

June 9, 2026

SAFE STREETS AND ROADS FOR ALL

CUYAHOGA COUNTY COMPREHENSIVE SAFETY ACTION PLAN



REQUEST FOR PROPOSALS

Deadline to Submit Proposals:

Monday, July 20, 2026 by 4:30 pm

To:

info@countyplanning.us

with copies to:

Jim Sonnhalter | jsonnhalter@cuyahogacounty.gov

Meghan Chaney | mchaney@cuyahogacounty.gov

CUYAHOGA COUNTY PLANNING COMMISSION

2079 East 9th Street
Suite 5-300
Cleveland, OH 44115



Cuyahoga
COUNTY PLANNING
Commission

REQUEST FOR PROPOSALS

SS4A CUYAHOGA COUNTY COMPREHENSIVE SAFETY ACTION PLAN

Issue Date	Tuesday, June 9, 2026
Deadline to Submit <u>Questions</u>	Monday, June 22, 2026
Responses to be Posted Online	Wednesday, July 1, 2026
Submit Questions to:	info@countyplanning.us with copies to: Jim Sonnhalter jsonnhalter@cuyahogacounty.gov Meghan Chaney mchaney@cuyahogacounty.gov
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TABLE OF CONTENTS

Section 1 Project Information	3
Section 2 Scope of Services	6
Section 3 Proposal and Submission Process	13
Section 4 Selection Process & Additional Considerations	16
Appendix A Insurance Requirements	19
Appendix B Evaluation form	24

SECTION 1

PROJECT INFORMATION

A) CUYAHOGA COUNTY PLANNING COMMISSION

The Cuyahoga County Planning Commission (County Planning) is a public planning agency that provides professional planning services for Cuyahoga County. County Planning was created pursuant to the Ohio Revised Code Section 713.22 and serves as a planning and decision-making resource to the County, its municipalities, villages, and townships. The agency is overseen by an eleven-member board—one for each of the eight County Planning Regions, the County Executive, and two members of County Council appointed by the President of County Council. Staff of County Planning are organized into four divisions: Planning Services, Planning Initiatives, Information & Research, and Operations.

Our Vision: Inspiring all of our communities to thrive.

Our Mission: To advance Cuyahoga County’s social, economic, and environmental health through equitable community planning.

Our Values: Inclusion, Collaboration, Communication, Accountability, Respect, and Excellence

B) REQUEST

The Cuyahoga County Planning Commission (County Planning) was awarded Safe Streets and Roads for All (SS4A) funding in Spring 2026 for the development of a Comprehensive Safety Action Plan (Action Plan). The Action Plan will cover all 59 communities (including municipalities, villages, and townships) within the County, coordinate with current and past SS4A awardee communities and other existing community safety plans and prioritize roadway safety projects on a countywide basis.

County Planning is requesting proposals from a consultant or consultant team for the preparation of a Cuyahoga County Comprehensive Safety Action Plan. The consultant(s) is/are expected to work closely and proactively with County Planning staff members assigned to this project, and the proposed scope of services will reflect when and how County Planning’s services will supplement the consultant team’s work.

C) BACKGROUND

Situated on the southern shore of Lake Erie, Cuyahoga County is home to approximately 1.2 million residents within 59 communities, including the City of Cleveland. Cuyahoga County consists of highly developed urban areas, suburban communities, and semi-rural areas.

Over a five-year span from 2017 to 2021, there were 484 fatalities from vehicular accidents in Cuyahoga County. Of great concern is that the number of people killed in fatal crashes in 2021 is more than double what it was in 2018.

The Infrastructure Investment and Jobs Act (IIJA) established the (SS4A) competitive grant program with \$5 billion in appropriated funds over 5 years from 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through reimbursable grants to prevent roadway fatalities and serious injuries.

The SS4A program supports the U.S. Department of Transportation’s National Roadway Safety Strategy with a goal of **zero roadway deaths**. In the Safe Streets and Roads for All (SS4A) Grant Program, Comprehensive Safety Action Plans (Action Plans) are the foundational building block to improve roadway safety and attain the goal of zero roadway fatalities. Informed by data analysis and community engagement, Action Plans guide communities to effectively address the most significant roadway safety risks.

The SS4A grant program is guided by the Safe System Approach, which strives to reduce crashes, the severity of crashes, and the instance of secondary crashes. The Safe System Approach involves a paradigm shift to improve safety culture, increase collaboration across all safety stakeholders, and refocus transportation system design and operations to anticipate human mistakes and reduce impact forces.

