



**REQUEST FOR QUALIFICATIONS  
American Rescue Plan Act Technical Assistant Professional Consultant**

The Lake County Board of Commissioners hereby issues a public Request for Qualification (RFQ) for legal/technical professional services relating to the American Rescue Plan Act of 2021 (ARPA).

The qualified legal professional shall exhibit the following:

- Comprehensive understanding of the ARPA as it relates to Ohio County governments and the Final Rule and be able to assist with:
  - Determining project eligibility
  - Reporting requirements
  - Federal Treasury Uniform Administrative Requirements
  - Contracts with potential ARPA fund subrecipients

The successful legal professional shall be available from 8:00 am – 5:00 pm Monday – Friday to provide technical assistance to member counties. This may be in the form of telephone, email or virtual meetings. The contract will terminate no later than December 2026.

The complete Request for Qualifications package may be obtained by contacting Jason Boyd:

440.350.2745 or [jason.boyd@lakecountyohio.gov](mailto:jason.boyd@lakecountyohio.gov)

Information concerning this Request for Qualifications is also available at:  
<https://www.lakecountyohio.gov/commissioners-office/legal-notices-to-bidders/>

Statements of Qualifications are due by noon on December 10, 2021.

By order of the Lake County Board of Commissioners:

Lake County Administration Center  
105 Main St., Suite A513  
Painesville, Ohio 44077

## **Selection Process**

The selection process will proceed as a two-step process in which contract award is based upon a combination of qualifications and price considerations.

Lake County will select the legal professional using (1) a qualification-based selection process to develop a short list and (2) then conduct interviews with the top three qualified firms.

The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and to understand the firm's project approach and ability to meet the Project's objectives. The short-listed firms should be prepared to discuss with specificity the firm's capacity to conduct the work in compliance with the Federal ARPA regulations, project budget and schedule requirements. Lake County will contact each short-listed firm to schedule individual times for the interviews.

Upon selection of the firm determined to be most qualified to provide the requested services for the Project, the County reserves the right to negotiate the price for services in accordance with ORC 153.69. The contract shall not exceed \$140,000 on an annual basis.

The respondent deemed most qualified by the County will be provided with a form of written agreement for the final negotiations on all terms and conditions, including compensation.

## *Selection Schedule*

Statement of Qualifications Due	<b>Noon on</b> December 10, 2021
Short list firms	December 14, 2021
Interviews	December 17, 2021
Consultant Selection	January 1, 2022

## **Statement of Qualifications Submission**

### *Submission Requirements*

- A. Cover Letter. Cover letter must include: (a) name, address and phone number of the office where the personnel assigned to the Project will be based, and (b) name, title and phone number of the principal contact person.
- B. Firm Profile. The firm profile must include: (a) years of existence; (b) legal form of firm, (c) location of home office; and (d) general firm history.
- C. Summary. Provide a summary, on one page or less, describing why your firm/team is the most- qualified for the Project.
- D. Bonding/Insurance. Provide evidence of capacity to provide bonding and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability.
- E. Similar Experience. Relevant projects of similar nature. Include: (a) description of the project and the services your firm provided for the project; (b) start and completion dates for each project; and (c) name, title, email and telephone number of three client contacts most familiar with your services on the project

### *Submission Instructions*

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. Please reduce the file size of the PDF.

### *Submission Delivery*

Three hard copies of the Statement of Qualifications must be submitted in one sealed envelope that is clearly marked:

Lake County Administration Center  
105 Main St., Suite A513  
Painesville, Ohio 44077

By no later than the above-stated date and time for submission, a PDF of the Statement of Qualifications must be emailed to: [jason.boyd@lakecountyohio.gov](mailto:jason.boyd@lakecountyohio.gov)

Note, the submission must be made in both hard-copy and by email.

## **General Provisions**

### *Questions*

All questions must be submitted in writing by email to Jason Boyd no later than 7 days before the above-stated deadline for submission of the Statement of Qualifications. Answers to any questions will be emailed to all firms receiving this RFQ which have provided an email address to Lake County.

### *Cancellation and Rejection*

The County may reject all proposals and cancel all or any portion of this solicitation at any time for any reason. The County will have no liability to any proposer arising out of any cancellation of this solicitation or rejection of any related submission. The County may waive minor variations in the selection process.

**American Recue Plan Act Technical Assistant Professional Consultant**

Firm:

1	Project team	10	
2	Scope of services	10	
3	Experience with ARPA and Federal Treasury	10	
5	Demonstrated cooperation with working w/ public sector including Lake County	10	
6	Experience/familiarity with federal grants	10	
7	Specialized qualifications	5	
8	Ability to complete project on schedule	5	
<b>SUM</b>		<b>60</b>	<b>0</b>