

City of Cleveland Heights, Ohio



REQUEST FOR PROPOSALS (RFP) FOR PREPARATION OF NORTH COVENTRY NEIGHBORHOOD REVITALIZATION STRATEGY PLAN

ISSUE DATE: Friday, March 17, 2023

PROPOSALS DUE BY: Wednesday, April 19, 2023

CITY OF CLEVELAND HEIGHTS
NORTH COVENTRY NEIGHBORHOOD REVITALIZATION STRATEGIES
REPORT
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I. INTRODUCTION

INTRODUCTION AND PROJECT DESCRIPTION

Cleveland Heights is located in the eastern part of Cuyahoga County among the First Ring suburbs. The City has a total land area of approximately eight (8) square miles and is home to approximately 46,000 diverse residents.

As a direct recipient of Federal Community Development Block Grant (CDBG) funds, the City is committed to ensuring its residents in all neighborhoods have access to adequate housing, a safe and sanitary living environment, and access to economic opportunity.

To this end, the City of Cleveland Heights seeks to develop comprehensive neighborhood revitalization strategy plans as well as a framework of qualitative and quantitative data that will serve as indicators for neighborhood quality of life. The neighborhood plans will be a tool to coordinate City and community services, manage resources better, promote equity in place and to create the greatest impact possible within each neighborhood. The indicators would be used to create plans that enable informed policy decisions, monitor impact of programs and policies, and track and target investments.

The first neighborhood that the City would like to develop a plan for to serve as a model for other neighborhoods is the North Coventry neighborhood. North Coventry is designated a Racially and Ethnically Concentrated Area of Poverty (RECAP) by the US Department of Housing and Urban Development. This place-based approach will seek to benefit the residents of this neighborhood by providing a comprehensive evaluation of the neighborhood and then identifying community development strategies to be implemented that will preserve and expand housing stability, economic opportunities, and other community development needs.

For this project, the City seeks a qualified consultant that can combine contemporary planning principles with neighborhood feedback and neighborhood data to develop a comprehensive neighborhood plan for North Coventry. The North Coventry Neighborhood Revitalization Strategy Plan should establish a set of neighborhood indicators that could be applied to neighborhoods across Cleveland Heights for each neighborhood plan. A successful plan will also contain strategies that will enhance the livability and vibrancy of this important neighborhood. It is important to note that in addition to traditional physical improvements to the built environment, the City is also seeking strategies for programming that will help achieve the goals of this project.

This RFP describes the project, the anticipated consultant responsibilities, the consultant selection process, and the minimum information that must be included in the proposal.

II. SCOPE OF WORK AND DELIVERABLES

The City seeks a qualified consultant to develop a Comprehensive Neighborhood Revitalization Strategy Plan utilizing contemporary planning principles, neighborhood input and publicly available data.

SCOPE OF WORK

The scope of the project is anticipated to be split into the following phases:

Phase I: Background Research/Data Gathering

Tasks:

- I.A Meet with City staff, including the Department of Planning & Development, and other City Departments to:
- Discuss the scope and schedule of the project;
 - Develop community engagement strategies;
 - Review other relevant data materials, such as Census data, local data and other sources of information;
- I.B Develop a framework for monitoring neighborhood health based on available qualitative and quantitative data.
- I.C Create an action plan for the community-based planning effort

Products:

- A) Final scope and schedule
- B) Community engagement strategy
- C) Neighborhood Indicators with sources to update the data
- D) Community-based planning effort action plan

Phase II: Neighborhood Planning Strategy

Tasks:

- II.A Hold a minimum of 2 neighborhood-based planning charrettes in the project neighborhood area. Using community input, develop:
- Existing conditions (both public and private realm) overview of the neighborhood;
 - Gather resident and stakeholder input for potential improvements to the neighborhood;
 - Create idea-boards/base-maps outlining potential improvements; and
Develop draft action plans for the neighborhood based on public input;
- II.B Assess the feasibility of forming a NRSA and/or CBDO.
- Assess the feasibility for forming a Neighborhood Revitalization Strategy Area (NRSA) for this Neighborhood. If a NRSA recommended, the consultant should assess if the boundaries of the NRSA should be limited to this neighborhood or expanded to adjoining Census Tracts.

- Assess the feasibility of creating a Community Based Development Organization (CBDO) for the purposes of providing public services to this neighborhood.