Several individual municipalities within Cuyahoga County are in various stages of developing and implementing their own Action Plans. These include:

TABLE 1 MUNICIPAL SAFETY ACTION PLANS AND IMPLEMENTATION			
Municipality	Award Year	Description	Consultant
Cleveland	Non-SS4A	Vision Zero Action Plan (completed 2022)	Nelson\Nygaard, Bongorno Consulting, & Seventh Hill
Cleveland Heights	2022	SS4A Comprehensive Safety Action Plan	Kimley Horn & Seventh Hill
Cleveland Heights	2024	SS4A Supplemental Planning and Demonstration	TBD
Euclid	Non-SS4A	Pedestrian & Bicycle Safety Action Plan	County Planning
Independence	2024	SS4A Comprehensive Safety Action Plan	Verdantas
Lakewood	Non-SS4A	Safe Streets for Lakewood (completed 2024)	Toole Design
Rocky River	2024	SS4A Comprehensive Safety Action Plan	TBD
Westlake	2026	SS4A Action Plan (Pending)	TBD

SECTION 2

SCOPE OF SERVICES

The following proposed Scope of Services aligns with both the required SS4A Action Plan components and County Planning's priorities. The anticipated Scope of Services and associated deliverables are defined below and should be reflected in the consultant's response for proposals as required in Section 3. Consultants are encouraged to provide their versions of a Scope of Services if it differs from below but must still outline how the SS4A Comprehensive Safety Action Plan program components will be addressed.

A) COMPONENTS AND DELIVERABLES

1. Finalized Project Management Plan

Produce a **Project Management Plan** with a schedule of phases, tasks, meetings, milestones, and deliverables that meets all stated elements contained in Components A)2- A)8. The chosen consultant is expected to maintain clear communication, organization, and productivity throughout the life of the project.

Deliverables:

- 1.i. **Final Project Management Plan**, including schedule, and communication plan to be approved by County Planning prior to contract execution.
- 1.ii. **Brief Planning Structure section in the final Action Plan** that meets Section 2: Planning Structure as outlined in the Eligibility Worksheet.
- 1.iii. Estimated completion dates: November 1, 2026

County Planning Contribution: County Planning has already identified and engaged members of the SS4A Project Team and Peer Cohort listed below. Phases, tasks, meetings, and milestones should roughly follow the components and deliverables contained in this scope of services.

2. Engagement and Coordination

Coordinate an engagement strategy for different tiers of public engagement – from peer guidance to the general public – throughout all phases of the project, and provide a roadmap for continued engagement and transparency beyond the development of the Action Plan and into implementation efforts. Tiers of engagement include:

- a. The **SS4A Project Team** will include representatives from relevant organizations and departments with a role in implementation such as Cuyahoga County Department of Public Works (Public Works), the Greater Cleveland Regional Transit Authority (GCRTA), the Cleveland Metroparks, and the Ohio Department of Transportation (ODOT).
- b. The **SS4A Peer Cohort** will include all communities within Cuyahoga County concurrently pursuing SS4A planning and implementation (refer to Table 1.C) 1 in

Section 1) and is intended to facilitate knowledge exchange and strategic project coordination.

- c. The **SS4A Community Leaders** will include leadership of all municipalities and partner agencies across Cuyahoga County. This group will include mayors, government leaders, planning directors, non-profit, and advocacy organizations.
- d. **Public engagement** should be conducted at appropriate points throughout the planning process, with special attention to the following:
 - Using both traditional and innovative methods of engaging members of the public including pedestrians, bicyclists, transit-users, and drivers
 - Countywide coverage so residents of all 59 communities have equal access to information and participation opportunities
 - Inclusion of specific, intentional outreach to relevant community groups and the private sector
- e. **Supporting Plans and Projects.** This phase should also document existing plans and efforts impacting roadway safety and engage their authors or conveners. These plans include:
 - Peer Community SS4A Action, Demonstration, and Implementation Plans
 - NOACA Community Safety Reports (ongoing)
 - Cuyahoga Greenways Plan Update (2026)
 - Cuyahoga County Transit Oriented Development Zoning Study (2025 & ongoing)
 - Cuyahoga County Lakefront Public Access Plan (2022)
 - GCRTA Workforce Connector Program (2023)
 - GCRTA Strategic Plan (2020)
 - ODOT's Safety Map Viewer
 - Others as needed

Deliverables:

- 2.i. **Engagement Plan**, an in-depth engagement plan including strategy, specific events and activities, and schedule to be coordinated with and approved by County Planning. Estimated completion date: December 31, 2026.
- 2.ii. Development of coordinated **Project Branding and Marketing Materials** to be used for the duration of the development of the Action Plan. Estimated completion date: TBD in Component 1.
- 2.iii. **Engagement Activities and Summary Engagement Reports** on all engagement activities. Summary Engagement Reports will include the activity description, responses, feedback, and resulting potential recommendations. Estimated completion dates: ongoing and within one (1) month of the conclusion of engagement activities.
- 2.iv. **Engagement section in the final Action Plan**, that meets Section 4: Engagement and Collaboration requirements as outlined in the Eligibility Worksheet. Estimated completion date: TBD in Component 1.

