

City of Delaware, Ohio, USA

Request for Proposal (RFP) for

Space Needs Study

Issue Date:	July 18, 2025
Issued By:	City of Delaware City Manager's Office 1 South Sandusky Street Delaware, OH 43015
Inquires:	Point of Contact - Andrew Beare Assistant City Manager abeare@delawareohio.net 740-203-1032
RFP Deadline Dates:	Questions Due Date: August 1, 2025 Close Date: August 15, 2025

Background Information

The City of Delaware is the county seat of Delaware County. Delaware was founded in 1808 and was incorporated in 1816. Delaware has evolved from its agricultural roots into a thriving suburban community from its early settlement. 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. As the community grows, the City of Delaware must evaluate its space needs to ensure it can continue to effectively serve residents.

Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from independent contractors ("Contractor") to conduct a Space Needs Assessment based of existing City-owned buildings. The assessment should identify existing deficiencies and develop plans to address these deficiencies and meet future (20+ years) needs.

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 Point of Contact. Written inquiries (e-mail preferred) should be directed to Andrew Beare at abeare@delawareohio.net. Other written correspondence shall be directed to the attention of Andrew Beare, 1 S. Sandusky St., Delaware, Ohio 43015.

Submission Instructions

Proposals may be submitted in person at City Hall at 1 South Sandusky Street, Delaware, Ohio, 8 am to 5 pm, Monday through Friday. Submissions are to be directed to Andrew Beare (abeare@delawareohio.net). Electronic submissions submitted via a Dropbox (or similar) file sharing service are preferred.

Completed proposals are due: **August 15, 2025** (Close of Business/5:00 pm EST)

Overview

The City of Delaware is seeking proposals from qualified consultants to perform a Space Needs Assessment of City-owned buildings. The City desires to develop plans to address any identified existing deficiencies and meet future needs (20-plus years) for the following facilities:

- City Hall, located at 1 South Sandusky St. (parcel 51943409028000). Built in 1920, remodeled in 2021. City Hall is 19,154 sq. ft. and houses 40 full-time employees. City Hall houses the City Manager's Office, Human Resources, Communications, Legal, Finance, IT, Utility Billing and Income Tax Departments.
- Annex/CoHatch, located at 18 E William St (parcel 51943409027000). A 1951 building, last remodeled in 2018. The second floor is connected via a skywalk from City Hall and houses Planning. The annex is 2500 sq. ft. and houses 13 full-time employees. The Economic Development department currently has 3 offices for full-time employees on the first floor within CoHatch.
- Justice Center, located at 70 N. Union St. (parcel 51943107002000). Built in 1991, with the last renovation completed in 2008. The Justice Center is 46,543 sq. ft. and houses 122 full-time employees. The facility houses the Delaware City Police Department, Prosecutor's Office, Municipal Court, and Clerk of Court operations.
- Public Works Facility, located at 440 E. Williams St. (parcel 51944303001000). Built in 1960, and last remodeled in 2015. The main building is 57,805 sq. ft. with the refuse building at 27,267 sq. ft. These complex houses 59 full-time employees consisting of Engineering, Public Works, Refuse, Fleet Maintenance, and Parks Maintenance Staff.
- Parks Administration Building, located at 500 E. Lincoln Ave. (parcel 51943101002000) Built in 1975, this building includes Parks Administration, gym, swimming pool facilities, and rentable meeting rooms. This building is roughly 32,000 sq. ft. and houses 4 full-time employees.
- Public Utilities facilities located at 225 Cherry St. (parcel 51943406002000) includes administrative offices for the Public Utilities Department as well as houses the utilities staff, equipment and materials. This is also the location of the waste-water treatment facility. The public utilities department houses 38 full-time employees between the water plant, waste-water treatment plant, and in the field utilities crews.
- Fire Station 301, located at 99 Liberty St., (parcel 51943306014000). Built in 1971, last remodeled in 1995. Fire Station 301 occupies 10,542 sq. ft. and houses 43 full-time employees, (13 daily). 301 also houses the administrative offices for the Delaware Fire Department.

