

Request for Qualifications

City of Canton, Ohio

Purchasing Department

218 Cleveland Ave. SW, 4th floor

Canton, Ohio 44702

Neighborhood Development Master Plan and Redevelopment Strategy

Item/Project

Planning Department

Responsible Department

July 1, 2019 at 4:00 PM local time

Proposals Due By

Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

City of Canton

Neighborhood Development Master Plan and Redevelopment Strategy

Request for Qualifications

The City of Canton is seeking a “Request for Qualifications (RFQ)” from experienced Consultant Team/Firm(s) with strong urban design and economic development expertise to provide planning and design services for an undisclosed neighborhood district within the City. The primary goal is to create a neighborhood development master plan and redevelopment strategy that will serve as a guide for investment, implementation and set forth the City’s vision for the area.

Requirements

1.1 Prequalification Overview

This is a request for Qualifications (RFQ) for consultant team/firm(s) or organizations interested in providing this Neighborhood Development Master Plan and Redevelopment Strategy by The Mayor’s Office, Department of Planning. The scope of services will include project coordination, site investigation, data collection, a design charrette workshop and plan preparation; including an inventory and Analysis and recommendations.

Qualifications will only be accepted from those Consulting Teams/Firm(s) demonstrating a minimum of five (5) years of experience and who have completed projects providing the services requested in this RFQ. References that will verify project experience should be provided.

Successful respondents to this RFQ must present a consulting teams/firm(s) of individuals with a diversity of skill sets in order to provide and manage all required areas of scope work. A combination of Prime Consultant and Sub-consultants prequalification in Design Services with experience in transportation, land use, and economic planning; urban design; and landscape architecture/sustainability is being sought. Some respondent consulting teams/firm(s) may be multi-disciplinary enough to offer all of the necessary skills “in-house” however this structure is not encouraged; the requested scope of work and primary deliverable is complex and its end product will require expertise from multiple fields and sectors. The City strongly encourages respondents to consider inclusion of team members that are Northeast Ohio-based and/or otherwise have a substantive body of knowledge or experience within cities similar to Canton. The following is a detailed list of consultant team qualifications, organized by area of expertise:

Project Management

- Consultant Team/Firm(s) shall have technical ability to oversee and manage efficient inter-agency processes and recruit stakeholders to facilitate timely decision making and successful project execution.
- Demonstrates organizational excellence, assessment of range of planning issues, financial evaluation, and cross-sector leadership.

- The City encourages teams to include at least one local intern with interest in the areas of Architecture, Landscape Architecture, Engineering and Urban Planning or Design

Engagement

- Consultant Team/Firm(s) shall be able to provide successful engagement in communities of low income and/or depressed markets and have extensive experience sensitively integrating communities in planning processes.
- Demonstrate a competent aptitude in researching and critically analyzing prior community planning recommendations and inclusively establishing neighborhood goals with community stakeholders.
- Demonstrate ability to propose and inspire a vision and implementable strategies that inclusively integrate neighborhood goals, strengthen community assets, improve the quality of life, and support the revitalization of residential neighborhoods.
- Demonstrate ability and creative capacity to communicate complex planning and engineering ideas and designs into informative and understandable presentations for a variety of audiences, as well as providing public presentations and exhibits in a variety of forums.
- Enthusiasm and willingness to work with local groups that have established relationships and trust to achieve community engagement goals.
- Commitment to incorporating citizen preferences with City directives.

Planning

- Consultant Team/Firm(s) must show qualifications experience in developing Master Plans, design guidelines (incl. for affordable and market rate new or rehabilitated housing), and urban design visions for a comprehensive neighborhood framework for housing and the public realm.
- Consultant Team/Firm(s) shall have experience working with local municipal departments, codified ordinances and zoning overlay guidelines.

Urban Design, Architecture and Landscape Architecture

- Demonstrate experience with technical design components such as infrastructure, land-use, utilities, streetscape, and both transit-oriented and non-motorized design; and the ability to identify physical assets worthy of preservation or adaptive reuse.
- Demonstrate design excellence, technical competence, and innovative urban landscape architecture design as well as green stormwater infrastructure (GSI) and engineering designs in multi-consultant collaborative settings.
- Consultant Team/Firm(s) shall have experience with sustainable design strategies that effectively manage vacant land and/or stormwater concerns.