County Planning Contribution: County Planning staff will assist with convening groups, reserving and financing meeting spaces, attending meetings, producing materials for and facilitating in-person events, and creating online participatory tools through GIS or other technical applications and surveys.

3. Safety Analysis

Produce a High Injury Network using current, reliable data after conducting all analyses outlined below and using the USDOT's [Fatality and Injury Reporting System Tool \(FIRST\)](#).

- a. Conduct analyses of existing conditions and historical trends to provide baseline level of crashes involving fatalities and serious injuries across the County
- b. Conduct analyses of crash locations, severity, contributing factors, and crash types
- c. Conduct analyses of systemic and specific safety needs, as needed (e.g., high-risk road features or specific safety needs of relevant road users)
- d. Integrate qualitative findings from public engagement into analyses
- e. Outline data gathering process and analysis methodology in a manner that is replicable by County Planning for ongoing updates

Deliverables:

- 3.i. **A High Injury Network (HIN)**, including (1) Geospatial identification of higher risk locations and (2) analysis of data uncovered as it relates to historical trends, and conditions related to existing policies and processes.
- 3.ii. **Safety Analysis section in the final Action Plan**, that meets Section 3: Safety Analysis requirements as outlined in the Eligibility Worksheet.
- 3.iii. Estimated completion dates: TBD in Component 1.

County Planning Contribution: County Planning staff will assist in the collection and review of data and associated analyses when needed or appropriate.

4. Policy And Process Review and Recommendations

Informed by the data gathered and analyzed during the Safety Analysis and Engagement Processes, assess Cuyahoga County's road safety landscape, relating it to existing policies, plans, and procedures, as well as adopted standards required at State, County, and local levels.

- a. Document policies, ordinances, engineering and design standards, procedures, and plans that impact road safety for all users, and analyze how these relate to the High Injury Network, collected geospatial data, and community feedback.
- b. Explore what policy, process, and systemic changes could be enacted on a county-wide basis and identify organizations, with an emphasis on those interventions that would most impact identified high-injury areas.

- c. Produce recommendations that reflect best management strategies embedded in Complete and Green Streets, Active Transportation, and Transit-Oriented Development practices. These include:
 - [ODOT Multimodal Design Guide](#)
 - [NACTO Design Guides](#)
 - [AASHTO Design Guides: Reduce Crash Severity](#)
 - [AASHTO Design Guides: Development of Bicycle Facilities](#)
- d. Produce recommendations that incorporate strategies and recommendations found in other County-wide Plans, and Action Plans adopted by Peer Cohort Communities.
- e. Recommendations should take the form of updated policies, guidelines, and standards and be thoroughly vetted among all engagement groups listed above.

Deliverables:

- 4.i. **Policy and Process Summary Report** that analyzes all existing policies, ordinances, engineering and design standards, procedures, and plans that impact road safety.
- 4.ii. **Policy and Process Recommendations:** a comprehensive set of recommendations relating to the amendment or adoption of policies, ordinances, engineering and design standards, and procedures to increase roadway safety for all users on a county-wide basis and in a systems-based manner. Recommendations, though policy-and process-oriented, should consider various roadway functional classifications and characteristics.
- 4.iii. **Policy and Process section in the final Action Plan**, that meets Section 5: Policy and Process requirements as outlined in the Eligibility Worksheet.
- 4.iv. Assistance with funding applications for SS4A Supplemental Planning, Demonstration, and Implementation during project contract period.
- 4.v. Estimated completion dates: TBD in Component 1.

County Planning Contribution: County Planning staff will provide in-depth review and feedback on drafted policy and process recommendations.

5. Strategy and Project Selection Recommendations

Informed by the data gathered and analyzed during the Safety Analysis and Engagement Processes, identify a comprehensive set of location-based projects and recommend strategies to address safety problems for these projects.

- a. Collaboratively develop project identification and prioritization criteria with County Planning and engagement groups to ensure goals and desired outcomes are accurately reflected.
- b. Produce project recommendations that respond to safety problems, reflect community input, be representative of all areas within Cuyahoga County, and be multimodal in nature.

- c. Recommend strategies that relate specifically to project selection recommendations and should reflect a mix of physical, process, and policy changes.
- d. Describe anticipated health and safety impacts of proposed projects and strategies.
- e. Include cost estimates of proposed projects and strategies.

