



The City of Trotwood is seeking a qualified planning consulting firm to provide professional services for **East Main Street Redevelopment Plan with perspectives/rendering.**

## **I. GENERAL BACKGROUND**

The City of Trotwood, Ohio is located on the northwest corner of Montgomery County, a short distance to interstate I-70. The City is working to find ways to enhance and improve the quality of life of the community and create the civic environment that is open for all.

The Trotwood branch of the Dayton Metro Public Library, located on East Main Street, will be relocating to a new location on East Main Street. The Montgomery County District Court is also slated to be relocating in Trotwood in 2020 into the existing library building. These planned development will undoubtedly serve as catalysts for renewed interests along East Main Street for additional investments in this corridor. Main Street Corridor in this study is generally defined from the intersection of Olive and Free Pike to the intersection of East Main Street and Wolf Creek Pike.

## **II. SCOPE OF WORK**

The City of Trotwood has had great success securing various funds and has been able to use those funds to install new signage, resurface roadway and other initiatives to improve the appearance of the East Main Street corridor. While those investments have been successful, a comprehensive, holistic approach needs to be developed for the City to seize the momentum to make tactical investment in order to leverage private investment in the redevelopment of this corridor. Additionally, that vision needs to be captured with graphics and renderings to inspire the community to move forward with the vision.

The Redevelopment Plan should build upon the those planned reinvestment to further rejuvenate East Main Street to become the Trotwood Town Center with the goals of more commercial investment/reinvestment, and potentially residential development within the corridor. The Plan should outline those additional infrastructural, physical improvements on public facilities, as well as private enterprise. The plan also needs to include the land use plans of this corridor to develop regulations that would be conducive for the implementation of the redevelopment plan.

This project is made available through the Community Development Block Grant (CDBG) allocation from Montgomery County to provide the necessary funding.

Specifically, the scope of work for this project includes, but not limited to the following tasks:

1. General data collection and analysis of existing condition of this corridor, as well as market trend in this region;
2. Develop a vision for this corridor that would be branded as the "Trotwood New Town Center".
3. Policy Development: goals and objectives for this corridor

4. Develop a targeted niche market for this corridor, given the redevelopment projects that are slated to take place;
5. A strategic framework for the implementation: this may include a façade improvement program for private enterprise; reviewing the formation of a Business Improvement District ; amendments to existing regulations...etc.;
6. Prospective and renderings of the development theme for the corridor.

The City is open to suggestions beyond the items outlined above which the consultant believes will be of value to the redevelopment of this corridor. The budget is anticipated not to exceed \$ 20,000

### III. **PROPOSAL REQUIREMENTS:**

Each proposal must adhere to the following format:

- A. Proposal Content and Format
  - a. Letter of Transmittal: This letter will summarize in a brief and concise manner, the firm's understanding of the Scope of Work. The letter must name all persons authorized to represent the firm, and include the title, and telephone numbers, email of such persons. The official authorized to negotiate for the firm must sign the letter of transmittal;
  - b. Organization profile and qualifications;
  - c. Qualifications of key personnel;
  - d. Experience and expertise;
  - e. Work on current or pending assignments and personnel availability;
- B. Scope of Services
  - a. Statement of Understanding;
  - b. Methodology to complete tasks;
- C. Fees/Proposal Cost- fee proposal must be submitted in a separate sealed envelope clearly marked "Fee Proposal for Trotwood East Main Street Redevelopment Plan"
  - a. Provide a schedule of fees broken down by work tasks;
  - b. Include hourly rates for project personnel to be used as the basis for payment;
  - c. Include a "not to exceed" total estimated cost for the work;
  - d. List of all deliverables.
- D. References
  - a. Provide a minimum of three references for planning services comparable to this project. Include a contact person, title, address, telephone number and email address. In addition, provide the period when the services were rendered and a description of services expected rendered and services actual rendered.

Each proposal shall state that it is valid for a period of ninety (90) calendar days from the day of submission.

### IV. **ADDITIONAL INSIGHTS**

To refine responsibilities, the City expects that:

- A. The consultant will perform all technical and GIS related analysis (ESRI format). GIS data can be obtained from the MVRPC.
- B. The Consultant will be expected to focus on pedestrian enhancements, linkages, and beautification possibilities with an emphasis on presenting the ideas with conceptual streetscape cross-section renderings and designs.
- C. The City welcomes innovative ideas for redevelopment approach.
- D. Any approaches to visuals and streetscape image creation illustrating goals and/or policy possibilities are encouraged.