Professional with “Strong understanding of economic development, housing and vacant property reuse”

- Consultant Team/Firm(s) shall have experience identifying successful opportunities and financial frameworks that support growth of existing businesses and/or attract new business and employment opportunities.
- Demonstrate experience developing linkages between economic development, housing and green space/energy uses, and have working knowledge of metrics for measuring the benefits of the infrastructure on economic development, housing and revitalization.
- Demonstrate an understanding of Design Guidelines, including for affordable and market rate new or rehabilitated housing.

Technical Expertise in Surveying and Mapping

- Demonstrate expertise and mapping proficiency with GIS and supporting graphic software to produce parcel level maps that show information such as but not limited to property ownership,

zoning, site condition, vacancy, and use; create additional layers to show results of topography, flow, and soil surveys.

- Consultant Team/Firm(s) shall have the ability to perform and/or acquire required consultants that are able to produce technical and statistical expertise to support design and development recommendations (IE census tract information, bureau of labor, spatial data, safety, topography, and soil type).
- Demonstrate the ability to provide graphic design techniques and 3D illustrative illustrations of neighborhood area development master plans and urban design concepts.

1.2 Selection Procedures

Interested consultant team/firm(s) must submit a letter of Interest and five (5) complete qualification packages; in hard copy (double-sided) and an electronic PDF copy on USB Flash Drive or CD-ROM to the following address by 4:00 p.m., Eastern Time on, July 1, 2019.

Canton City Hall
Purchasing Department
218 Cleveland Avenue SW, 4th Floor
Canton, OH 44702

Consultant Team/Firm(s) will be ranked based on:

- Project Team qualifications;
- Prior experience with similar projects; and,
- General presentation of the submittal.

All sub-consultants on the project team must be identified and their role described.

1.3 Requirements

Preparing and Submitting Qualifications:

- Provide the information requested in the advertisement, in the same order listed, and signed by an officer of the firm. Do not send additional forms, marketing brochures, or other material.
- Each qualifications package shall include the following parts in the below order. Please separate and identify each part by tabs for quick reference. Each qualifications package should be organized so as to facilitate its evaluation. Qualification packages are limited to 50 pages (i.e. 25 double-sided pages).
- Please adhere to the following requirements in preparing and Letters of Interest:
 - Utilize a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - Page numbers must be centered at the bottom of each page.
 - Use 8½" x 11" paper only (11" x 17" fold-out pages are acceptable).

Qualifications Package Content

- Letter of interest.
- How Consultant Team/Firm(s) meets the qualifications.
- A description of the nature of the firm's experience in providing the service(s) and/or deliverable(s) sought.
- List significant sub-consultants, and their anticipated role.
- List the Project Manager and other key staff members, including key sub-consultant staff.

- The total number of such engagements and the comparable clients for which the firm has provided like or similar services within the last five (5) years.
- The names of at least two (2) references for the firm’s capabilities. Include name and contact information.

1.3 Schedule/Time-line

The plan is to be completed and on file with the City of Canton within eleven (11) months from the date of authorization. It is anticipated that the selected Consultant Team/Firm(s) will be authorized to proceed by September 02, 2019. Refer to the following schedule/time-line summary as outlined below:

- Request For Qualifications Advertised: 06/10/2019
- Letters of Interest/Qualifications Due: 07/01/2019
- Consultant Short Listing Notification: 07/12/2019
- Pre-proposal Meeting: 07/17/2019
- Request for Proposals Due: 08/9/2019
- Consultant Oral Presentations: 08/14/2019
- Consultant Selection/Award: 08/16/2019
- Authorization to Proceed 09/02/2019
- Project Coordination/Kick-off Meeting: 09/04/2019
- Planned Project Completion 08/03/2020

Questions

Please direct all questions regarding this Request for Qualifications in writing by **June 25, 2019 at 4:00 PM** to:

Andrew Roth, Director of Purchasing

andrew.roth@cantonohio.gov

Evaluation and Next Steps

Responding firms will be evaluated and ranked pursuant to Ohio Revised Code Sections 153.65-153.73 based on the above criteria. The City will then commence fee and contract negotiations with the selected firm most qualified to perform the services for each separate project as described above. The final scope of engineering services will also be established during these negotiations.

The City of Canton reserves the right to reject any and all proposals and to accept the proposal deemed most beneficial to the City of Canton.

By order of the Director of Public Service:

John M. Highman, Jr.

Published in The Repository:

June 10 and June 18, 2019