Deliverables:

- 5.i. **Strategy and Project Selection Summary Report** that includes the methodology used in project selection including identification and prioritization criteria.
- 5.ii. **Strategy and Project Selection Recommendations:** a comprehensive list of prioritized project recommendations and associated strategies to address safety problems, both short-term and long-term.
- 5.iii. **Strategy and Project Selection section in the final Action Plan**, that meets Section 6: Strategy and Project Selections requirements as outlined in the Eligibility Worksheet.
- 5.iv. Assistance with funding applications for SS4A Supplemental Planning, Demonstration, and Implementation during project contract period.
- 5.v. Estimated completion dates: TBD in Component 1.

County Planning Contribution: County Planning staff will provide in-depth review and feedback on drafted prioritized project selections and associated strategy recommendations.

6. Implementation Strategy

For all recommendations, including both policy and process as well as project-specific strategies, provide:

- a. Short- and long-term priorities
- b. Timelines
- c. Cost estimates
- d. Lead agency and responsible parties
- e. Potential Partners
- f. Potential funding sources, organized by project type and by appropriate and eligible lead organization. Funding information should account for:
 - Eligibility parameters (agency, activity)
 - Anticipated funding cycle
 - Match requirements

Deliverables:

- 6.i. **Implementation Matrix in the final Action Plan**, containing the above outlined components per project, raw cost estimate data, and leadership commitment document.
- 6.ii. Estimated completion date: TBD in Component 1.

County Planning Contribution: County Planning staff will provide in-depth review of and feedback on drafted implementation matrix.

7. Tracking Dashboard

Develop a web-based GIS tracking dashboard that County Planning can update and manage through plan duration and at least five years after plan completion to communicate project selection, strategies, improvements made, timeframe, status, and results. This tracking dashboard should include data from the planning process and should be updatable as new data becomes available.

Deliverables:

- 7.i. **Online Tracking Dashboard** webpage/application integrated with County Planning’s website; section of final plan describing how progress will be measured over time per Section 7: Progress and Transparency of the [Eligibility Worksheet](#).

County Planning Contribution: County Planning’s Information and Research Division can assist with design and execution of the tracking dashboard and its integration on County Planning’s website, as well as future upkeep.

8. Final Deliverable: Comprehensive Safety Action Plan

The final deliverables include a written document, an Executive Summary report, and review and analysis of trends derived from project tracking dashboard by the stated deadlines below.

Deliverables:

- 8.i. **Cuyahoga County Comprehensive Safety Action Plan** that clearly reflects all components outlined in the Eligibility Worksheet.
 - An accompanying Executive Summary
 - Plan Appendices, including all collected data in a usable format
 - Raw engagement results
 - GIS shapefiles and related data (including high-resolution files of each file, dataset, and graphics)
- 8.ii. Finalization of the project tracking dashboard that reflects trends in safety data as projects are implemented.

Estimated completion dates:

- Initial draft submitted to Project Team: March 1, 2028
- Refined draft submitted to Peer Cohort and Community Stakeholders: April 1, 2028
- Publicly available: July 1, 2028

B) SCHEDULE

It is expected that the project be completed no later than July 1, 2028. The consultant selection and tentative project schedules are as follows:

TABLE 2 CONSULTANT SELECTION AND PROJECT DEVELOPMENT SCHEDULE	
Consultant Selection Schedule	
Advertise for Request for Proposals (RFP)	June 9, 2026
Deadline for RFP Clarifications/Questions	June 22, 2026
Response to Questions	July 1, 2026
Due Date for Proposals	July 20, 2026
Internal Review	July 20 – July 25, 2026
Interview Finalists	August 10-21, 2026
Consultant/Vendor/Supplier Selection and Contract Negotiations	August –September 2026
Cuyahoga County Planning Commission Board Approval	October 8, 2026
Notice to Proceed	October 13, 2026
Project Development & Deliverables Schedule	
Project Kick-Off	October 19, 2026
Finalized Project Management Plan (Deliverables 1.i -1.ii)	November 1, 2026
Engagement Plan (Deliverable 2.i)	December 31, 2026
Marketing Plan and Branding Materials, Engagement Summary Reports, and Plan Section (Deliverables 2.ii -2.iv)	TBD
HIN and Safety Analysis Plan Section (Deliverables 3.i – 3.ii)	TBD
Policy and Process Summary Report, Recommendations, and Plan Section (Deliverables 4.i – 4.iii)	TBD
Strategy and Project Summary Report, Recommendations, and Plan Section (Deliverables 5.i – 5.iii)	TBD
Supplemental Planning and Implementation Grant Assistance (Deliverables 4.iv & 5.iv)	TBD
Implementation Matrix (Deliverable 6.i)	TBD
Tracking Dashboard (Deliverable 7.i)	TBD
Initial Draft submitted to Project Team	March 1, 2028
Draft shared with Peer Cohort and Community Stakeholders	April 1, 2028
Draft Action Plan Completion (to be shared publicly)	May 1, 2028
Final Action Plan Completion	July 1, 2028
Action Plan Adoption	September 14, 2028
Final Invoices Due	December 1, 2028

