

City of Delaware, Ohio, USA

Request for Proposal (RFP) for

Sign Code Update

Issue Date:	May 1st, 2024
Issued By:	City of Delaware Planning Department 1 South Sandusky Street Delaware, OH 43015
Inquires:	POC-Sandra Pereira Planning and Community Development Director spereira@delawareohio.net 740-203-1600
RFP Deadline Dates:	Questions Due Date: May 27th, 2024 Close Date: May 31st, 2024

BACKGROUND INFORMATION

The City of Delaware is the county seat of Delaware County. Delaware was founded in 1808 and was incorporated in 1816. With a population of roughly 42,000, the City of Delaware continues to grow, adding new residents, businesses and guests to the community. In September 2019, the American Planning Association (APA) announced it had recognized downtown Delaware as one of four "Great Neighborhoods" on its 2019 "Great Places in America" list (See Article). Delaware has a thriving downtown core with an active Main Street Program and is home to Ohio Wesleyan University. In 2023, the Planning and Community Development Department began a comprehensive Zoning Code overhaul to modernize the Code and bring it into conformance with the Delaware Together Comprehensive Plan passed in 2021. While City staff is handling more of the code update in-house, the City is seeking an experienced, qualified consultant to assist in the complete overhaul of the sign code, as well as the sign regulations for the Historic District.

CONTACT WITH CITY EMPLOYEES/WRITTEN QUESTIONS

To ensure a fair and objective evaluation of all proposals, all inquiries are required to be submitted in writing to the POC. Written inquiries (e-mail preferred) should be directed to Sandra Pereira at spereira@delawareohio.net.

SUBMISSION INSTRUCTIONS

Written proposals may be submitted in person at the Planning and Community Development Department located on the second floor of City Hall at 1 South Sandusky Street, Delaware, Ohio, 8am to 5pm, Monday through Friday. Electronic submissions are preferred and may be directed to Sandra Pereira (spereira@delawareohio.net) and submitted via a Dropbox (or similar) file sharing service.

Completed proposals are due**: May 31st, 2024** (Close of Business/5:00 pm)

SCOPE OF WORK

The Selected Consultant will:

1. Develop a modernized and simplified sign code to align with the City's comprehensive Zoning Code update.
2. Review the Historic District sign regulations and update as necessary to align with the proposed sign code changes.
3. Research public art and murals and establish policies for their regulation.

4. Review the City's Gateways and Corridor's Design Standards to ensure compliance with updated Zoning Code regulations and legal requirements.
5. Ensure all sign regulations are defensible and in-line with judicial decisions relating to free speech and signage.
6. Educate staff, City Boards and Commissions, and City Council on signage regulations and best practices.
7. Provide all deliverables in text form (MS Word and PDF).
8. Provide cost of preparation for services to be provided. This shall be submitted as a total cost for all services proposed.

MINIMUM REQUIREMENTS

1. Previous project experience and summaries, including reference and contact information for a minimum of five (5) relevant projects of similar scope and scale which demonstrate pertinent experience. An additional listing of pertinent projects may be included. The City reserves the right to contact any references provided herein or otherwise obtained.
2. Consultant team with designated lead consultant organizational profile including background and experience of the team and the primary Staff members who are proposed to work directly on the project. Any proposed subconsultants shall be similarly documented and roles clearly stated.
3. Relative proximity/location of the consultant team to the City, anticipating a high level of direct interaction and communication with City staff and/or public officials will occur.
4. Experience, knowledge, and expertise with, zoning regulation, and laws in the State of Ohio.
5. Knowledge of, and expertise with, land use and zoning case law, especially relating to free speech and signage.
6. Public facilitation capabilities and experience working with the public, steering committees, and stakeholders in diplomatically crafting standards and/or criteria to be incorporated into the work products as well as outstanding and creative experience in civic engagement through a variety of platforms, outlets, and methods.
7. Ability to make high quality oral and visual presentations.
8. Ability to listen, be flexible, and follow and/or implement direction and/or ideas and concepts.
9. Ability of consultant team to demonstrate initiative, motivation, and knowledge of the City of Delaware and a desire to produce the highest quality sign code.
10. Demonstrated ability of the Consultant to stay within a negotiate budget amount without cost over runs and change orders.

