increased fish and bird habitat will increase ecotourism and recreational uses with corresponding financial contributions to the local economy. The health and safety outcomes will result from a more stable lakeshore. A stable lakeshore is a safer lakeshore. Nature-based solutions are more sustainable long-term and will need less maintenance and repair, further reducing the costs to communities and providing a safer place to visit.

Project Location

The project is located over Lake County's 40 miles of shoreline on Lake Erie. This project will cover the lakefront communities in the county. From West to East, these communities include Willowick, Eastlake, Lakeline, Timberlake, Willoughby, Mentor on the Lake, Mentor, Painesville Township, Fairport Harbor, Perry Township, North Perry and Madison Township. Two communities, Grand River Village and the City of Painesville are along the Grand River a distance of 1 to 1.5 miles from Lake Erie.

The successful bidder will develop an updated County Coastal Resilience Plan to address coastal erosion in a coordinated and comprehensive manner, that creates resiliency, using nature-based solutions that align ecologically across the coastal communities, and that is accessible to all.

Submittal Requirements

The following Statement of Qualifications (“SOQ”) information is required in the order listed below. Any SOQ that does not include all of the required information will not be deemed responsive. Please limit the SOQ to 75 pages and include an electronic version with the submittal, in addition to the four (4) hard copies. The Plan Executive Committee reserves the right to request additional or supplemental statements, as it deems necessary.

1. Provide general background information about the Respondent. This shall include a brief description of the Respondent’s general business activities and services provided. In addition, provide the following information:
 - a. Respondent’s name, office location(s) and contact information.
 - b. Federal Tax Identification number.
 - c. Ohio Tax Identification number.
 - d. Respondent’s legal entity (e.g. corporation, etc.) and state of formation.
 - e. Respondent’s history, size, main partners/officers, etc.
 - f. Resume of the principal(s) who will act as the primary contact(s); include each’s resume as it relates to the scope of services to be provided.
 - g. A summary describing why Respondent is best qualified for the Project services.
2. Provide a summary of the Respondent’s experience as it relates to the scope of services requested. This shall include up to five (5) projects and any notable accomplishments made in connection with the projects. Information regarding the projects should include title, dates, location, size, and production information including products, materials, capacity, etc.

Projects shall highlight Respondent’s ability to:

- a. Develop Concept and/or Design Criteria for the project.
- b. Evaluate permit requirements for the project.
- c. Assist the Plan Executive Committee in finalizing the Scope of Services for the Request for Qualifications and Proposals to be issued for construction and operation of the project.
- d. Assist the Plan Executive Committee in its best value or most qualified selection
- e. Provide preconstruction services for the project.

- f. A Quality Assurance Project Plan (QAPP) will be needed to clearly identify the environmental data collection objectives of the project. A QAPP provides specific details on the methods or procedures that will be used to: Collect and analyze the data; Store, manage, and report the data; Ensures that data quality is sufficient to meet project needs; and reduce the likelihood of any loss of data.
3. Provide a list of consultants to be associated with Respondent in relation to the Scope of Services and the services each consultant will provide.
4. Provide a minimum of three (3) clients for whom Respondent has provided related services in the past five (5) years. Provide the name, telephone number and e-mail address of a contact for each client and a brief description of the services provided.
5. Provide evidence of Respondent's professional liability insurance, including the name of the insurance carrier, policy number and limits.
6. Provide Respondent's and its officers' history of litigation, conviction or fines within the past five (5) years including any mediations or arbitrations in which Respondent or its officers have participated as a party.
7. Delineate your understanding of the requested services and identify any additional services/tasks not identified in this RFQ that may improve the scope of services for the Project.
8. Provide a final detailed budget for submission.

