



SHAKER HEIGHTS

Memorandum

To: Finance Committee

From: Ramona Lowery-Ferrell, Director, Public Works

cc: Mayor David E. Weiss
Chief Administrative Officer Matt Carroll

Date: January 20, 2026

Re: **City Safety Assessment – Request to Enter into an Agreement with Partners**

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 helping 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.

Public Works presented our recommendation to Safety and Public Works on January 9, 2026 and there was unanimous support.

Council member Moore requested clarification on the Quality Based Selection (QBS) process. When using the QBS approach, the consultants are selected solely on the merits of their proposal; fee does not factor into the selection process. After the scoring is complete, Public Works will interview the consultant with the highest score. Provided the interview goes well, a fee proposal will be requested. During this process, Public Works will negotiate the cost if appropriate. Partners fee was reasonable and there was not a need to negotiate.

Citizen member Hren inquired if the City had done a similar study previously. No, the city has not performed a Safety Assessment in the past.

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