

Statement of Qualifications



Community Visioning Study

Village of Roaming Shores

2500 Hayford Road, P.O. Box 237

Roaming Shores, Ohio 44084

440-563-3132

www.roamingshoresOH.gov

April 2011

Community Visioning Study RFQ

Introduction

The Village of Roaming Shores (Village) is seeking a professional planning consultant (firm) to assist the Village and the RomeRock Association (home owners association, the "Association") to study and evaluate the community, and to provide a framework of goals to be achieved by 2020, and a plan to accomplish those goals.

General Objectives

The proposed study will include, but may not be limited to:

- Formation of a steering team composed of representatives from all significant segments of the community;
- Examination of core values and services provided by both the Village and the Association;
- Identification of service duplication between the Village and Association;
- Recommendations for efficiency and cost savings;
- Assessment of the financial foundations of the community;
- Investigations of tax rates, fees, and regulatory costs;
- Establishment of the framework for capital improvement plans for water, waste water, roadways, personnel, programs and buildings;
- Identification of regulatory and legal challenges, restrictions, and reform which inhibit efficient and effective delivery of services and programs;
- Assessment and recommendations of future economic, housing, and recreational development:
- The process should include not only the elected, appointed, and/or employees of the Village and Association, but must recognize the needs and interests of the residents and property owners through a public engagement process.

Ultimately, the plan will provide a vision and road map for the community for the next decade and beyond.

Background

Roaming Shores is a private lake community with a unique governance structure comprised of the Village, which was incorporated in 1979, and the Association established in 1966, when the community was originally developed.

The Village, lead by a mayor and a six-member council, has six full-time employees and one part-time employee. The Village provides law enforcement, zoning/building enforcement, potable water, waste water treatment, maintenance of the dam, and administration, operating on a \$2.1 million annual budget.

The Association, lead by an elected seven-person board of directors, has five full-time and 20-25 seasonal employees who maintain the roadways, pools, beaches, club house, fields, and recreational spaces. The Association also monitors access to and security of the lake, water quality management of the lake, and permitting and regulation of our annual 1,000 watercraft, operating on a \$1 million annual budget.

Agency

The Village of Roaming Shores is issuing this Request for Qualification (RFQ).

Contact

Chad Vavpetic, Member of Council / Chair of Vision 20/20 (Community Development) Committee. Phone 440.477.9975.

Proposed Timeline

- April 29 Statement of Qualification due to the Village
- June 1 Request for Proposal (RFP) issued
- July 1 RFP due to the Village
- July 15-29 Top candidates interviewed
- August 1 Selection of consultant
- Community engagement and research
- Sept. 30 Draft report
- October 31 Final report

Terms

- Statement of qualifications are to be delivered to the attention of Mr. Chad Vavpetic, Chair, Vision 20/20 Committee, 2500 Hayford Road, Roaming Shores, OH 44084 by the end of business on Friday, April 29, 2011. Proposals may also be submitted electronically to administrator@roamingshoresOH.gov.
- Please provide two hard copies and a PDF of all qualification submittals.
- All submittals must use the proposal format outline in this RFQ.
- The Village reserves the right to reject any and all proposals.
- Proposer must disclose any relevant conflicts of interest and/or pending lawsuits.

Requirements

The proposal of qualifications submitted for this study may be no more than ten pages in length (single-sided) on 8.5" x 11" paper with one inch margins and a 12 point font, including:

- **Firm History**
- **Personnel** – Identify professional staff and a description of their role.
- **Experience** – Provide qualifications and relevant case histories.
- **Fees** – List standard fees and hourly rates for professional services.
- **References**