



# ROSS TOWNSHIP RESOLUTION

## RESOLUTION NUMBER 2015-005

**RESOLUTION ESTABLISHING NOTICE AND EVALUATION GUIDELINES IN CONNECTION WITH THE QUALIFICATION AND SELECTION OF PROFESSIONAL DESIGN SERVICE FIRMS IN ACCORDANCE WITH SECTIONS 153.65 THROUGH 153.71 OF THE REVISED CODE AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO IMPLEMENT NECESSARY RULES AND GUIDELINES**

**WHEREAS**, Sections 153.65-71 of the Revised Code requires a system of evaluations for the selection and pre-qualification of professional design service firms on public construction projects.

**WHEREAS**, the Board of Trustees must establish guidelines, create an evaluation committee and authorized the Township Administrator to implement rules and guidelines consistent with Sections 153.65-153.71 of the Revised Code.

**BE IT RESOLVED** by the Trustees of Ross Township, Butler County, Ohio, pursuant to Sections 153.65 through 153.71 of the Ohio Revised Code, as follows:

**SECTION 1-A:**

The Board hereby authorizes a system of evaluations for the selection and pre-qualification of professional design service firms on public construction projects which utilize forms for such evaluations, in substantially the same form as Exhibit "A" which is attached hereto in order to fully comply with ORC 153.65 through 153.71 as amended.

**SECTION 1-B:**

The Board hereby authorizes a Public Notice, substantially in the form attached hereto as Exhibit "B" which is attached hereto in order to fully comply with ORC 153.65 through 153.71 as amended.

**SECTION 1-C:**

The Board hereby authorizes a Public Announcement, substantially in the form attached hereto as Exhibit "C" which is attached hereto in order to fully comply with ORC 153.65 through 153.71 as amended.

**SECTION 1-D:**

The Township Administrator is hereby authorized and directed to implement said rules and guidelines on behalf of the Township.

**SECTION 1-E:**

That there is hereby formed an evaluation committee consisting of the President of the Board of Township Trustees as Chair, the Township Administrator and two additional township employees to be appointed by the Chair of the Committee.

**SECTION 1-F:**

The selection process shall conform to Section 153.69 ORC as amended. Firms shall provide proof of professional liability insurance policy or policies with a company or companies that are authorized to do business in this state and that afford professional liability coverage for the professional design services rendered. The insurance shall be in amount considered sufficient by the public authority pursuant to Section 153.70 ORC.

**SECTION 1-G:**

The top ranked firm shall submit a detailed proposal containing information including, but not limited to, that information required in Section 153.65 ORC and any other information as may be required by the Township Administrator.

**SECTION 2:**

This Resolution shall take effect on January 7, 2015, upon the filing of this Resolution with the Ross Township Fiscal Officer.

**SECTION 3:**

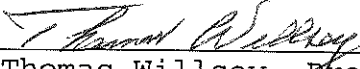
It is hereby determined that all formal actions of the Board of Trustees relating to the adoption of this Resolution were taken in an open meeting of the Board of Township Trustees and that all deliberations of such Board of Trustees were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

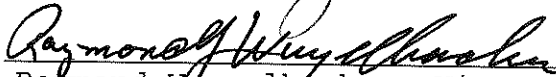
**INTRODUCTION AND VOTE RECORD:**

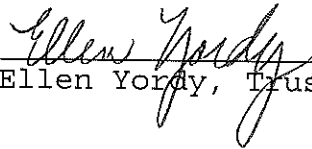
Trustee Willsey introduced the foregoing Resolution and moved its adoption, Trustee Wurzelbacher seconded the Motion. The roll being called upon the question of adoption of the Resolution by the Township Fiscal Officer, the vote resulted as follows:

Trustees: Willsey A4E Wurzelbacher A4E Yordy A4E

Adopted at the meeting of the Ross Township Board of Trustees this 7<sup>th</sup> day of January, 2015.

