



**LAKE METROPARKS**  
11211 SPEAR ROAD  
CONCORD TOWNSHIP, OHIO 44077

**Addendum NO. 1**

Addendum Distribution Date: 01-30-2024  
Project Name: Safety Consultant Services  
RFP Number: 2024-019  
Advertised Date: 01-19-2024  
Request for Quote Due Date: 02-16-2024

This Addendum supplements the original Request for Proposal (RFP) form and is hereby made a part of the Original RFP.

**Q: Has the scope of work outlined in this RFP been supported in the past by vendors or is this a new service for Lake Metroparks?**

A: Yes, it has been supported in the past.

**Q: If this work has been supported vendors in the past, can you share the name of the company you are currently working with and the duration of this relationship?**

A: Lake Metroparks has contracted with Sotaris since 2018.

**Q: - Can you clarify the number of live and remote employee training events you project annually and the topics that need to be supported (Safety Training / Item 5 "Provide in-person and remote employee safety and training opportunities")?**

A: Approximately 10 sessions annually either remote or in-person. Topics would include typical safety topics such as Hazard Communication, PPE, Working with Power Tools, Working at Heights, Walking and Working Surface Training, or Electrical Safe Work Practices, related to the type of work our staff does.

**Q: Please provide guidance on the size of the training facilities used and expected number of employees in each session.**

A: We would use our own facilities including our Concord Woods HQ (68 max occupancy), the Farmpark (110 max occupancy) and Penitentiary Glen (120 max occupancy). Session size would range from approximately 10 – 75 individuals depending on the applicability of the topic.

**Q: OSHA 10 Hour Safety Training - Is Lake Metroparks interested in supporting the OSHA 10 Hour General Industry or Construction Industry training under this agreement?**

A: Yes, for specific staff positions.

**Q: How many accidents does Lake Metroparks experience annually and how many accident investigations do you project (Accident Investigations / Item 6 "Review all accidents, recommend changes to mitigate or prevent future accidents")?**

A: We experienced 23 documented accidents (employee injury form completed) in 2023 with 12 BWC claims. We would anticipate investigating less than 3 accidents per year.



**Q: Insurance Loss Runs - will Lake Metroparks make insurance company loss runs available to RFP responders to analyze the historic loss trends of the organization?**

A: Not at this time.

**Q: Please provide an example of the Professional Safety Services the vendor may be asked to support during the year (Professional Safety Services / Item 8 "Provide the Park District with general Professional Safety Services upon Request")?**

A: An example would be conducting a walkthrough of a newly constructed park amenity before it is opened to the public.

**Q: Projected Annual Total Time - please provide the projected total time the selected vendor should allocate to support the scope of work outlined in this RFP.**

A: Up to approximately 100 -150 hours.