Products:

- A) Record of neighborhood-based planning charrettes
- B) Idea Boards and Action Plans for Neighborhood Reinvestment Strategy

Phase III: Draft Comprehensive Neighborhood Plan

Tasks:

III.A Using data gathered from Phase I & Phase II, develop a draft Comprehensive Neighborhood Plan, with short/middle/long-term action steps to help improve the North Coventry Neighborhood. Include in the plan a rationale for forming a NRSA based on this geography or including this neighborhood in a larger NRSA. Additionally, include an assessment on the feasibility of forming a CBDO in this neighborhood.

III.B Present to City staff and the Mayor a draft of the Comprehensive Neighborhood Plan.

Products:

- A) Draft Comprehensive North Coventry Neighborhood Plan

Phase IV: Final Comprehensive North Coventry Neighborhood Plan

Tasks:

IV.A Utilizing feedback from the Mayor, City Staff and stakeholders, revise and finalize the North Coventry Neighborhood Revitalization Strategy Plan.

- At the Mayor’s direction, present the findings of the plan to City Council and/or the Citizens Advisory Committee.

Products:

- A) Final Comprehensive North Coventry Neighborhood Plan

PROJECT DELIVERABLES

Based on the scope of work as described in **Section II**, the Consultant will deliver to the City the following:

1. Final Comprehensive North Coventry Neighborhood Plan
2. A comprehensive data framework of Neighborhood Indicators that can be used to monitor neighborhood health and quality of life.
3. Maps, renderings, charts, databases, georeferenced information, photographs, and other data produced as part of this project, including:
 - a. Any and all GIS file geodatabases and raster data
 - b. Digital and hardcopies of all photographs, sketches, renderings or other artistic representations used in the creation of and implementation of the project
 - c. Copies of all reports, drafts, notes, updates, check-ins and outlines

REQUIRED FORMS AND COPIES

The Consultant will deliver materials in the following quantities and formats:

- One (1) electronic copy of the North Coventry Neighborhood Revitalization Strategy Plan;
- One (1) flash drive or other storage device containing all electronic files of the project.

III. SUBMITTAL REQUIREMENTS

Proposals must be submitted in the format described below and are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and completeness and clarity of content. Proposals must be complete in all respects; a proposal may not be considered if it is conditional or incomplete. All proposals and materials submitted become the property of the City of Cleveland Heights. Responding consultant organizations submitting sensitive information should call with any questions:

Brian Iorio, CDBG Coordinator
City of Cleveland Heights
40 Severance Circle
Cleveland Heights, Ohio 44118
biorio@clevelandheights.gov

PROPOSAL PRESENTATION

One (1) electronic copy of the complete proposal must be received by the deadline. The original and all copies must be in a sealed envelope or container stating on the outside: Responding Consultant Organization Name, Address, Telephone Number, City of Cleveland Heights North Coventry Neighborhood Revitalization Strategy Plan RFP.

PROPOSAL CONTENT

Cover Page: Submit RFP coversheet on letterhead stationery, signed by a duly authorized officer, employee, or agent of the responding consultant organization submitting the proposal that must include a statement that the proposal is submitted in response to City of Cleveland Heights North Coventry Neighborhood Revitalization Strategy Plan RFP.

1. **Capacity and Team Structure:** State whether the responding consultant organizations can provide all of the services listed in **Section II, Scope of Work and Deliverables**. If the responding consultant organization is utilizing a team approach, state all members of the consultant team, and the roles of each team member.
2. **Statement of Qualifications:** Responding consultant organizations should begin their proposal with a Statement of Qualifications that includes the information below:
 - a) General description of the responding consultant organization, including size and length of time in business;
 - b) A summary of the responding consultant organization's background and specific experience on similar projects. Organizations that are familiar with and/or experienced in developing HUD-approved Neighborhood Revitalization Strategy Area (NRSA) Plans and/or Community Based Development Organizations (CBDO) are preferred;

