

City of Delaware, Ohio, USA

Request for Proposal (RFP) for

Comprehensive Incentive Policy and Procedures

Issue Date:	February 14th, 2025
Issued By:	City of Delaware Economic Development Department 1 South Sandusky Street Delaware, OH 43015
Inquiries:	POC-Nic Langford Economic Development Director nlangford@delawareohio.net; 740-203-1016
RFP Deadline Dates:	Questions Due Date: February 28th, 2025 Close Date: March 13th, 2025

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 45,000, the City of Delaware continues to grow, adding new residents, businesses and guests to the community. As development pressures continue to grow, City staff has realized that it would be beneficial to pursue a standardized economic development incentive process covering CRAs, TIFs (school and non-school), and NCAs. The City is seeking a qualified consultant to help develop a strategic and comprehensive incentive policy that will ensure sustainable, thoughtful, and desirable growth in accordance with the City's existing financial structure, Comprehensive Plan, and Capital Improvement Plan. The policy should be geared towards constructing incentive strategies that are competitive with comparable cities within the Columbus MSA and will be utilized to help inform the City's economic development master plan.

Introduction

The City of Delaware, Ohio, is seeking proposals from qualified consultants to assist in the development of a comprehensive incentive policy. This policy will encompass various economic development tools available in Ohio, specifically Tax Increment Financing (TIF), Community Reinvestment Areas (CRA), New Community Authorities (NCA), Performance Based Economic Incentive Grants (PBEIG), and others as determined by need.

Purpose

The purpose of this RFP is to solicit proposals from experienced consultants who can work collaboratively with City staff to create standardized incentive criteria and corresponding legal templates for those local incentives. These tools will be designed to support various development types and will be utilized to consider multiple factors such as tax generation, project desirability, community impact, and long-term maintenance of public infrastructure.

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 Nic Langford at nlangford@delawareohio.net.

Submission Instructions

Written proposals may be submitted in person at the Economic Development Department located within the Cohatch Facility at 18 East William Street, Delaware, Ohio, 8am to 5pm, Monday through Friday. Electronic submissions are preferred and may be directed to Nic Langford (nlangford@delawareohio.net) and submitted via a Dropbox (or similar) file sharing service.

Completed proposals are due**: March 13th, 2025 (EOD, 5PM EST)**

Project Scope

1. **Assessment of Current Incentive Structures and Process:**

Work with staff and legal counsel to review existing incentive policies and legal frameworks within the City and State of Ohio.

2. **Development of Standardized Incentives:**

Create standardized incentives for various development types. Structure the incentives to be the most effective and equitable for the City and other political subdivisions while allowing for attractive and economically impactful projects to come to fruition.

3. **Consideration of Key Factors:**

Incorporate considerations such as property tax generation, desirability of development types, income tax generation, project need, school impact, maintenance impact, and current market conditions.

4. **Internal Review Processes:**

Establish procedures for evaluating and determining project eligibility for incentives.

5. **Meetings and Workshops:**

Facilitate sessions with City staff and stakeholders as needed.

Deliverables

1. Explanatory Document: A detailed report explaining the comprehensive incentive policy to internal and external stakeholders.
2. Internal Review Procedures**:** Work with Staff to construct guidelines and checklists for evaluating project eligibility and tracking.

Consultant Qualifications and Selection Criteria

Proposals will be evaluated based on the following criteria (in order of importance):

1. **Experience and Knowledge of Ohio Legal Structure**

Demonstrated understanding of Ohio's legal frameworks related to economic development incentives.

2. **Understanding of Incentive Policy and Structure**

Expertise in developing and implementing incentive policies.

3. **School Funding and Impact Analysis**

Experience assessing the impact of development incentives on local school funding and facilitating negotiations with school districts and other impacted political subdivisions.

4. **Past Successful Projects**

Proven track record of similar projects completed successfully, similar projects could be development of similar programs or the successful implementation of large-scale projects that required creative incentive structuring.

Proposal Requirements

Proposals should include the following information:

1. **Executive Summary:** Brief overview of the proposal.
2. **Company Profile:** Background, qualifications, and relevant experience.
3. **Project Approach:** Detailed methodology and work plan.
4. **Team Composition:** Key personnel assigned to the project and their qualifications.
5. **Similar Projects:** Descriptions of past projects with similar scope and complexity.
6. **References:** Contact information for at least three (3) clients or projects for whom similar services have been provided.

Evaluation and Selection Process

The City will form a selection committee to evaluate all proposals based on the criteria outlined above. The committee may request interviews or additional information as needed.

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 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 the 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 professional 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	February 14th, 2025
Questions for Proposals Due	February 28thth, 2025
Proposals Due	March 13, 2025 (EOD, 5pm EST)
Consultant Interviews and Selection	April, 2025
Contract Execution	May, 2025
Estimated Project Start	June, 2025
Project Completed	October, 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.

INDEMNIFICATION/INSURANCE

To the greatest extent possible under the law, the Consultant agrees to indemnify and hold the City of Delaware and its officers and employees harmless against any third-party claims brought against them, including costs and reasonable attorney fees, in which the City of Delaware is named as a result of the Consultant's negligent or reckless acts and omissions, willful misconduct, or failure to act by the Consultant, its employees or agents, while performing its obligations under the contract. At its own cost, the Consultant shall always maintain during the contract period professional and general liability insurance in an amount to be determined by the City of Delaware and shall produce documentation of the same to the City of Delaware upon request.

RELATIONSHIP OF PARTIES

The relationship between the parties to a contract resulting from this solicitation shall be that of "independent contractors" as defined by the IRS (link). Nothing contained herein shall be interpreted or construed as establishing an agency or employer/employee relationship between the parties or between either party and the employees or representatives of the other party. The contractor is responsible for all Social Security taxes and Bureau of Workers Compensation contributions for itself and any of its employees.

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.

TERMINATION

The City reserves the right to terminate any contract resulting from this solicitation.