



# REQUEST FOR PROPOSAL

RFP 2021-07-04

**Real Property and Facilities Inventory  
and Space Utilization Study**

## PROPOSAL DATE AND TIME

**August 6, 2021**

**1:30 PM**

**Proposals must be sealed and submitted to:**

**Butler County Board of Commissioners  
315 High Street, 6<sup>th</sup> floor  
Hamilton, Ohio 45011**

**Proposals delivered after 1:30 pm on August 6, 2021, will not be accepted.**

**LEGAL NOTICE OF BOARD OF COMMISSIONERS OF BUTLER COUNTY, OHIO**

RFP 2021-07-04

Sealed Proposals will be received at the office of the Butler County Commissioner's Office, 315 High Street, 6th Floor, Hamilton, Ohio, 45011, until 1:30 pm, local time, on Friday, August 6, 2021, for RFP 2021-07-04, Real Property and Facilities Inventory and Space Utilization Study.

Specifications may be obtained at the office of the Butler County Commissioners; or by query at: [www.butlercountycommissioners.org](http://www.butlercountycommissioners.org)

The Board of Butler County Commissioners reserves the right to waive informalities; to reject any and all proposals or any portion of a proposal; or to accept the proposal of the best offeror as determined by the Board.

By order of the Board of Butler County Commissioners:

Cindy Carpenter, President

Donald L. Dixon, Vice President

T. C. Rogers, Member

Attest: Flora R. Butler,  
Clerk

Publish 1 time: Friday, July 23 2021, *Hamilton Journal-News*

## **INTRODUCTION**

The Board of County Commissioners of Butler County, Ohio, is seeking written proposals from qualified offerors to provide an extensive real property and facilities inventory and space utilization study. The first phase of the project is information gathering, with a current inventory of county owned real property and facilities, as well as county leased facilities. The second phase of the project will be an evaluation of the current space utilization at the aforementioned real property and facilities, and presenting a plan for optimizing space utilization based on both short term and long term goals with the highest and best use of each real property and space.

## **SCOPE OF SERVICES**

### Phase I

This should include a written listing and geographic representation of all county owned and leased real property. Where applicable, building condition notes and floorplans detailing gross and assignable square footage, and the current use of that space should be included. This inventory should also include assessments of both the ADA Compliance and safety and security profile for each location.

During the information gathering phase, the offeror will also be expected to meet with County administration, elected offices, agencies, and staff to understand the current and future needs of each office. Identifying the current presence or lack of synergies, redundancies, efficiencies, and economies of scale to serve as the criteria for which the recommendation phase will be driven.

### Phase II

The analysis and evaluation, and presentation for recommendations should include details of how target criteria were established, and comparisons with other fully functioning county operations. Recommendations should provide a systematic and logical framework for determining the County's future facility and space needs. This should include measures by which to reassign or reducing leased space, and relocating functional work groups to maximize synergies and create a better customer service experience. When possible and practical based on existing building conditions and optimization feasibility, it is preferred to utilize existing county owned space before constructing new facilities.

The recommendations should identify any ADA compliance issues which exist, and how to remedy. It should also address the safety and security for employees, visitors, and the real property and facilities, and how to mitigate those associated risks. These should address wayfinding in and around real property and facilities, as well as the necessary systems and practices.

The recommendations should be supported with the data collected and the findings from said data, including the current and proposed measure of efficient and effective use of space, activity-relationship diagrams used to determine recommended relocations of offices, where economies of scale and synergies can be realized, and how county residents may better be served as a result of implementation.

## **MINIMUM PROPOSAL REQUIREMENTS**

### A. Proposal format

Proposals shall be printed on 8.5" x 11" plain white paper with margins of 1" on each side. Each page of the Proposal shall be numbered sequentially at the bottom of the page. Proposal content must include a heading which clearly indicates the subject matter. Offerors may secure their Proposals with paperclips or binder clips only, do not use staples, specialized bindings or coverings of any type or form. The Proposal Quotation Sheet must be completed in its entirety and signed by an authorized representative of the Offeror.

### B. Multiple Copies

All Offerors shall deliver one (1) original and one (1) copy of the entire written Proposal, and one (1) electronic copy (USB Flash Drive preferred) to the Board of Commissioners by the above referenced deadline. All copies must reference the RFP number. Upon request, a receipt will be issued for proposal received.

### C. Cover letter and Executive Summary

Provide an introductory letter and summarize the contents of the proposal.

### D. Offeror Background

Provide the name, location, all contact information, and legal nature (corporation, partnership, joint venture, sole proprietor) of the offeror, and information regarding the history of the offeror.

