



Memorandum

To: Members of City Council
From: Ramona Lowery-Ferrell, Director, Public Works
cc: Mayor David E. Weiss
Chief Administrative Officer Matt Carroll
Date: January 26, 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 Environmental, Safety and Engineering 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 committee 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.

Public Works presented our recommendation to the Finance Committee on January 20, 2026 and there was unanimous support.

Council member Bixenstine inquired if all city buildings are included in the study. Yes, all city buildings will be evaluated. Council member Bixenstine also asked what deliverables would the consultant provide. Partners will identify safety issues with the different buildings and provide recommendations. Additionally, the consultant will provide building specific standard operating procedures and forms that the City can use to perform in bi-annual inspections of the facilities.

Council member Williams questioned if the use of the buildings and equipment will be evaluated. The task of the consultant will be limited to evaluating the buildings and determine what potential hazards exist for employees and visitors. The evaluation of the use and function of the buildings and equipment is outside of the scope for this project.

Based on their understanding of the project, proposed project team and staffing availability, we requesting authority from City Council to enter into an agreement with the Partners Environmental, Safety and Engineering to perform a City Safety Assessment in the amount of \$45,250.00. We request this legislation be passed as an emergency and under suspension of the rules so we proceed with this much-needed project.

ORDINANCE NO.

BY:

Accepting a proposal and authorizing a personal, professional consultant contract with Partners Environmental, Safety and Engineering, in the total not to exceed amount of \$45,250, for the City Safety Assessment Project, and declaring an emergency.

WHEREAS, in September 2025, the City issued a request for proposals to develop and help implement a health and safety assessment for City facilities, and in October 2025 the City received three proposals for such services, including one from Partners Environmental, Safety and Engineering; and

WHEREAS, the Director of Public Works has recommended the acceptance of the proposal submitted by Partners Environmental, Safety and Engineering in the total not to exceed amount of FORTY-FIVE THOUSAND TWO HUNDRED FIFTY DOLLARS (\$45,250).

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Shaker Heights, State of Ohio:

Section 1. This Council hereby accepts the proposal of Partners Environmental, Safety and Engineering to provide personal, professional consultant services, in the total not to exceed amount of FORTY-FIVE THOUSAND TWO HUNDRED FIFTY DOLLARS (45,250).

Section 2. The Mayor is hereby authorized to enter into a personal, professional contract with Partners Environmental, Safety and Engineering as set forth in this ordinance. Said contract shall be in the form as approved by the Director of Law.

Section 3. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare for the reason that it is necessary in the current operation of the City so that the contract can be executed and work can proceed on this much-needed safety project, and, therefore, this ordinance shall take effect immediately upon its enactment and approval by the Mayor.

Enacted

Approved this ____ day of _____ 2026.

DAVID E. WEISS, Mayor

Attest:

MATTHEW P. CARROLL
Clerk of Council

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