



### Memorandum

To: Members of Safety & Public Works Committee  
From: Ramona Lowery-Ferrell, Director, Public Works  
cc: Mayor David E. Weiss  
Chief Administrative Officer Matt Carroll  
Date: January 9, 2026  
Re: **City Safety Assessment - Request to Enter into an Agreement with Partners**

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In September 2025, Public Works distributed Requests for Proposals to consultants to provide services to develop and help implement a health & safety assessment of city facilities. The general scope of the project is for a consultant to provide safety professionals who can provide onsite assessments, develop manageable standard operating procedures and inspections forms that would be conducted by City staff bi-annually. The specific tasks stated in the RFP consisted of a Safety Assessment & Program Development, Training and Safety Inspections. The following buildings will be evaluated:

- City Hall (3400 Lee Road)
- Police Department (3355 Lee Road)
- Fire Station 1 (17000 Chagrin Blvd.)
- Fire Station 2 (2801 Warrensville Center Road)
- Thornton Recreation to include the Ice Rink & Pool (3301 Warrensville Center Road)
- Stephen Tubbs Jones Community Building (3450 Lee Road)
- Service Center (15600 Chagrin Blvd.)
- Shaker Family Center / Early Childhood Enrichment Center (19824 Sussex Road)
- Shaker Heights Development Corporation (3558 Lee Road)

Three consultants provided proposals in October. Using a quality-based selection process, staff from Public Works, the Fire Department and Building Department reviewed the proposals. The scoring criteria consisted of Project Manager, Strength / Experience of Assigned Staff, Firms Current Workload, the Consultant's Past Performance and References and Project Approach. The consultants and associated average scores are listed below:

| Category                        | Points | Partners | Rizikon | SCR |
|---------------------------------|--------|----------|---------|-----|
| Project Manager                 | 10     | 9        | 6       | 9   |
| Strength/Exp. Of Subconsultants | 25     | 23       | 13      | 22  |

|                  |         |    |    |    |
|------------------|---------|----|----|----|
| Firm's Workload  | 10      | 9  | 7  | 7  |
| Past Performance | 30      | 27 | 20 | 24 |
| Project Approach | 25      | 23 | 20 | 23 |
|                  | Total = | 91 | 67 | 86 |

Based on the scoring, the review team and Public Works Director interviewed Partners on November 13. From the interview, it was clear that Partners had qualified staff, had provided similar services to other municipalities and was genuinely interested in help the City with this project. As such, Public Works requested a fee proposal. Partners submitted the fee proposal in the amount of \$45,250.00; upon review, their request was fair and reasonable.

We are seeking support from the Safety & Public Works Committee to enter into an agreement with Partners to perform a City Safety Assessment in the amount of \$45,250.00.