- c) A list of the responding consulting organization's current clients and projects in Cuyahoga County. Indication of the possibility of a conflict of interest or appearance of impropriety being created if selected to work with the City of Cleveland Heights;
 - d) A description of any material litigation over the past three (3) years that involved the responding consultant organization or any of its affiliates, a parent company, or any officer or principal;
 - e) Proof that the responding consultant organization is presently licensed to conduct business in the State of Ohio, or statement that the firm will take the necessary steps to achieve such certification;
 - f) Any qualifications not previously described that make the responding consultant organization unique.
3. **Personnel:** List key personnel and the anticipated roles which said personnel are expected to play on this project. Resumes for key personnel should be provided and include work location, education, and licenses or certifications.
 4. **References:** Provide three (3) references from other clients, whether prior or current engagements, that are similar in scope to the services requested in this RFP involving the providing of services to municipalities.
 5. **Proposed Work Plan, Statement of Schedule and Costs:** The proposal should include the anticipated schedule for activities to be performed hereunder, including a proposed work plan for services to be provided. This schedule/work plan should include each task as outlined in **Section II, Scope of Work and Deliverables**, reflecting the timeframe for each task and the total completion time. Moreover, the proposed work plan should include (i) a budget broken down by task and expenses for each described item, and (ii) a statement as to who will be working on each item of the work plan. Further, with each stated item/task, the proposing consultant organization should indicate the anticipated number of hours and cost (in dollars) necessary to complete it. The schedule should also include provisions for City review, revision of draft deliverables, and preparation of the final documents.
 6. **Insurance Requirements:** General Liability insurance policies, naming the City as additional insured must be submitted by the successful proposing organization in the following amounts:
 - ii. GENERAL LIABILITY: \$1,000,000 single occurrence/\$2,000,000 aggregate; naming the City of Cleveland Heights as Additionally Insured
 7. **Minority, Women-Owned, and Veteran-Friendly Business Enterprises (MBE/WBE/VBE) Inclusion; Prevailing Wage and Local Hiring:** The City strongly encourages the participation of Minority, Women-Owned, and Veteran-Friendly Business Enterprises, as well as the use of commercially reasonable efforts to ensure that those employed on the project are local and paid at a prevailing wage rate to an extent reasonably practicable.
 8. **Statement of Non-Discrimination:** The proposal should include a statement that the respondent will comply with all applicable federal, state and local laws with regard to fair employment practices and will not discriminate on the basis of the protected classes identified in Section 749.01 of the Cleveland Heights Codified Ordinances (e.g., age, race, color, religion, sex,

familial status, national origin, disability, sexual orientation, or gender identity or expression) in connection with the Project.

IV. EVALUATION

- 1. Criteria:** Each responding consultant organization will be evaluated based on the information submitted, on follow-up interviews (if any), and on information gathered upon investigation into the responding consultant organization's integrity, reputation, and past performance.

All proposals deemed acceptable by the City will be rated, based upon the following criteria:

<i>Category</i>
Completeness and Quality of the Proposal
Experience and Qualifications
<i>General qualification working for municipalities</i>
<i>Similar experience conducting resident engagement and neighborhood plans</i>
<i>Specific experience with the City</i>
<i>Strength of references</i>
Proposed Scope of Services
<i>Project Understanding</i>
<i>Proposed Work Plan</i>
<i>Proposed Schedule</i>
Proposed Cost

- 2. Rights Reserved by the City:** The City reserves the right to contract for all or any part of the services herein and to bid separately any project it feels will be in the best interest of the City to bid separately, or to make no award, based on the responses to this RFP. Incomplete proposals will not be considered. Awards for any work under this RFP are subject to the availability of funding.

V. ADMINISTRATIVE INFORMATION; ADDITIONAL SUBMITTAL REQUIREMENTS

1. **Issue Date:** The issue date of this RFP is **March 17, 2023**.
2. **Questions and Inquiries:** Questions and inquiries will be accepted by the City, but must be submitted **in writing or via email:**

Brian Iorio, CDBG Coordinator
City of Cleveland Heights
40 Severance Circle
Cleveland Heights, Ohio 44118
biorio@clevelandheights.gov

A summary of all substantive questions and answers will be distributed to all parties receiving the RFP. The closing date for submitting written questions is **March 31, 2023**.

3. **Responses:** Responses to all written questions received will be posted on the City's website on or before **April 5, 2023**.
4. **Closing Date for Proposals:** To be eligible for consideration, all responding consultant organizations must submit the following materials:

ONE (1) ELECTRONIC VERSION OF THE PROPOSAL MUST BE IN A SEALED PACKAGE AND RECEIVED BY THE CITY NO LATER THAN APRIL 19, 2023.

Responding consultant organizations who submit their proposals by mail or delivery service should allow sufficient mailing and delivery time to ensure receipt on or before the time and date stated above. There will be no exceptions granted.

5. **Where to Submit Proposals:** All proposals, whether mailed or hand delivered, must be delivered to:

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City of Cleveland Heights
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6. **Interviews:** Certain responding consultant organizations may be invited to present their proposal at a follow-up interview.
7. **Addenda and Supplements to Proposal:** In the event certain responding consultant organizations are invited to present their proposals at a follow-up interview, said responding consultant organizations will have the opportunity to further respond to any questions asked and to clarify any points made at the interview by submitting a written addenda and supplement to their proposal.

- 8. Expenses Incurred by Responding Consultant:** The City will NOT be responsible for any cost or losses incurred by any responding consultant organization at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.