Selection Criteria and Process

The most qualified Respondent will be selected based on the information provided by the stated deadline. The primary criteria for evaluating the SOQs are as follows:

1. Experience with similar projects.
2. Demonstrated ability to meet the project vision, scope, budget and schedule on previous projects.
3. Availability to provide the services required within the time constraints of the project.
4. Qualifications and experience of individuals directly involved with the project.
5. Respondent's apparent resources and capacity to perform the project services.
6. Relevant past work of Respondent's consultants.
7. Understanding of the scope of services to be provided.
8. Relevant references.
9. Location of Respondent.

The Plan Executive Committee will comply with Ohio Revised Code Section 153.65 (“ORC 153.65”) in the RFQ process. The selection process will involve those qualifications as identified in ORC 153.65 to include, but not be limited to, the following criteria:

1. Qualifications-Based Evaluation:

- a. Respondents will first undergo a preliminary review of their Statements of Qualifications (SOQs) by the Plan Executive Committee.
- b. The Plan Executive Committee will utilize a qualifications-based evaluation process during the RFQ stage and will evaluate any other relevant factors as determined by the Committee.

2. Best Value Evaluation:

- a. Firms will be evaluated based on a “best value” criterion during the RFQ stage, which considers a combination of qualifications and fee proposals.
- b. The best value criteria will assess factors determined to offer the greatest value to the Plan Executive Committee, balancing both the firm’s qualifications and proposed compensation.

3. Interview Process:

- a. Firms will be interviewed by the Plan Executive Committee to assess the proposed project teams. The Plan Executive Committee will notify each firm to schedule individual interview times.

4. Additional Information and Contract Negotiation:

- a. The Plan Executive Committee may request additional information from respondents.
- b. The most qualified respondent may be invited to negotiate a contract. If an agreement cannot be reached, the next highest-ranking respondent will be invited to negotiate, and this process will continue until a mutually agreeable contract is established or the project is withdrawn.

5. Final Decision:

- o The Plan Executive Committee’s decision is final and not subject to a request for re-evaluation by any respondent.

Maximum Award Amount: \$142,000

Please Note: All work and activities outlined in this Request for Qualifications (RFQ) are contingent upon the availability of grant award funds. The project will proceed only if sufficient funding is secured. The issuing entity reserves the right to modify, delay, or cancel any portion of the project if grant funding is unavailable, reduced, or otherwise altered. Respondents acknowledge that any costs incurred in the preparation and submission of their qualifications

are at their own risk, and the issuing entity bears no liability for expenses related to this RFQ should the project be delayed or not move forward due to funding constraints.

Submission Details and Deadline

In order to be considered for the Planning Consulting services for the Project, prospective Respondents must submit in four (4) hard-copy format copies of the SOQ, and one (1) copy in an electronic version. SOQs must be received no later than 2:00 p.m. EST on May 2, 2025, at the address below.

Statements of Qualifications should be submitted to:

Lake County Planning and Community Development
Attn: Director
105 Main Street, Suite B401
Painesville, OH 44077

SOQs must be sealed and identified with the RFQ title and submittal date. All SOQs must be submitted directly to Lake County Planning and Community Development at the address above. Any SOQ not submitted directly to Lake County and Community Planning at the address above, by the submittal deadline above will not be considered.

The Plan Executive Committee is not obligated to accept any submittal and reserves the right to accept any or reject all submittals. The Plan Executive Committee disclaims all liability whatsoever to any Respondent. Should the Plan Executive Committee accept a submittal or partial submittal, such acceptance shall not constitute an interim or final agreement between the Respondent and the Plan Executive Committee.

Questions

Questions concerning this RFQ should be submitted by e-mail to David Radachy, Director of Lake County Planning and Community Development at: david.radachy@lakecountyohio.gov.

All questions must be received at least 48 hours in advance of the submittal deadline. Questions received later than 48 hours prior to 2:00 p.m. EST on May 2, 2025, may or may not receive a reply, and is the Plan Executive Committee's sole discretion.

The Plan Executive Committee reserves the right to evaluate the SOQs, waive any irregularity therein, or reject any and all respondents that submitted SOQs, as deemed in its best interest. It is asked that the information included in the SOQs be as concise as possible.