

Request for Proposal

City of East Liverpool

Downtown Vision Plan and Wharf Design

October 25, 2021

The City of East Liverpool is seeking proposals from qualified urban design consulting firms to provide services required to develop a Downtown Vision Plan to guide investments and development in East Liverpool's historic downtown.

This RFP document and any addenda will be posted at <https://eastliverpool.com/city-department/mayors-office/> .

Date of Advertising: October 25, 2021

Deadline for RFP Submittal: November 15, 2021

Submittals received after the deadline will not be considered.

Submit your proposal packet to: Gregory T. Bricker, Mayor at g.bricker@eastliverpool.com

Proposals shall be in a single PDF file with the following in the subject line:

“RFP Response for Downtown Vision Plan & Wharf Design”

Project Background

East Liverpool has a historic downtown with beautiful architecture and buildings of cultural and historic significance, restoring and revitalizing the downtown is a key priority for the community's economic development efforts.

Through public/private partnerships, public investment, and sheer determination the City has been successful in catalyzing investments that have resulted in the revitalization of historic buildings (the New Castle School of Trades and Renovatio's Taproom and Restaurant) and new development (the Market Street Lofts). There are also other significant projects that are at different stages of development - including a riverfront trail and planned wellness center. These ground-breaking projects have proven the concept that investment in downtown East Liverpool is possible and viable and have reversed a decades-long pattern of disinvestment and neglect in the downtown. The next step is to create a Downtown Master / Vision Plan that identifies the next areas for revitalization and provides a blueprint for future redevelopment.

East Liverpool is at an inflexion point. The city has proven that downtown projects can be successful. Life is returning to the downtown and the community is beginning to catch the vision of East Liverpool's renaissance. It is critical to take advantage of the momentum that has been created and move development to the next level where it becomes market driven.

The 7th All-Class Reunion of East Liverpool High School will commence on June 30, 2022. An anticipated crowd of 10,000 ELHS alumni will be gathered in the downtown. The goal is to present the vision of the East Liverpool renaissance to the Potter community – many of whom are successful and community-minded. The Vision Plan will not only provide the overview of what is happening in the city but will also provide project-specific information for those willing to invest in the community.

The Downtown Vision Plan will also be instrumental in securing funding from many sources including grants such as Jobs Ohio and ARC/GOA. Granting entities are more willing to invest in a project when they can see how that piece fits within the broader fabric of the redevelopment efforts. The Downtown Vision Plan will provide the detailed narrative of the City's overall masterplan and be critical in securing future funding.

Project Details

The City of East Liverpool is seeking proposals from qualified urban design consulting firms to provide services required to develop a Downtown Vision Plan to guide investments and development in East Liverpool's historic downtown.

It is the purpose of this selection process to develop a one-time contract with the selected firm to complete the Downtown Vision Plan and Wharf Design.

Preservation of East Liverpool's iconic downtown is a critical component of the City's economic revitalization efforts and key to creating new vibrancy and inertia and in reshaping the City's narrative. The Downtown Vision Plan will clearly define the master plan and specific steps of the downtown's revitalization.

Scope of Services will include but may not be limited to the following:

- Define the overall high-level vision for the community, creating a brand that guides design discussions.
- Identify buildings and public spaces that should be targeted for revitalization and rehabilitation for the next 10 years.
- Designate potential uses for each space. (Priority to be given to mixed-use developments that provide urban, market-based living space for professionals that will bring residents downtown.)
- Sequence the revitalization efforts based on strategic priorities and catalytic potential of each project.
- Designate design standards, including streetscape standards and recommendations.
- Design improved wharf—an area that serves as the trailhead for the riverfront trail and the point of community access to the river from the downtown.
- Provide deliverables which include:
 - A Downtown Vision Plan that includes community vision, design standards, inventory of buildings and spaces targeted for revitalization/rehabilitation and recommended uses, and potential project sequence guide. The plan should also include visuals that show the vision and design for the downtown.
 - A Wharf Redevelopment Plan that includes design drawings, layout of desired amenities (such as boat ramp, park, and amphitheater), and summary of public input and firm recommendations that explains why each amenity was selected.

The City of East Liverpool reserves the right to modify the services listed above after a qualified firm is selected.

Qualifications

The City of East Liverpool will select the firm based on the following criteria:

- Expertise and experience of the firm.
 - Competence to perform the required professional design services as indicated by the experience of the firm's personnel.
- Qualifications of the team.
 - Technical training, education, and experience of the employees within the firm who would be assigned to perform the services.
- Project approach.
 - Ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services or design-build services competently and expeditiously.
 - Quality of plan to execute the project.
- Proposed schedule and budget.
 - Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines
 - The maximum budget for this project is \$60,000.

Submission of Proposal

Questions, clarifications, or requests for general information will be accepted up to seven (7) days prior to the date the submittals. These should be submitted to Gregory T. Bricker, Mayor at g.bricker@eastliverpool.com.

Proposal submissions are due November 15, 2021.

Please submit proposal as a single PDF attachment in an email to Gregory T. Bricker, Mayor at g.bricker@eastliverpool.com.

Proposals shall be in a single PDF file with the following in the subject line: "RFP Response for Downtown Vision Plan & Wharf Design"

The proposal should include the following:

Section 1 – General Company Information

- Type of firm, corporation, LLC, etc.
- Firm experience
- Description of areas of expertise

Section 2 – Project Understanding and Approach

- Description of Project Understanding
- Outline of Project Approach (including a description of how the firm will conduct public engagement, and what form the deliverables will take)
- Schedule for completion of scope of work items
- Statement of firm's ability to perform the work in a timely manner

Section 3 - Qualifications

- Project Team Bios
- 3 Examples of Similar Projects

Evaluation Procedure

A review team will independently evaluate each submitted Proposal and render a total score for each.

Total scores for each evaluator will be combined and averaged from which the top three firms may be selected for in person interviews.

Scores will be tabulated based upon the following criteria:

- Experience and Technical Competence (Max 25 points)
- Capacity and Capability (Max 25 points)
- Past Record of Performance (Max 25 points)
- Checked References (Max 25 points)

Terms and Conditions

The City of East Liverpool reserves the right to evaluate the Proposals submitted in response to this RFP; to waive any irregularities therein; or to reject all firms that submitted, should it be deemed in the City's best interest. The City, at its sole discretion, reserves the right to accept or reject submittals received in response to this request, to negotiate with any qualified Responder, or to cancel this RFP, in whole or in part. The City reserves the right to select a limited number of candidates for interviews or to select a firm without conducting interviews.

Further, this RFP is not to be construed as a contract or a commitment of any kind; nor does it commit the City of East Liverpool to pay for any cost incurred in the submission of a qualification-based selection document.

Except for written responses provided by the contact person described above, the city has not authorized anyone to make and/or represent the subject matter of this RFP.

By submitting a proposal, the firm agrees to the following:

- All submitted materials in response to the RFP shall remain valid for a period of 90 days from the date of submission.
- The Respondent shall not collude in any manner or engage in any practices with any other Respondent(s) which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the city to reject the Respondent's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.
- All proposal will become the property of the City and will become public documents. Any proposal that contains language purporting to render all or significant portions of the Proposal "Confidential", "Trade Secret", or "Proprietary" or fails to provide the exemption information required as described below, will automatically be considered as public records in its entirety and shall be subject to disclosure to the requesting party without further consideration or notice. Do not mark your entire proposal as "Confidential".
- Response to this RFP is done at the Respondent's sole risk and expense. All costs associated with preparing and submitting a response to this RFP shall be the sole responsibility of each Respondent.