SECTION 3

PROPOSAL AND SUBMISSION PROCESS

A) REQUIRED QUALIFICATIONS

Each candidate must meet the following requirements. Failure to meet all requirements may be cause for rejection. Each candidate must provide:

- 1. Consultant Experience:** Eligible applicants will demonstrate a minimum of three (3) continuous years of experience within the last five (5) years of providing and implementing consulting services relating the Scope of Services and deliverables described in Section 2.
- 2. Staff Credentials:** Assigned staff shall possess or demonstrate all applicable licenses, certificate, permits, or other authorizations required to meet Scope of Services and deliverables described in Section 2 or required by any Cuyahoga County authority.
- 3. Authorization:** Be authorized to conduct business in the State of Ohio and Cuyahoga County.
- 4. Certifications:** Possess or demonstrate all applicable licenses, certificates, permits, or other authorizations required by any Cuyahoga County authority and the Ohio Department of Transportation, including the [Consultant Prequalification Requirements and Procedures](#).
- 5. Insurance:** Provide proof of insurance meeting all requirements of Cuyahoga County (see additional information in Appendix A).

B) SUBMITTAL REQUIREMENTS

This is an open and competitive process for all qualified planning consultants. All qualified consultant team(s) shall include at minimum the following as part of their response:

- 1. Contact Information:**
 - a. Complete consultant name(s), mailing addresses, and contact information
- 2. Consultant Experience (8-page limit):** Provide information regarding the consultant's experience, within the past five (5) years, with this type of project/contract (see Project Description).
 - a. Provide a clear delineation of tasks performed by the prime consultant/vendor/supplier.
 - b. If necessary, subconsultants may be employed but all services and costs incurred by the subconsultant are under the direction and underwritten by the prime consultant/vendor/supplier selected.
 - c. If subconsultants are to be included as part of the supplier team, provide the structure of the team and services that the subconsultant will provide.

- d. Work Samples: Provide three (3) examples of similar planning work (1 page per sample). Please include an explanation of the work performed, samples of the creative process and final product, and an overview of how the final design was derived.

3. Staff and Staff Experience (5-page limit): Provide an organizational chart for the key personnel (prime and/or subconsultant) responsible for this contract. The organizational chart shall clearly show the name and title of each key staff member listed and how the project team will interact with County Planning. Provide the name and a current resume, including projects within the past five (5) years, for each of the personnel responsible to be assigned to this project. One person may be responsible for more than one task. Also, list the percentage of availability for each key personnel team member assigned. Further, provide two (2) references for each project management personnel listed.

- a. Description of Consultant Team and Qualifications, Project Manager, and Relevant Background Experience.
- b. Proof of qualifications
- c. Resumes and contact information for all designated project team members

4. References (3-page limit): At least three (3) prior client references with contact information (name, email address, phone number, mailing address)

- a. Please include a brief explanation of work performed with client
- b. Detail how the consultant demonstrated proficiency in the following areas:
 - i. Quality of Analysis, Strategy Formation, Design, and Cost Estimating
 - ii. Ability to Engage Public and Manage Public Involvement Process
 - iii. Communication, Cooperation and Follow Through Skills
 - iv. Meeting Schedules and Deadlines
 - v. Controlling Costs and Adhering to the Budget

5. Introduction and Executive Summary (3-page limit): A narrative outlining the consultant's strengths and distinguishing skills or capabilities as they may relate to providing services sought for this project

6. Work Plan and Project Approach (5-page limit): A narrative explaining the approach to this project in the context of the Scope of Services outlined in Section 2 of this RFP. This includes:

- a. A detailed work plan explaining meetings, tasks, subtasks, and resources needed to accomplish deliverables for all eight (8) components outlined in Section 2 A.
- b. Timeline for completion of the detailed work plan components, including all public outreach and stakeholder meetings, identifying milestones for development of the project, and completion of individual tasks in accordance with the schedule set forth in Table 2.

- c. Breakout hours for each member of the team by major task/component area, and an overall indication of the level of effort (percentage of overall project team hours) allocated to each task
 - d. Capacity of consultant to meet required time schedules based on current and known future workload of staff assigned to the project
 - e. Ability of the consultant to stay within total project budget of \$600,000, with a detailed breakdown on budget in regard to each component, meeting, task, subtask, public engagement, and deliverable.
- 7. Subcontractors:** If the execution of work to be performed requires the hiring of sub-contractors, you must clearly state this in your response. Sub-contractors must be identified, and the work they will perform must be defined.
- 8. Signature:** The submission must contain the signature of a duly authorized officer, agent of the consultant, or person submitting the response.