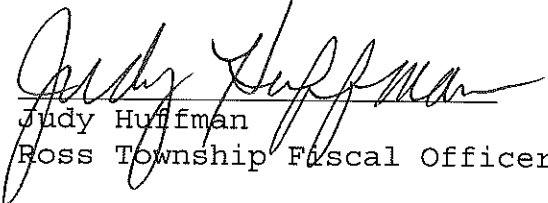
  
\_\_\_\_\_  
Thomas Willsey, President

  
\_\_\_\_\_  
Raymond Wurzelbacher, Vice President

  
\_\_\_\_\_  
Ellen Yordy, Trustee

**AUTHENTICATION**

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Ross Township Fiscal Officer, this 7<sup>th</sup> day of January, 2015.

  
\_\_\_\_\_  
Judy Huffman  
Ross Township Fiscal Officer

**THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

**INDIVIDUAL FIRM EVALUATION FORM**

Type of Project \_\_\_\_\_

Name of Firm \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

**Criteria** **Rating\*Weight=Score**

**1. Firm & Individual Qualifications**

Number of years in business	x	2	
Qualifications and experience of principals and key technical personnel assigned to project	x	4	
Background & experience on similar projects	x	5	
Firm's equipment and facilities	x	5	
Technical training and education	x	5	
Agrees to obtain and maintain required insurance	x	5	
Qualifications of probable consultants	x	5	

**2. Geographic Considerations**

Within 30 minutes of job site	x	3	
-------------------------------	---	---	--

**3. Capacity to Perform Work**

Availability of staff	x	5	
Availability of resources to meet schedule	x	2	

**4. Other Criteria (this project)**

Use of in-house survey crew	x	4	
Percent of work subcontracted	x	5	
Proposed schedule	x	5	
Insurance carried	x	5	

**5. Outside References**

Quality of past design for other agencies	x	5	
Ability to meet schedules/deadlines	x	5	
Ability to control costs/meet budgets	x	5	
Handling disputes	x	5	
Communication/cooperation	x	5	
Quality of past design for Ross Township	x	4	
<b>TOTAL SCORE</b>			

Range = 1 (poor) to 10 (superior)

**SUMMARY EVALUATION FORM**

Project \_\_\_\_\_

Evaluator \_\_\_\_\_

Criteria	Firm A	Firm B	Firm C	Firm D	Firm E
<b>I. Firm &amp; Individual Qualifications</b>					
Number of years firm in business					
Qualifications and experience of principals and key technical personnel assigned to project					
Firm's background and experience on similar projects.					
Firms equipment and facilities					
<b>II. Geographic Consideration</b>					
Local office-proximity to site					
<b>III. Capacity of Staff</b>					
Current work load-staff					
Current work load-company					
<b>IV. Other Criteria (This Project)</b>					
Use in-house survey crew					
Percent of work subcontracted					
Proposed schedule					
Insurance carried					
<b>V. Outside References</b>					
Quality of past design for other agencies					
Ability to meet schedules/deadlines					
Ability to control costs/meet budgets					
Handling disputes					
Communication/cooperation					
Quality of past design for Ross Township					

Range = 1 (poor) to 10 (superior)

P U B L I C            N O T I C E

Professional Design Services  
Statement of Interest and Qualifications  
For  
<Project Name and Number>

Ross Township is requesting a statement of interest and qualifications for Professional Design Services in connection with the preparation of plans and specifications for improvements on the above referenced project, in accordance with Sections 153.65 through 153.71 of the Ohio Revised Code.

Firms interested in being considered for providing the required services should reply with a statement of interest and qualifications no later than 3:30 p.m. on <Date>. Replies received after this deadline will not be considered.

If interested, contact:

Mr. Robert Bass  
Ross Township Administrator  
3133 Hamilton Cleves Road  
Hamilton Ohio 45013  
(513) 863-2337 ext. 111



## Bob Bass

---

**From:** lutherlandscaping@zoomtown.com  
**Sent:** Wednesday, December 31, 2014 11:21 AM  
**To:** Bob Bass  
**Subject:** Steve Voegle Contact Information

Hi Bob,  
Josh asked me to send this contact information to you:  
Steve Voegle  
Allgeier Demolition  
513-218-7670

Thanks,  
Mary