### E. Target Criteria

Describe the criteria to be evaluated (i.e. Ft<sup>2</sup>/FTE, Assignable Ft<sup>2</sup>/Gross Ft<sup>2</sup>, etc.) in data collection and how benchmarks will be established and measured. Provide examples of building descriptions and conditions, building and room analyses, and other relevant data used to evaluate building conditions, as well as proposed building condition codes and definitions for the project.

### F. Project Organization

Provide an organizational chart and identify key personnel assigned and their roles and responsibilities as it relates to this project. Provide detailed biographies/resumes of the project manager, design professional, and any other personnel assigned to the project. Identify who will be responsible for communications and preferred method of communication between the offeror and the County and how the offeror will coordinate with County in identifying needs and goals. Detail the offeror's anticipated workload for the year 2021. Identify proposed outside individual consultants and/or specialists who will be utilized, their qualifications, and what key contributions they will make to the project.

## G. Project Approach

Describe the offeror's proposed methodology in providing professional architecture and space planning services, including the ability of the offeror, its staff and other resources, to complete tasks in a timely fashion, the offeror's equipment and facilities, the offeror's practices with site visits and project oversight. Describe the methodology and approach to providing the design services for this project. How will offeror make determinations for both current and future space needs of various elected offices, agencies, and departments throughout the county? How will the offeror identify synergies, maximize the customer service experience and make recommendations for future use of facilities? How will activity-relationship diagrams and other tools be used in the evaluation and determination for recommendations by the offeror? How will offeror identify existing building conditions and make determinations for future feasibility of use of existing facilities. Develop building safety and security systems and measures to protect the workforce, offices, operations, and visitors at County facilities.

## H. Experience and References

Provide a list of all projects that the offeror has performed with local, county, state, or federal governments. Provide a full description of at least four (4) similar projects which best demonstrate the offeror's experience and ability to provide professional architecture and space planning services for this project, including the name of the project owner and contact information for the project owner's representative, the name and location of the project, and a description of the project.

## I. Pricing and Fee Structure

Provide detail for method and amount of compensation for the project. Also include value added services offered and relationships outside of offeror which may be utilized to provide greatest value to County. The Offeror must provide a certification the Proposal and pricing will remain in effect and unchanged for a minimum of one hundred twenty days (120) from the date of the Proposal opening.

## J. Optional Information

Include any additional information or description of resources supporting your offeror's qualifications, provides unique detail to the scope, or any other information you deem appropriate for the Board's selection consistent with the selection criteria.

## K. Other Required Documents

1. Submit no less than three (3) letters of reference for whom services were provided (similar in nature and functionality to those requested by the Board). References shall include at a minimum, company name, contact person, address, phone number, nature of relationship, services performed and time period of services performed.
2. Include current certificate of Workers Compensation insurance.

3. Must disclose any pending or threatened court actions and/or claims against Offeror, parent company or subsidiaries. This information will not necessarily be cause for rejection of the Proposal; however, withholding the information may be cause to reject the Proposal and/or any ensuing contract.
4. Include current certificate of professional insurance and commercial general liability insurance with limits of not less than one million dollars (\$1,000,000.00) per claim and three million dollars (\$3,000,000.00) in the annual aggregate per occurrence. If medical malpractice or other professional liability insurance is required for the provision of the referenced services, then your submission should include a copy of the cover sheet of such policies. Additionally, proposer must provide proof of automobile liability / bodily injury liability to cover any employee or contractor who may drive an automobile in the course of provision of these services.
5. The Offeror must include completed copies of the following forms, which are included as attachments to this RFP:
  - a. Offeror's cost proposal for the required services
  - b. Vendor Information Form
  - c. Civil Rights Compliance
  - d. Delinquent Personal Property Tax Affidavit
  - e. Non-Collusion Affidavit
  - f. Independent Contractor
  - g. W-9 Form
  - h. Electronic Payment form.

#### I. Registration

To register for the RFP, Offeror shall submit Independent Contractor, W-9, and Electronic Payment forms along with principal name, company name and address, and email address. Only Offerors that register for the RFP will receive copies of any questions/answers and/or direct receipt of any RFP addenda. The latest date to register for the RFP is July 28, 2021.

Except during the RFP negotiation process as set forth in R.C. 307.862(B)(10)(c), prospective Offerors or their representatives shall not communicate with any other individual(s) or official(s) associated with this Proposal or other Butler County employees during the RFP process. Any attempted communication with unauthorized individuals will result in rejection of the Offeror's Proposal.

All RFP questions, requests for information or clarification regarding the RFP or RFP process shall be emailed to the contact person listed below no later than July 28, 2021.