C) SUBMISSION GUIDELINES

1. Questions:

- a. It is the responsibility of each consultant team to thoroughly examine this entire Request for Proposals (RFP) and submit any questions to: info@countyplanning.us with copies to: jsonnhalter@cuyahogacounty.gov and mchaney@cuyahogacounty.gov no later than 4:30pm on Monday, June 22, 2026.
- b. Responses will be posted online by 4:30pm on Wednesday, July 1, 2026.

2. Finalized RFP Submission:

All responses are due no later than **Monday, July 20, 2026** by 4:30 PM.

- a. Email to info@countyplanning.us with copies to: jsonnhalter@cuyahogacounty.gov and mchaney@cuyahogacounty.gov

SECTION 4

SELECTION PROCESS & ADDITIONAL CONSIDERATIONS

A) CONSULTANT SELECTION

Only responses submitted by consultants that meet requirements set forth in Section 3 A) will be evaluated and ranked. All responses submitted by the deadline will be evaluated by County Planning based on the following criteria:

- 25% Experience & Qualifications:** The applicant's experience and qualifications in response to items 2, 3, 6, and 7 in the submittal requirements of this RFP. An applicant must demonstrate their team's experience providing these services, technical capabilities and skill, ability to meet milestones and deadlines, and methodology to the creative process.
- 25% Project Understanding:** The applicant's understanding of the background, context, need, and intended outcome of the Cuyahoga County SS4A Comprehensive Safety Action Plan in response to items 4 and 5 in the submittal requirements of this RFP.
- 35% Project Approach:** How the applicant intends to satisfy the components and deliverables stated in the Scope of Services; stay on task; adhere to the budget and proposed timeline; and provide a final deliverable in response to items 4 and 5 in the submittal requirements of this RFP.
- 15% Engagement:** How the consultant team intends to use creative approaches to engage the public and the identified leadership groups to effectively gather input from a broad array of persons and communities while integrating the time and assistance of County Planning staff.

Each consultant team should be able to accurately demonstrate their capabilities through graphic samples, prior client testimonies, and other similar project descriptions.

At any time during the evaluation period, County Planning may request additional or alternative options and prices. Such request shall be deemed to be part of the original RFP. Consultant teams shall not be permitted to revise their original responses without the permission of the Cuyahoga County Planning Commission. The top two (2) to three (3) top-ranking submissions will be short-listed to be interviewed in person.

County Planning will contact short-listed consultant teams by **4:30 on Friday, August 7th, 2026**. Short-listed consultant teams will be interviewed by County Planning between **August 10th – 21st, 2026** with an in-person interview. Selected consultant teams may be asked to provide additional information relating to this Request for Proposals (RFP) or submitted materials.

The selected consultant team will negotiate with County Planning to finalize a project scope and contract for review and approval by the Board of the Cuyahoga County Planning Commission. Selected consultant should plan to conduct an in-person presentation at the October 8, 2026 Board Meeting.

B) ADDITIONAL CONSIDERATIONS

1. Reservation of Rights

County Planning reserves the right to issue amendments and addenda to this Request for Proposals (RFP), as well as the right to cancel or reissue this RFP in its entirety. County Planning also reserves the right to evaluate the proposals submitted, request additional information, and/or to make inquiries as necessary to verify qualifications.

In its sole discretion, County Planning may waive any irregularities or reject any and all consultant teams submitting a response to this RFP should it be deemed in the County Planning best interest to do so.

County Planning may disqualify a consultant team if any interest disclosed from any source is either deemed by County Planning to be a conflict or give the appearance of a conflict or otherwise cause speculation as to the objectivity and/or integrity of the work to be undertaken.

County Planning maintains the right to refrain from contracting with any vendor. The release of this RFP does not compel County Planning to purchase.

Nothing in this RFP shall obligate, compel, or require County Planning to proceed with the graphic identity, branding, and/or design services contemplated herein.

2. Contracting Requirements

The selected consultant team shall procure, maintain and pay premiums for the insurance coverage and limits of liability indicated below with respect to products, services, work and/or operations performed in connection with any contract awarded under this RFP. Cuyahoga County Insurance Requirements that shall apply to this contract are listed in Appendix A.

