

Legal Notice  
Trumbull County Board of Commissioners

The Trumbull County Board of Commissioners, Trumbull County, Ohio, intends to contract for Engineering Services to complete certain studies and reports required by the Federal Emergency Management Agency (FEMA) for five properties found to be noncompliant with the requirements of the National Flood Insurance Program (NFIP). Two properties are located in Champion Township on Youngs Run and three properties are in Warren Township on the Mahoning River. Engineering firms interested in being considered for a contract to provide the required services shall submit four (4) copies of Statement of Qualifications **no later than 3:00 p.m. on Tuesday, May 23, 2023**, Warren, Ohio time.

Statement of Qualifications shall be submitted to the Trumbull County Board of Commissioners, 160 High Street NW, 5<sup>th</sup> Floor, Warren, Ohio 44481, Attention: Paula Vivoda-Klotz, Clerk.

Any questions shall be submitted in writing to TJ Keiran, Floodplain Administrator, at [pckeiran@co.trumbull.oh.us](mailto:pckeiran@co.trumbull.oh.us). Responses will be posted on the Trumbull county Commissioners Bid Opportunities website, [http://commissioners.co.trumbull.oh.us/comm\\_bidopps.html](http://commissioners.co.trumbull.oh.us/comm_bidopps.html)

The project is being funded through the U.S. Department of Commerce's Economic Development Administration (EDA) FY 2021 American Rescue Plan Act and local matching funds provided by the Board of Trumbull County Commissioners.

Statements of Qualification shall include the following clearly delineated sections: 1) Project Manager 2) Strength/Experience of Assigned Staff including Subconsultants 3) Firm's Current Workload/Availability of Personnel 4) Consultant's Past Performance 5) Project Approach 6) Required Forms in accordance with the Trumbull County Uniform Guidance Procurement Policy for American Rescue Plan Act Funds Part V.C.1-8.

Responding firms shall be evaluated and ranked in accordance with ORC Section 153.67.71 by personnel of the Trumbull County Planning Commission and other county officials. The Trumbull County Planning Commission shall enter into negotiations with the most highly ranked firm based on an evaluation of the Statement of Qualifications. The consultant selection rating form and corresponding notes are provided below.

The proposed project consists of five properties along two watercourses located in Trumbull County, and each corresponding component is described below:

**Youngs Run Properties.**

- Property 1 – The residential structure was built with a basement and appurtenances below the Base Flood Elevation (BFE).
- Property 2 – The residential structure was built in the Youngs Run Creek Floodway.

**Mahoning River Properties.**

- Property 3 –The residential structure was built in the Mahoning River Floodway.
- Property 4 – The manufactured home was placed in the Mahoning River Floodway.
- Property 5 –The residential structure and accessory structure were built below the BFE.

| Item | Studies Required to Negotiate<br>a Corrective Action Plan  | Youngs<br>Run<br>Properties |   | Mahoning<br>River<br>Properties |   |   |
|------|--|-----------------------------|---|---------------------------------|---|---|
|      |  | 1                           | 2 | 3                               | 4 | 5 |
| A    | Prepare a “No Rise” Certificate and supporting Hydraulic and Hydrologic Report that evaluates the impacts of locating this structure in the floodway to the downstream properties.   |                             | X | X                               | X |   |
| B    | Provide Surveyor services to produce a Post-Construction Elevation Certificate for the structure and appurtenances.  | X                           | X | X                               | X | X |
| C    | Provide Structural Engineering services to inspect the structure and report on the appropriateness of retrofitting the structure to achieve compliance with FEMA requirements.   | X                           | X | X                               | X | X |
| D    | Review the Flood Insurance Study, official FEMA FIRM map amendments for this panel and Flood Study Reports for development activities near Young’s Run Creek and advise if the subject property has the potential for a Letter of Map Change and be removed from the Special Flood Hazard Area. If so, prepare the studies necessary for submittal to FEMA for a Letter of Map Change. | X                           |   |                                 |   |   |
| E    | Provide cost estimates for relocating the manufactured home on another property.   |                             |   |                                 | X |   |
| F    | Appraise the property and determine fair market value of the structure and real property.  | X                           | X | X                               | X | X |

**Description of Project:** The first phase of this project is to evaluate each property identified by FEMA as being a violation and perform the studies necessary to bring said property into compliance or close enough to compliance that FEMA will negotiate a Corrective Action Plan. The first phase will also include appraising and providing a fair market value for each property.

**Type of Services Required:** Hydrological engineering, design engineering, structural engineering, surveying, preparation of Post-Construction Elevation Certificates, building inspection for flood regulation compliance, calculation of opinion of probable cost, property appraisal and determination of fair market value.

Attention is directed to all responding firms that Trumbull County adopted a Drug and Alcohol Free Workplace policy on July 21, 2004, and the terms of the Policy also apply to Contactors reimbursed for services through the County; a copy of the Policy shall be part of the Qualification Statement and that each interested firm properly execute the “Sign-Off Sheet” therein. An electronic version of this policy including the signature sheet can be found at [http://commissioners.co.trumbull.oh.us/comm\\_bidopps.html](http://commissioners.co.trumbull.oh.us/comm_bidopps.html)

Attention is also directed to the requirement that each proposal must be accompanied by a Non-Collusion Affidavit duly signed by the bidder, and a Personal Property Delinquent Tax Affidavit duly signed by the bidder—required by Section 5719.042 of the *Ohio Revised Code*—thereof. No payment shall be made on any Contract for which no such affidavits have been submitted. An electronic version of the affidavits can be found at [http://commissioners.co.trumbull.oh.us/comm\\_bidopps.html](http://commissioners.co.trumbull.oh.us/comm_bidopps.html).

Attention is also directed to all responding firms that pursuant to *Ohio Revised Code* Sections 307.86 and 307.87, effective September 26, 2003, this notice will be published one time only, with the condition that this notice has been posted on the County’s Internet site on the worldwide web and found at <http://www.demandstar.com> and also on the Commissioners’ website at [http://commissioners.co.trumbull.oh.us/comm\\_bidopps.html](http://commissioners.co.trumbull.oh.us/comm_bidopps.html).

Please note that all agreements and contracts funded with AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) funds are subject to the Contract Requirements pursuant to 2 CFR Part 200 Appendix II.

**Consultant Selection Rating Form**

Project:

Project Type:

Selection Committee Member:

Firm Name:

| <b>Category</b>  | <b>Total Value</b> | <b>Scoring Criteria</b> | <b>Score</b> |
|--|--------------------|-------------------------|--------------|
| <b>Management &amp; Team</b>                                   |                    |                         |              |
| Project Manager  | 10                 | See Note 1, Exhibit 1   |              |
| Strength/Experience of Assigned Staff including Subconsultants | 25                 | See Note 2, Exhibit 1   |              |
| Firm's Current Workload/ Availability of Personnel             | 10                 | See Note 4, Exhibit 1   |              |
| <b>Consultant's Past Performance</b>                           | 30                 | See Note 3, Exhibit 1   |              |
| <b>Project Approach</b>  | 25                 |                         |              |
| <b>Total</b>   | 100                |                         |              |

## **Exhibit 1 - Consultant Selection Rating Form Notes**

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for Trumbull County and other agencies. The selection committee may contact FEMA and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultant's past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The selection team shall consider an equitable distribution of work to similarly qualified firms.

BY ORDER OF THE TRUMBULL COUNTY COMMISSIONERS:

Denny Malloy, President  
Mauro Cantalamessa  
Niki Frenchko

BY: Paula Vivoda-Klotz, Clerk

Publish One (1) Time: Tribune Chronicle

**Tuesday, April 25, 2023**