Chris Hacker  
513.887.3257  
chris.hacker@bcOhio.us

All questions and responses will be distributed to registered Offerors by July 30, 2021.

## MISCELLANEOUS NOTIFICATIONS

### A. Evaluation

Immediately after opening, each Proposal will be evaluated by a team consisting of members of Butler County Administration staff. In accordance with O.R.C. 307.862(A)(6), (7) and (8), if necessary, the team will conduct discussions with Offeror(s) for the purpose of ensuring full understanding of, and responsiveness to, the requirements specified in the request for proposals. The evaluation team will accord fair and equal treatment with respect to any opportunity for discussion with Offeror(s) to provide any clarification, correction, or revision of proposals. The evaluation team will not disclose any information derived from proposals submitted by competing Offerors during those discussions. Evaluations will be based upon criterion on the attached chart.

### B. Negotiations

In accordance with O.R.C. 307.862(A)(9) and (10) the evaluation team may negotiate with the Offeror who submits the Proposal the County determines is the most advantageous based on the rankings performed by the County including any adjustment to those rankings based on discussions conducted for clarification purposes as set forth above. The evaluation team will conduct negotiations with only one Offeror at a time.

### C. In accordance with O.R.C. 307.862(B)(10), please be advised:

- 1) The County reserves the right to reject any Proposal in which the Offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority;
- 2) The County reserves the right to reject, in whole or in part, any Proposal the County contracting authority has determined, using the factors and criteria set forth above, would not be in the best interest of the County;
- 3) The County reserves the right to discontinue the RFP process at any time based on circumstances or conditions it determines relevant to preserve the interests of the County; and,
- 4) The County may conduct discussions with Offerors who submit Proposals for the purpose of clarifications or corrections regarding a Proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

#### D. Offeror withdrawal

An Offeror may withdraw the Offeror's Proposal at any time prior to the award of a contract. The Board may terminate negotiations with an Offeror at any time during the negotiation process if the Offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If the Board terminates negotiations with an Offeror, the Board shall negotiate with the Offeror whose Proposal is ranked the next most advantageous to the Board according to the factors and criteria listed above.

#### E. Cancellation and reissuance of RFP

In accordance with O.R.C. 307.862(F), please be advised the Board may cancel or reissue this request for proposals if any of the following apply:

1. The supplies or services offered through all of the Proposals submitted to the Board are not in compliance with the requirements, specifications, and terms and conditions set forth in the request for proposals;
2. The prices submitted by the Offerors are excessive compared to existing market conditions or exceed the available funds of the Board;
3. The Board determines award of a contract would not be in the best interest of the County.

#### F. Proposal and contract execution

The Offeror with his usual signature must sign its Proposal. Proposal by partnerships must be signed with the partnership name and by one of the members of the partnership or by an authorized representative followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the President, Secretary, or any other individual person authorized to act on its behalf of contracting matters.

#### G. Public Records

Materials received constitute public information as a matter of statutory law and will be made available for public inspection upon request only after an award is made and contract fully executed, pursuant to Ohio Revised Code 9.28. Only vendor financial information will be considered as confidential or trade secret information. Any such portion of the Proposal to be held confidential as trade secret material should be marked "PROPRIETARY" in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43. Pricing pages of the Proposal document shall be considered public information.

#### H. Record Keeping Requirements

The Offeror will keep all financial records consistent with Generally Accepted Accounting Principles (GAAP) during the period covered by the contract. The Offeror is also required to provide the Butler County Board of Commissioners, its Office, their designated representative, authorized representative (for the Offeror), and any other person or agency instrumentally involved in providing financial support for the contract work, access and right to examine any books, documents, papers, or records related to this contract or to conduct a full audit as may be determined necessary by the Board, County or state auditor.

#### I. Indemnification

The Offeror shall assume the defense of, indemnify, and hold harmless Butler County, the Board of Butler County Commissioners and any County agencies receiving services under this contract from any claims or liabilities of any type or nature to any person, firm, or corporation arising in any manner from the Offeror's performance of the work required under this contract and the Offeror shall pay any judgment obtained or growing out of said claims or liabilities.

#### J. Equal Opportunity Provisions Required

All Offerors must be willing to enter a contract containing the express language contained in Section 125.111 of the ORC, which requires the following:

Every contract for or on behalf of the State or any of its political subdivisions for the purchase of material, equipment, supplies, contract of insurance, or services shall contain provisions similar to those required by Section 153.59 of the Revised Code in the case of construction contracts by which the Offeror agrees to the following:

That in the hiring of employees for the performance of work under the contract or any subcontract, no Offeror or their subcontractor shall by reasons of race, color, religion, sex, age, handicap, national origin or ancestry, discriminate against any citizen of this State in the Employment of a person qualified and available to perform the work to which the contract relates.