3. Doing Business with the Cuyahoga County Planning Commission

- a. Consultants (contractors/vendors/suppliers) doing business in excess of \$10,000.00 per year with County Planning must register with the Agency of the Inspector General. This includes completing an online registration, paying a registration fee, and completing an ethics training video and a short ethics quiz.
- b. Contractors who are debarred or suspended may not contract with County Planning.
- c. New Suppliers must go to the Infor Supplier Portal to complete the registration process. Before visiting the Infor Supplier Portal new Suppliers should be prepared to upload their W9.
 - i. Vendor/Supplier Guide: [Module Title](#) and [Supplier Portal Guide](#)
 - ii. Supplier Portal Instruction Videos: [Supplier Portal - ERP - YouTube](#)
 - iii. Register as a Supplier: [Supplier Registration / Supplier Portal](#)
 - iv. The Infor Supplier Portal works only with MS Edge

4. Artificial Intelligence Policy

Any document or product that has any kind of content produced by generative Artificial Intelligence (AI) on behalf of County Planning must be disclosed. This includes (but is not limited to) responses to RFPs, any kind of reports (including progress reports), final reports or documents and artwork/images.

5. Cost of Preparing Responses to this RFP

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. County Planning is not obligated to any party to reimburse such expenses.

6. Confidentiality

Labeling information provided in submittals “proprietary” or “confidential”, or any other designation of restricted use will not necessarily protect the information from public view. County Planning is subject to the provisions of the Open Records Laws of the State of Ohio.

APPENDIX A

INSURANCE REQUIREMENTS

CUYAHOGA COUNTY

PC-0298

COUNTY PLANNING SS4A

Insurance Requirements

County Planning does not have its own unique insurance requirements and will therefore be using the standard insurance requirements used Cuyahoga County. The contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

Nothing in this Agreement shall be construed to be a waiver of defenses or immunities afforded to the County under applicable law.

A) MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Worker's Compensation Insurance as statutorily required by the State of Ohio.

For Contractors with employees working outside of Ohio, Worker's Compensation Insurance as required by the various state and Federal laws as applicable including Employers' Liability coverage with limits of no less than \$1,000,000 per accident for bodily injury or disease.

2. Commercial General Liability Insurance with limits of liability not less than:

\$1,000,000 each occurrence bodily injury & property damage;

\$1,000,000 personal & advertising injury;

\$2,000,000 general aggregate;

\$2,000,000 products/completed operations aggregate.

Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form CG 00 01 or its equivalent. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this specific project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

Such insurance may also be used to meet the limit requirements under the umbrella insurance requirement herein but must carry the required endorsements.

3. Professional Liability Insurance/Errors & Omissions Liability Insurance

appropriate to the contractor's profession providing coverage for claims arising out of the provision of design, architectural, engineering, consultants, counselors, medical professionals, legal and/or **other** professional services with a limit of liability not less than:

\$2,000,000 per occurrence;

\$2,000,000 aggregate.

4. Cyber Risk Insurance for **all** vendors. This coverage shall respond to privacy and network security liability claims with limits of liability not less than:

\$3 million per occurrence;

\$3 million aggregate.

Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

5. Technology Professional/Errors & Omissions for all vendors who provide IT professional technology services and products (including, but not limited to, IT consultants, software developers, web developers and designers, data processing, and internet media/publishers). This coverage shall respond with limits of liability not less than:

\$1 million per occurrence;

\$2 million aggregate.

Note: The coverage amount may be higher depending on the type of project and professional services.

Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information “property” of the Agency in the care, custody, or control of the Vendor.

B) INSURANCE COVERAGE TERMS AND CONDITIONS

1. Nothing in this Agreement shall be construed to be a waiver of defenses or immunities afforded to the County under applicable law.
2. All insurance policies of the Contractor required for this Contract shall:
 - a. Provide that, for each insurance policy provided above, coverage shall not be canceled except with notice to the County of Cuyahoga.
 - b. Name The County of Cuyahoga, its officers, officials, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. This provision shall apply to all insurance policies evidenced by the Contractor except for Workers’ Compensation.
 - c. Be primary and non-contributory as respects the County of Cuyahoga, its officers, officials, employees, and volunteers for any claims related to the work or operations of the Contractor under this contract. Any insurance or self-insurance maintained by the County of Cuyahoga, its officers, officials, employees, or volunteers, shall be excess of the Contractor’s insurance and shall not contribute to Contractor’s insurance. This provision shall apply to all insurance policies evidenced by the Contractor except for Workers’ Compensation.
 - d. Grant the County of Cuyahoga a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County of Cuyahoga by virtue of the payment of any loss under such insurance.
 - e. Provide the County of Cuyahoga with a Certificates of Insurance evidencing policy coverage as well as reference to and provide evidence (via physical policy endorsement) that each of the terms and conditions identified in Sections 2. (ii) through 2. (iv) have been met by the Contractor and their respective insurer(s) by providing proof of Additional Insured, Primary and Noncontributory, and Waiver of Subrogation via policy endorsements.
3. The insurance required for this Contract shall be provided by insurance carrier(s) licensed to transact business and write insurance in the state(s) where operations are performed and shall carry a minimum A.M. Best’s rating of A-VII or above, or a state regulated captive also licensed to transact business and write insurance in the state(s) where operations are performed
4. The terms of this Contract shall be controlling and shall not be limited by any insurance policy provision.
5. These insurance provisions shall not affect or limit the liability of the Contractor stated elsewhere in this Contract or as provided by law.