11. Demonstrated ability to stay on project schedule and appropriately notify City Staff when schedule may need to be altered.
12. Proposed approach to the project, including any required or proposed public involvement, integration of existing plans and policies, timelines, milestones, and preparation of zoning regulations.

EVALUATION CRITERIA

Proposals will be evaluated by members of the City of Delaware Planning and Community Development Department. City staff will evaluate respondents based on the written response to this RFP, references and any other information requested by the City. The selection is based on the following criteria:

Criteria	Weight
Experience with similar projects, including Historic District signage	35%
Knowledge of state and federal case law and precedent relating to sign ordinances	30%
Quality of submission relating to cost of services	20%
Proximity to and knowledge of the City of Delaware	15%

The City of Delaware staff shall review the proposals and may decide to interview a select and limited number of consultants in order to make a final determination. The City intends to enter into a contract for a lump sum amount and then, as a first step in the plan process, refine the scope of services into a final form acceptable to the City and lead consultant. In the unlikely event terms of the scope cannot be reached, the City reserves the right to cancel the contract and withhold any and all payments.

No guarantee of award is made with this solicitation. The City reserves the right to award the work herein based upon the available funds and other criteria as determined in the City's sole discretion. The City reserves the right to withdraw or cancel this RFP; to modify or amend, with consent of the respondent, any proposal prior to acceptance; to reject any or all proposals or waive any informality and otherwise to affect any agreement that the City of Delaware in its sole judgement, deems to be in its best interest. The successful respondent will be expected to enter into a standard professionals services agreement.

PROCUREMENT SCHEDULE

Listed below is the estimated RFP schedule; the City of Delaware reserves the right to adjust based on operational needs. Changes to the schedule will be published via the city website.

Request for Proposals Issued	May 1, 2024
Proposals Due	May 31, 2024 (Close of Business/5 pm)
Contractor Interviews and Selection	June 2024
Contract Execution	July 2024
Estimated Project Start	August 2024
Desired Project Completed (Code Adoption)	January 2025

PUBLIC RECORDS

All vendors are hereby notified that all bids, proposals, quotations, RFI responses, agreements, invoices, correspondence, and any other documents submitted to the City become public property and are subject to public disclosure in accordance with Ohio Public Records Law. All public records will be made available upon request, at the earliest time permitted by law.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this RFP shall belong exclusively to the City and be subject to public disclosure in accordance with Ohio Public Records Law.

TAX EXEMPTION

The city is exempt from Federal and Ohio State sales tax. A tax exemption certificate will be made available at the successful offeror’s request.

EXPENSE OF PREPARING RESPONSES TO THIS RFP

The City accepts no responsibility for any expenses incurred by the responders to this RFP; including costs associated with RFP responses and presentations. Such expenses are to be borne exclusively by the responders.

INCOME TAX

When performing work within the City, the vendor will be required to withhold all City income taxes due or payable under the provisions of the Income Tax Ordinance, for wages, salaries, and commissions paid to employees and further agree that any subcontractors shall be required to agree to withhold any such City income taxes due under said chapter for services performed.

COMPLIANCE

The vendor shall observe and comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the vendor and within the City.

The vendor shall comply, when applicable, with the U. S. Department of Labor, Safety and Health Regulations identified as Chapter XVII of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926 and subsequent amendments.

The vendor agrees that in the hiring of employees for the performance of work under the City's towing agreement, no contractor, subcontractor, or any person acting on his behalf shall, by reason or race, creed, sex, handicap, or color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates, nor shall any contractor, subcontractor, or any person acting on his behalf, in any manner, discriminate against or intimidate any employee hired for the performance of work under the City's agreement on account of race, creed, sex, handicap, or color.