That no Offeror, their subcontractor, or any person acting on behalf of any Offeror or their subcontractor shall, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, handicap, national origin, or ancestry.

The Offeror, their subcontractor, or any person or employee acting on behalf of any Offeror or their subcontractor must have legal status of employment within the United States of America.

## K. Invoices

The Offeror will be required to submit invoices in duplicate (one original and one copy) to Butler County Board of Commissioners, Accounts Payable, 315 High Street - 6th Floor, Hamilton, Ohio 45011. The Offeror's Federal Tax Identification Number should appear on all statements and invoices. Invoices should include:

- a) Name and address of Offeror.
- b) Remittance address.
- c) Billing period.
- d) Location(s) where service was performed (i.e. site name).
- e) Total hours worked per day at each location, and total monthly charge by location. (Must match contract pricing).
- f) Total monthly charge for all locations.

Invoices are routinely paid within forty-five (45) days after receipt by the County. Butler County does not pay any imposed late fees or interest charges.

**Scoring - Evaluation Factors and Relative Importance**

<b>Element</b>	<b>Items used in ranking may include</b>	<b>Max Points</b>	<b>Total Points</b>
Overall responsiveness	Completeness of response	10	
	Providing required documentation		
	Specificity of response addressing intent of RFP		
Organization	Financial stability of offeror and ability to provide required services	30	
	Assigned personnel – Experience and qualifications of key staff and support provided to County		
	Experience with similarly sized clients and projects of similar size and scope		
	References		
Strategy	Strategy and methodology in evaluating current state of condition and space utilization of owned/leased properties	40	
	Strategy and methodology in evaluating current and future needs of the county		
	Strategy and methodology for data collection, benchmarking, and analysis to make productive and fiscally sound recommendations		
	Establishing reporting metrics		
	Providing examples of best practices and how to implement and measure success of recommendations		
Proposal costs	Cost and method of compensation	20	
	Value added services		
	Ability to provide greatest value to County		
<b>TOTAL</b>		<b>100</b>	

**PLEASE NOTE**

PROPOSAL MUST BE SEALED, DELIVERED TO, AND RECEIVED IN THE  
BUTLER COUNTY BOARD OF COMMISSIONER'S OFFICE,  
ON THE **SIXTH** FLOOR OF THE  
BUTLER COUNTY GOVERNMENT SERVICES CENTER,  
315 HIGH STREET, HAMILTON OHIO 45011

BY

**1:30 P.M. EST**

**August 6, 2021**

ANY PROPOSAL DELIVERED AFTER THE TIME SPECIFIED,  
ACCORDING TO THE CLOCK IN THE COMMISSIONER'S OFFICE,  
**WILL NOT BE ACCEPTED FOR ANY REASON.**

## OFFEROR INFORMATION

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

I.R.S. Employer Identification number: \_\_\_\_\_

Workers' Compensation number: \_\_\_\_\_

Year the company was founded: \_\_\_\_\_ Number of employees: \_\_\_\_\_

Contact person for bid: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact fax: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Certification: This proposal has been completed in accordance with the Specifications provided herein.

I hereby certify that, to the best of my knowledge, the information contained herein, is accurate, complete and current as of this date. I also certify that I have the authority to submit this proposal and to negotiate, sign, modify and terminate contracts on behalf of the above named organization.

Signature: \_\_\_\_\_

Typed or printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **CIVIL RIGHTS COMPLIANCE**

Offeror agrees that in the performance of any agreement, if entered into, there shall be no discrimination against an employee because of race, color, sex, religion, national origin, or any other factor as specified in the Civil Rights Act of 1964 and subsequent amendments.

Name of Company: \_\_\_\_\_

Signature of Representative of Offeror: \_\_\_\_\_

Date: \_\_\_\_\_

**DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT**  
(This Affidavit must be executed for the Proposal to be considered.)

STATE of OHIO,  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_,  
(Name of party signing affidavit) (Title)

having affirmed under oath that at the time of proposal for \_\_\_\_\_  
(Project or Item Proposed)

to be opened \_\_\_\_\_, was submitted on \_\_\_\_\_, delinquent personal property taxes  
(Date) (Date)

in the amount of \$ \_\_\_\_\_ (Dollars) were due and unpaid to the County of Butler including the

interest in the amount of \$ \_\_\_\_\_ (Dollars) and penalties in the amount of \$ \_\_\_\_\_ (Dollars).