6. The Contractor shall require any and all of its subcontractors to procure, maintain, and pay premiums for the insurance coverages and limits of liability outlined above with respect to products, services, work and/or operations performed in connection with this Contract. Any deviation from the above insurance requirements shall require prior approval from the County of Cuyahoga Risk Management.
7. The County reserves the right to require insurance coverages in various amounts or to modify or waive insurance requirements on a case-by-case basis whenever it is determined to be in the best interest of the County.
8. If the Bid/Proposal/RFQ specifies the need for higher limits of liability for any applicable insurance provision, the Bid/Proposal/RFQ specifications shall govern.
9. Where coverages are made on a claims-made basis the claims-made retroactive date on the policy shall be prior to the commencement of professional activity related to this Contract. Where Commercial General Liability is claims-made policy such General Liability policy shall provide coverage for claims arising out of the incidents that occur during the policy period, regardless of when claims are reported.
 - a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - b. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 - c. If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
10. The Contractor shall furnish a Worker's Compensation Certificate and Certificate of Insurance evidencing the insurance coverages required herein are in full force and effect.
11. Acceptance of a non-conforming certificate of insurance by the County shall not constitute a waiver of any rights of the parties under this Contract.
12. The Certificates of Insurance evidencing the above coverage shall contain the following language or equivalent where applicable:

"Cuyahoga County and its officers, officials, employees and volunteers, are included as additional insureds on a primary and non-contributory basis with respects to each of the insurance policies referenced within this certificate of insurance except for Workers' Compensation. A Waiver of Subrogation is granted in favor of Cuyahoga County and its officers, officials, employees and volunteers with respect to each of the insurance policies referenced within this certificate of insurance. Any applicable Umbrella or Excess Liability policy referenced within this certificate of insurance shall follow form to the underlying Commercial General Liability, Commercial Automobile Liability and Employer's Liability policies referenced within this certificate of insurance and not contain exclusionary language restricting coverage afforded within the underlying insurance policies."

13. Proof of Additional Insured status from Contractor's Commercial General Liability policy must be evidenced in the form of an endorsement to said policy and be at least as broad as ISO Form CG 20 10 11 85, or through the combination of the CG 20 10, CG 20 26, CG 20 33, or CG 20 38 endorsement; and CG 20 37 endorsement if a later edition is used.
14. Cyber Liability and Professional Liability Insurance shall cover third-party claims.
15. Policies shall contain no "insured vs. insured" exclusion that would limit the insurance company from paying for damages incurred by the County due to Vendor's negligence. If the policy contains an "insured vs. insured" exclusion, the additional insured endorsement shall contain a clause or phrase that overrides the "insured vs. insured" exclusion.

APPENDIX B

STATEMENT OF QUALIFICATIONS EVALUATION FORM

A) STATEMENT OF QUALIFICATIONS EVALUATION

Instructions: Rank each item in the Statement of Qualifications Evaluation Form on the basis of zero (0) to the maximum points as shown on the Statement of Qualifications Evaluation Form. Listed categories will be evaluated by the consultant selection committee in a meeting where one score will be determined by averaging the individual scores of each committee member.

B) FIRM'S EXPERIENCE

Consider the firm's experience within the past five (5) years with this type of project. Review the references provided by the consultant and evaluate the firm in each of the following categories:

1. **Quality of Analysis, Strategy Formation, Design, and Cost Estimating**
2. **Ability to Engage Public and Manage Public Involvement Process**
3. **Communication, Cooperation and Follow Through Skills**
4. **Meeting Schedules and Deadlines**

C) AVAILABLE STAFF'S EXPERIENCE

Consider the resume and references of the Project Manager(s) and key personnel in each applicable area of services to be authorized. For all contracts, a good Project Manager is vital.

D) PROJECT METHODOLOGY

Evaluate each consultant based on its proposed methodology for execution of this contract. Consider each firm's understanding of the purpose and scope of this project.

STATEMENT OF QUALIFICATIONS EVALUATION FORM

Project Name _____

Committee Members

Project Type _____

Submission Date _____

Facilitator _____

TABLE 3 EVALUATION CRITERIA MATRIX															
Evaluation Criteria	Max Points	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F	Firm G	Firm H	Firm I	Firm J	Firm K	Firm L	Firm M	Firm N
Section 1 - Firm's Experience	40														
Section 2 - Available Staff's Experience															
Project Manager	15														
Supporting Staff	15														
Section 3 - Project Methodology	30														
Total	100														

Additional Notes

