

# CITY OF SHELBY ECONOMIC DEVELOPMENT STRATEGY

## REQUEST FOR QUALIFICATIONS

**Date Issued:** October 10, 2016

**Proposals Due:** **October 21, 2016 Close of Business**

The City of Shelby is seeking statements of qualifications from consultants to prepare an economic development strategy.

### **Objective**

Shelby City Council in conjunction with the Shelby Community Improvement Corporation is seeking an economic development strategy. The strategy should provide the blueprint for City actions, partnerships and investments to promote a sustainable and vital local economy and promote new development and investment in the City with the emphasis on the Central Business District.

### **Scope of Work**

The consultant will work with City representatives, members of the Community Improvement Corporation, local landowners and other stake holders to prepare recommendations for the City Council consideration and action. Deliverables will include the following:

- Summary of current local business composition and employment
- Updated market assessment
- Report on economic trends, projected areas of growth and the regional context
- Recommended priorities for investment and focus
- Detailed action plan with short term (1-2 year), intermediate term (3-5 year) and long term (5-10 year) steps
- Recommended benchmarks and performance measures

### **Expected Timeframe**

- Consultant Selection 11/14/2016
- Approve/authorize to proceed 11/21/2016
- Background research/Community Assessment 02/13/2017
- Preliminary recommendations 02/27/2017
- Final Strategy approved by City Council 03/20/2017

## **Proposal Format and Requirements**

Letter of Interest: Introduce the team and describe the team's understanding of the nature of the proposal.

Personnel: Identify individuals and include brief resumes listing qualifications of key personnel who would be assigned to this project, and describe the anticipated roles of team members in the project. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person. Provide a chart showing the organizational structure of the team.

Experience: Discuss the company's experience in a few selected relevant projects, including client and project information, the firm's responsibility in the project, the challenges presented by the project, and the results or tangible efforts that have followed the formulation of an economic development strategy. Discuss experience with various forms of stakeholder involvement and work with elected officials.

Approach to Project: How would you approach this project, given your experience and the scope as presented? Identify key tasks and who will be responsible for completing them, and what is needed from the client or other sources to ensure successful completion. Include timeline expectations that reflect experience with similar efforts.

Estimated Effort: The City has allocated \$25,000 for this project. Estimate your team's effort by team members and demonstrate how you can complete the desired work in the timeline presented in this RFQ.

Client References: Please provide three references who are familiar with your company's ability to undertake and complete comparable projects. Include contact names, titles and telephone numbers.

## **Proposal Quantities, Due Date, Time, Location**

Submit your Statement of Qualification (SOQ) proposal, which should be a maximum of 20 single-side 8.5 x 11 pages in 12 point font.

Proposals are due no later than 4:30, October 21, 2016. Proposals are to be marked **City of Shelby Economic Development Strategy SOQ**. Proposals submitted after the deadline date and time will not be accepted.

## **Submittal Address**

Mayor Steven Schag  
City of Shelby  
43 West Main Street  
Shelby, OH 44875.  
[steveschag@shelbycity.oh.gov](mailto:steveschag@shelbycity.oh.gov)

## **Communications with the City of Shelby**

Any questions regarding the submittal process and/or aspects of the project may be made via e-mail to Joe Gies at [joegies@shelbycity.oh.gov](mailto:joegies@shelbycity.oh.gov) or by telephone at 419-342-3600. Questions and responses will be shared with all firms that respond.

Information on The City of Shelby and background planning documents are available for review on the City's website, [www.shelbycity.oh.gov](http://www.shelbycity.oh.gov) or at City Hall during regular business hours.

## **Evaluation Process**

### Review Process

A team of reviewers will rate the proposals. The review team will recommend finalists for interviews, and those finalists will be notified on October 31, 2016. The review team will interview finalists and the Mayor will recommend to City Council a firm by November 14, 2016. City Council will consider resolution of authorization on November 21, 2016.

### Evaluation Criteria

Proposals will be ranked based upon the merits of the written proposal and the qualifications and experience of the consultant team.

### Proposals will be evaluated on:

- Demonstrated expertise and experience in completing similar types of projects
- Knowledge of regional economic forces and successful local strategies
- Approach to project and its relevance to Shelby's needs.
- Capability to meet schedule and budget constraints
- Past performance and references
- Success in working with public sector clients

The City reaffirms its right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful firm or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and the City will finalize the contract terms and conditions. If the City and the selected consultant are unable to agree on terms and conditions at this point, the City may exercise its right to negotiate with other consultants.

### **Terms and Conditions**

1. All facts and opinions stated within the RFQ and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this RFQ shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFQ's, and to either substantially modify or terminate the Project at any time prior to final execution of a contract.
4. The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or to the interview process.
5. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
6. The City reserves the right to request clarification of information submitted and to require additional information from any respondent.
7. The City will not accept any submittal after the time and date specified on the RFQ.
8. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
9. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City sponsored presentation.
10. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
11. Upon selection of a qualified team through the RFQ process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiation and to start the RFQ process again.
12. All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. Qualifications submitted under the

RFQ process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.

13. The City of Shelby encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encourage to apply.