This document when given to the County Auditor shall satisfy the requirements of ORC 5719.042.

\_\_\_\_\_  
Name of Individual Company

\_\_\_\_\_  
Taxes Filed Under the Name of

\_\_\_\_\_  
Signature

seal

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
Telephone

Sworn to and subscribed before me this day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_  
Notary Public My commission expires

**NON-COLLUSION AFFIDAVIT**

STATE OF OHIO, COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_  
(name of party signing affidavit) (title)

being duly sworn, do depose and say:

That \_\_\_\_\_  
(Name of Individual Company)

its agent, officers or employees have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

seal

\_\_\_\_\_  
My commission expires



# INDEPENDENT CONTRACTOR ACKNOWLEDGMENT

Ohio Public Employees Retirement System  
277 East Town Street, Columbus, Ohio 43215-4642

Employer Outreach: 1-888-400-0965  
[www.opers.org](http://www.opers.org)

This form is to be completed if you are an individual who begins providing personal services to a public employer on or after Jan. 7, 2013 but are not considered by the public employer to be a public employee and will not have contributions made to OPERS. This form must be completed not later than 30 days after you begin providing personal services to the public employer.

## STEP 1: Personal Information

Social Security Number

First Name MI Last Name

## STEP 2: Public Employment Information

Name of Public Employer  
B U T L E R C O U N T Y O H I O

Employer Contact

First Name MI Last Name

JILL M COLE

Employer Code Employer Contact Phone Number

2025- 08 513 887 3155

Service Provided to Public Employer

Start Date of Service End Date of Service  
Month Day Year Month Day Year

### STEP 3: Acknowledgment

The public employer identified in Step 2 has identified you as an independent contractor or another classification other than a public employee. Ohio law requires that you acknowledge in writing that you have been informed that the public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee for the services described in Step 2 and that you have been advised that contributions to OPERS will not be made on your behalf for these services.

If you disagree with the public employer's classification, you may contact OPERS to request a determination as to whether you are a public employee eligible for OPERS contributions for these services. Ohio law provides that a request for a determination must be made within five years after you begin providing personal services to the public employer, unless you are able to demonstrate through medical records to the Board's satisfaction that at the time the five-year period ended, you were physically or mentally incapacitated and unable to request a determination.

By signing this form, you are acknowledging that the public employer for whom you are providing personal services has informed you that you have been classified as an independent contractor or another classification other than a public employee and that no contributions will be remitted to OPERS for the personal services you provide to the public employer. This acknowledgment will remain valid as long as you continue to provide the same services to the same employer with no break in service regardless of whether the initial contract period is extended by any additional agreement of the parties. You also acknowledge that you understand you have the right to request a determination of your eligibility for OPERS membership if you disagree with the public employer's classification.

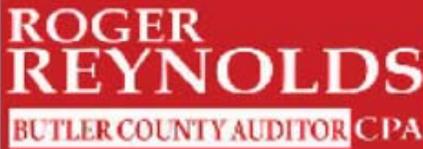
This form must be retained by the public employer and a copy sent to OPERS. The public employer's failure to retain this acknowledgment may extend your right to request a determination beyond the five years referenced above.

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Do not print or type name





Office Phone: 513-887-3154  
Office Fax: 513-887-3149

130 High Street  
Hamilton, Ohio 45011



For your convenience, the Butler County Auditor's Office offers the opportunity to receive future payments electronically, rather than by check. Payments can be deposited into a checking or savings account of your choice. In addition, you will be notified of the deposit by e-mail. The e-mail will provide you with all the information that would normally print on the check stub. To receive payments electronically, you must complete this form and return to the address above with a voided check or bank letter containing routing/account information.

Action:	ADD	CHANGE/UPDATE	INACTIVATE	
Payee Name:			Phone No:	
Taxpayer ID:	-		Butler County Employee:	YES
SSN:	-	-		NO
Address:				
Required E-mail Address:				
Bank Name:				
Bank Routing Number:			Savings Acct No:	
			Checking Account No:	

**ATTACH VOIDED CHECK OR A BANK LETTER CONTAINING ACCOUNT AND ROUTING INFORMATION**

**Authorization:** This authorizes the Butler County Auditor's Office to send credit entries electronically or by any other commercially accepted method, to my (our) account indicated above and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. I understand and accept the conditions of participation in the direct deposit program.

This authorization will be in effect until the Butler County Auditor's Office receives a written termination notice from myself and has a reasonable opportunity to act on it.

Print Name:	Title:
Signature:	Date: