

**Request for Qualifications
for
Comprehensive Land Use Plan**

**Community Development Department
City of Riverside, Ohio
5200 Springfield Street, Suite 100
Riverside, OH 45431**

**Due Date
Thursday, March 11, 2021, 5:00 p.m.**

The City of Riverside Request for Qualifications (RFQ) process has been adapted to follow the mandatory safety protocols in response to the Pandemic and meet the City Ordinance requirements (Ordinance 06-O-351, 139.16).

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REQUEST FOR QUALIFICATIONS

ANNOUNCEMENT

The **City of Riverside** seeks REQUESTS FOR QUALIFICATIONS (RFQ) for the provision of a Comprehensive Land Use Plan. Document packet available on February 22, 2021 and due by March 11, 2021 by 5:00 p.m., at 5200 Springfield Street, Riverside, OH, Suite 100, in the document holder or email lminnich@riversideoh.gov.

INTRODUCTION

The City of Riverside ('City') is seeking a response to this **Request for Qualifications (RFQ)** from consultants interested in providing professional services that will engage significant community involvement in the process to create a Land Use Plan, including but not limited to, future land use planning, commercial corridors and residential development strategies, when applied will enhance economic development and strengthen Riverside neighborhoods. The Plans will be essential in preparing the updated Comprehensive Plan, guide decisions affecting the physical development within the City, inform both public and private investment and impact all rezoning and development decisions.

BACKGROUND

The City of Riverside, founded in 1995, operates under and is governed by its Charter which provides for a Council-Manager form of government. The City of Riverside is centrally located, sharing a border with five cities, Dayton, Huber Heights, Fairborn, Beavercreek and Kettering. The population of 25,451 includes seven zip codes, seventeen tracts, five parks, approximately 9.7 square miles, 20 thoroughfares (82 miles), 298 residential streets (165 miles). **EXHIBIT A.**

PROJECT OVERVIEW

The final documents will provide long-term strategies that build upon the City's foundation and set a comprehensive framework to help guide and unify a vision. The Consultant will assist in identifying a vision for the City, include as a central theme throughout the planning process, with the goal of staff, elected officials, residents, stakeholders, civic groups and organizations, adopting the Vision for the Riverside community.

The City is interested in studying the existing conditions, understanding opportunities and needs, creating a defined vision for the commercial and residential areas and developing implementation strategies to ensure the future success of each area. Specific aspects to be considered during the planning process include demographics, transportation and traffic impacts, economic development, public safety, public infrastructure, neighborhood dynamics, land use, and housing.

The planning process will include a robust community outreach process with public visioning and partnership building. It is preferred that the selected consultant team themselves reflect the demographic makeup of the project area and demonstrate extensive success in engaging typically hard-to-engage populations and in neighborhood organization and empowerment. The firm selected for this project will provide leadership on all aspects of the project throughout the entire process, working closely with City staff, elected officials, and members of the public.

PROJECT SCOPE

1. Respondents will submit one Statement of Qualifications (SOQ) in which details will be provided demonstrating the ability to successfully perform under the terms and conditions set forth in the RFQ. The SOQ shall include how the Consultant plans to approach the following key issues:
 - a. Robust public visioning, stakeholder input, neighborhood engagement, and partnership building.
 - b. Demographic analysis.
 - c. Area market study, trade area analysis, and economic development recommendations to support existing businesses, attract new businesses, and adapt to changing retail trends in an area that borders five other municipalities.
 - d. Land use and zoning analysis, including coordination with City-wide housing study and economic development strategy.
 - e. Transportation and circulation analysis, including safety, congestion, access, and smart mobility tools.
 - f. Public infrastructure analysis, including flooding and storm water issues.
 - g. Corridor aesthetics enhancement recommendations, such as landscaping, facade improvements, and arterial treatments.
 - h. Creation of a detailed implementation strategy to guide recommended actions and future development.

STATEMENT OF QUALIFICATIONS

Responses to this RFQ should be provided in the following numbered format as listed below.

1. **Title Page:** Provide the respondent's office location(s), website URL, address(es), phone number(s), email address and number of years providing the services requested.
2. **Background:** Provide a brief description of the firm, including the number of years the firm has been in existence, range of professional services, specific experience and expertise as it relates to the project scope.
3. **Experience Essentials:** Detail experience designing an area without a traditional downtown area and identifying a central business district.
4. **Project Team Qualifications:** Project staff qualifications shall include an organizational chart, noting the Project Manager that will work directly with Riverside. A resume for each team member can be substituted for the information requested below. Information on project team members will include:
 - a. Education
 - b. Years of service with Firm
 - c. Professional licenses or member associations
 - d. Technical Skills: specialized or other
 - e. Availability to the City; projected level of effort in terms of hours

5. **References:** The City is interested in the experience of the firm and the proposed project leaders on similar projects. Please provide information regarding three (3) similar land use planning projects and include the following items in the narrative:
 - a. Project name and location
 - b. Year completed
 - c. Project cost
 - d. Owner representative's name, title, address, and phone number;
 - e. Project description
 - f. Community engagement efforts and success
 - g. Name of project manager and members of the project team.
6. **Subcontractors:** Note if any proposed individual would be a subcontractor or consultant outside the lead firm. Explain the firm's past experience with each subcontractor listed.
7. **Timeline:** Provide an estimate of the time frame for the project from authorization to proceed and project completion.

SELECTION PROCESS

Each Statement of Qualifications (SOQ) will be evaluated by the City of Riverside staff in accordance with the criteria and conditions set forth below (Ordinance 06-O-351):

1. Evaluation Criteria

- a. Respondent's experience as it relates to the Project Scope.
- b. Past performance and completion of comparable projects in size and deliverables.
- c. Experience of key staff; expertise and areas of specialized training.
- d. Technical resources and skills.

2. Conditions of Selection

- a. Any Entity that assisted in the preparation of the RFQ or SOQ may not be a part of any team submitting a SOQ for the public service project.
- b. The City may interview or seek clarifications from some or all of the Respondents during the evaluation of the SOQ.
- c. After evaluation of the SOQ in accordance with the criteria set forth in the RFQ, the City shall short-list the most-qualified, no less than two qualified respondents, to receive the RFP.
- d. If at any time prior to receipt of Proposals a short-listed Respondent withdraws from the procurement process or is disqualified from continuing in the procurement process, the City may add a Respondent that was not previously short-listed to the short-list.

TIME FRAME

1. Posting Dates: Friday, February 21 and 28, 2021
2. RFQ Packets Available: Monday February 22, 2021
3. RFQ (Request for Qualifications) due date: Thursday, March 11, 2021 at 5:00 p.m.
4. RFP (Request for Proposals) sent to qualifying respondents: Tuesday, March 16, 2021.
5. RFP Due Date: Friday, March 26, 2021
6. RFP review and evaluation: Monday and Tuesday, March 29, 30, 2021
7. RFP Award Recommendation to Council: April 1, 2021
8. Award Notification: Week of April 5, 2021

SUBMISSION REQUIREMENTS

Respondents will review the specifications carefully, provide all required information and return by the due date, Thursday, March 11, 2021, 5:00 p.m.

1. **Form:** The completed forms shall be submitted in a sealed envelope addressed CLEARLY on the front: **Attention: CITY OF RIVERSIDE, COMMUNITY DEVELOPMENT DIRECTOR RFQ -LAND USE PLAN** with the BUSINESS NAME, BUSINESS ADDRESS, FULL NAME OF RESPONDENT, and NAMES of ALL PERSONS intended to be involved in the Land Use Plan proposal. DO NOT PLACE THE EMAIL ADDRESS ON THE ENVELOPE. Email addresses are requested on the respondent's signature page. Submissions without an EMAIL address will be considered incomplete and returned.
2. **RFQ Questions:** Questions associated with the RFQ will be submitted to Lori Minnich in writing and emailed to lminnich@riversideoh.gov between February 22 and March 9, 2021 by 5:00 pm. **Phone calls will not be accepted.**
3. **Modifications:** Alterations to the required forms or conditional submissions will not be accepted.
4. **Communication:** In consideration of the current health and safety protocols defined by the Center for Disease Control, the State of Ohio and the Montgomery County Health Department for public gatherings, the NAME and EMAIL listed first on the RFQ will be used to communicate with Respondents throughout the RFQ process. If any addenda are issued after the initial RFQ is released, all respondents requesting the forms will be notified via a Blind Carbon Copy email.
5. **Withdraw:** Submissions may be withdrawn personally or written request, at any time prior to the scheduled due date and time.
6. **Submission:** Submit two hard copies and one flash drive as a PDF document of the RFQ: one clearly marked 'ORIGINAL' and must contain a hand-written signature of an authorized representative of the RESPONDENT. One copy may be a photocopy. Documents will be retained as the property of the Owner.
7. **Delivery and Due Date:** Completed forms will be delivered to 5200 Springfield Street, Riverside, OH, placed in the blue secure document box next to Suite 100, by March 11, 2021, 5:00 p.m. Email lminnich@riversideoh.gov to discuss special arrangements should the respondent's health prohibit the ability to hand deliver by the due date.

CONTACT WITH CITY COUNCIL, STAFF AND ADVISORS

The following provisions are intended to ensure a fair and equitable review process so that there is no actual or potential situation where one RFQ Respondent secures or attempts to secure an unfair advantage over another RFQ Respondent or creates a situation where there is an appearance of impropriety in contacts between the RFQ Respondent or RFQ agent or RFQ contractor and City officials.

After release of the RFQ, no officer, employee, agent or representative of the Respondent shall have any contact or discussion, verbal or written, with any members of the City Council, City staff or City's consultants, or directly or indirectly through others, seek to influence any City Council member, City staff, or City's consultants regarding any matters pertaining to this Request for Qualifications.

ROLE OF CONSULTANT

The consultant will furnish all required labor, materials, supplies, and travel required in connection with the project. The City expects that the Consultant team will be diverse, reflect area demographics, and be composed of experts in land use planning, neighborhood organization and engagement, including American Institute of Certified Planners (AICP) certified planners, economic development analysts, market and trade area analysts, and community development and engagement professionals.

Upon selection, the consultant will participate in the final development of the project's structure, scope, sequence, timeline for completion, and other performance measures required to meet the indicated contractual responsibilities. A formal contract for professional services will be executed in accordance with the City's procurement process.

COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS

The Respondent certifies in submitting the RFQ and if qualified and selected to receive the RFP, the Respondent has complied with, or will comply with, all applicable federal, state, and local laws, ordinances and all lawful orders, rules and regulations hereunder.

This RFQ and all responses are considered public information, except for trade secrets specifically identified in writing by the respondent. Any section of the respondent's submission that is deemed to be a trade secret by the shall be submitted in a separate envelope clearly marked "TRADE SECRET INFORMATION - DO NOT DISCLOSE."

INSURANCE REQUIREMENTS

All insurance requirements applicable shall be fulfilled prior to the issuance of contract. Providing and maintaining adequate insurance coverage is a material obligation of the consultant and will be essence of a contract. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized to do business in Ohio. The consultant shall at all times comply with the terms of such insurance policies, and all requirements of the insurer.

Certificate of Insurance shall be required of Consultant for, but not limited to Commercial General Liability, Commercial Auto Liability, Workers Compensation, and Professional Liability Insurance, as determined necessary by the City and the Consultant will provide complete copies of policies if requested. The Consultant shall be responsible for insuring all of his/her own personal property, improvements, and betterments.

GENERAL REQUIREMENTS: REQUEST FOR PROPOSALS

The services listed below are general requirements for the Request for Proposal. The City will select the RFQ from which the respondent has successfully demonstrated the aptitude to deliver additional and specific recommendations for approaches, tasks, and deliverables based on experience and expertise. The RFP **Scope of Services** provided by the selected consultant will include, but not limited to:

1. A comprehensive land use plan, including a vision statement, guiding principles, policies, plan elements, future land use plan, and focus area studies.
2. Analysis, graphics, supporting documentation and relevant summary of data and trends to include, but not limited to, population, employment, housing forecasts.
3. An effective public participation process to ensure community involvement. A proposed schedule of open houses, public meetings, and other outreach methods shall be proposed by the consultant at key points in the Plan update process.
4. Effective coordination with Staff, City Council, Board Members, Stakeholders, Civic Groups and Residents.
5. Consideration of recommended amendments to other relevant plans and zoning code.

SIGNATURE PAGE FOLLOWS

Non-Collusion and Guarantee

Having carefully read and examined the 'REQUEST FOR QUALIFICATION' content in its entirety, addenda issued as shown below, for the project, **Comprehensive Land Use Plan**, City of Riverside, Ohio, the undersigned, hereby declares that this response is made without connection to any other person, company, or parties making a similar RESPONSE and that the respondent is in all respects fair and in good faith, without collusion or fraud.

Business Name

Address

City

State

Zip Code

Email Address

Phone Number

Signature of Authorized Representative/Title

Date

Print or type NAME _____

State of _____ **County of** _____

Signed and sworn to (or affirmed) before me, this _____ **day of** _____, **2021.**

My Commission Expires: _____

Notary Public

(Affix Official/Notarial Seal)

Addendum No. _____

Dated _____

Addendum No. _____

Dated _____

EXHIBIT A