#### **V. ANTICIPATED TIMELINE**

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|---|-----------------------|
| • City of Trotwood publishes RFP on newspaper             | 12/19, 12/22/18       |
| • RFP on City's website                                   | 12/20/18              |
| • Responses to RFP due to City of Trotwood                | 1/11/19               |
| • Selection of consultants by City                        | 1/21/19               |
| • Execution of contract for services                      | 1/28/19               |
| • Initial meeting with City stakeholders                  | 2/1/19                |
| • Submit/present first draft for review to staff          | no later than 3/1/19  |
| • Final presentation to City Administration/ City Council | no later than 3/15/19 |
| • All work product due                                    | no later than 3/29/19 |

#### **VI. SUBMITTAL OF PROPOSAL**

Interested firms shall submit five (5) paper copies and one electronic copy of proposal to the following address:

City of Trotwood Department of Planning and Development

ATTN: Jung-Han Chen, AICP

"Proposal for the City of Trotwood: East Main Street Redevelopment Plan"

3035 Olive Road, Trotwood OH 45426

**Proposals are to be received by the City no later than 5:00 pm. January 11, 2019**

Questions regarding this Request for Proposal may be directed at [jchen@trotwood.org](mailto:jchen@trotwood.org)

In compliance with the format specified in the "Contact/Information section" below.

#### **VII. SECTION PROCESS**

The City of Trotwood will select a consultant based upon a review of the proposal's merits including their ability to best meet overall City expectations that including, but not limited to, the consultant's qualifications, proposed plan methodology, understanding of the RFP, adherence to the timeline, and cost of services. After initial evaluation, the City will select the consultant for interviews with key consultant members that are directly responsible for the work performed.

#### **VIII. TERMS AND CONDITIONS:**

- **Late Proposals:** Proposal received after submission deadline will be considered void. The City of Trotwood is not responsible for lateness such as the non-delivery of U.S. mail or by carrier. The date/time stamp in the Department of Planning and Development shall be the official time of acceptance.
- **Altering Proposals:** Proposals cannot be altered or amended after the submission deadline. Any alteration, or erasure made before the time of opening proposals must be initialed by the signer of the proposal, guaranteeing authenticity.
- **Withdrawal of Proposals:** A proposal may not be withdrawn or cancelled by the offering consultant without written permission from the City.
- **Conflict of Interest:** No public official shall have interest in the contract.
- **Ethics:** The consultant shall not offer or accept gifts of value nor enter into any business arrangement with any employees, official or agent of the City.
- **Addenda:** Any interpretation, corrections, or changes to the RFP will be made by addenda. Sole issuing authority of agenda shall be vested in the City of Trotwood City Manager. Addenda will be mailed (U.S. Mail or electronic mail) to all who are known to have received a copy of this RFP. Submitting parties shall acknowledge receipt of all addenda by mail to [jchen@trotwood.org](mailto:jchen@trotwood.org).
- **Law Compliance:** Proposals must comply with all federal, state, county and local laws concerning this type of contract.
- **Required Documentation:** The submitting consultant shall provide all documentations required by the RFP. The City of Trotwood reserves the right to require such additional and supplemental information from interested parties as the City believes is necessary and appropriate to accomplish the City's objectives. Failure to provide this information may result in rejection of the party proposal.
- **Indemnification:** The successful proposer shall defend, indemnify and hold harmless the City of Trotwood and all its officers, agents, employees and volunteers from all suits, actions or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligence, or act or fault of the successful proposer, or any agent, employees, subcontractors or supplier in the execution of, or performance under, any contract which may result from the proposal award.
- **Patents/Copyrights:** The successful proposer agrees to protect the City from claims involving infringement of patents or copyrights.
- **Contractor Administrator:** The City's Contractor Administrator is the City Planning and Development Director with designated responsibility to ensure compliance with contract requirements. The Contractor Administrator will serve as liaison between the City and the successful proposer.
- **Public Record:** all submitted information related to this proposal shall become part of the public record. Submitting parties may identify in their proposals what information they deem to be proprietary information. The final determination of whether information is subject to the Ohio Open Records Acts shall be made by the City's legal counsel.
- **Incurring Cost:** Any costs incurred by interested parties in preparing responses to the City's Request for Proposals and in carrying out negotiations with the City are the sole responsibility of the submitting parties and not the City.

- **Equal Employment Opportunity Statement:** The City of Trotwood is committed to provide equal opportunity in employment and it is expected that the selected consultant will adhere to the same. No person is to be discriminated against on the basis of race, color, religion, sex, age, national origin, disability, military status or veteran status.
- **Contract Information/Questions:** Any questions concerning information included in the RFP must be submitted via e-mail to [jchen@trotwood.org](mailto:jchen@trotwood.org) no later than January 7, 2019 with the subject line: City of Trotwood: East Main Street Redevelopment Plan. All questions will be responded to via e-mail no later than, January 10, 2019 and responses will be forwarded to all persons who requested a copy of the Request of Proposal (if identifiable by the City).

The City of Trotwood reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to, any proposal which does not meet the stated requirements, or any proposal which does not furnish the quality of offer the availability of material, equipment or services as required by the proposal, description or scope of services, or proposal from an offer or who lacks experience or financial responsibility, or proposal which are not made to form. The City of Trotwood reserves the right not to award the contract to the lowest and most responsible offer or, and may require a new contract. The City may rescind the award of any proposal within one week when the public interest will be served thereby. Only sealed proposals received by the City of Trotwood will be accepted. Proposals submitted by telephone, email or facsimile machines are not acceptable.