- Fire Station 302, located at 683 Pittsburg Dr., (parcel 41921006002000). Built in 1997. Fire Station 302 is 6653 sq. ft. Fire Station 302 houses 10 full-time employees (4 daily).
- Fire Station 303, located at 1320 W. Central Ave., (parcel 51934203001000). Built in 2012, 303 occupies 7,935 sq. ft. and houses 17 full-time employees (7 daily).
- Fire Station 304, located at 821 Cheshire Ed., (parcel 41941001031000). Built in 2018, 304 occupies 8,272 sq. ft. and houses 9 full-time employees (3 daily).
- Fire Station 305 (new station under construction) located at 680 Sunbury Rd., (parcel 51944403010000) est. completion spring 2027, occupies 30,418 sq. ft.

Scope of Work

Future facility needs pertaining to the following:

a) Staffing growth potential
b) Vehicle/equipment storage
c) Individual employee workspace
d) Breakrooms/Cafeterias
e) Offices
f) Conference Rooms
g) Sustainability (energy, environment, and efficiency)
h) IT and computer equipment
i) Facility security (securing people and equipment)
j) Reception area safety
k) Restrooms (number and size)
l) Provision of fiber optic or wireless high-speed communication to the site
m) Parking

A. The consultant will need to evaluate the adequacy of current facilities and make recommendations that address the needs identified if they remain in the current facilities. The recommendations must include estimated costs to renovate and/or expand the facilities, including site layouts for expansion. If the existing facility cannot be renovated or expanded, a recommendation is required for a new facility to address that need. The consultant should Develop a short-term (1-4 years), mid-term (5 -15 years) and long-term (15-20 years) sequence of events establishing the necessary stages of design, construction, redevelopment, and/or remodeling activity, as the case may suggest, for the preferred strategy considering the need to maintain services and operations throughout implementation.

B. The consultant will need to identify the building costs and site requirements to accommodate any new construction for needed buildings.
C. Proposals must provide a comparison of the life cycle costs for renovating and upgrading the current facilities with estimated costs of constructing a new facility or facilities.
D. The firm selected will be required to make site visits and conduct interviews with appropriate personnel to derive a final set of recommendations.

Products to be Provided

The Selected Consultant will be expected to provide the following deliverables:

A. A written evaluation of the long-term facilities needs.
B. A written evaluation of the suitability of all current facilities to meet those needs and the costs to improve those facilities to address current deficiencies and meet future needs.
C. Potential locations, site requirements, general floor plan, and construction estimates for new recommended offsite buildings.
D. The site requirements, general floor plan, and estimated costs for any building additions to existing sites.
E. The site requirements, general floor plan, and estimated building cost to construct a building on the existing site.
F. A general floor plan for the design of the facility as recommended by the consultant for each alternative.
G. A list of pros and cons for each of the alternatives.
H. A prioritization of needed improvements/new buildings based upon immediate need.

Items provided by Delaware

A. Delaware will conduct tours of the facilities by appointment, if requested.
B. Information concerning utility and operating costs of the current facility, if requested.
C. Point-person to coordinate with and field questions.
D. Copy of property surveys, as available.
E. Inventory of City of Delaware owned properties.
F. Other materials as deemed necessary.

Submittal Requirements

Interested firms shall submit electronically a Statement of Qualifications that contains the following:

1. Cover letter
2. Qualifications
    a. Submit a general description of the proposed design team's background and experience with similar work.
    b. Discuss the proposed design team's knowledge and experience of public projects.
3. Availability of Staff and Resources
    a. Explain how the proposed design team will approach the work. Include any experience with design standards.
4. Project Approach and Timeline
5. Personnel.
    a. Quality of personnel is critical in the decision-making process. List of available personnel for this project and similar work experience.
6. References
    a. Provide three (3) references for similar work since 2015 along with specific individuals we may contact for references. Identify which members of staff worked on the referenced projects.
7. Format
    a. Statements of Qualifications shall have a maximum page limit of 10 pages (5 pages if double-sided) excluding title page and/or cover letter.

Evaluation Criteria

The City will evaluate the firm's proposals based upon the following criteria:

1. Staff Qualifications
2. Related Project Experience
3. Project Approach and Methodology
4. Firm Qualifications
5. Strength of References

Evaluation and Selection Process

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

The City reserves the right to reject any and all proposals where the offeror takes exception to the terms and conditions of this RFP or fails to meet the terms and conditions of this RFP.

The City reserves the right to reject, in whole or in part, any and all proposals submitted in response to this RFP where the City has determined that an award of a contract will not be in the best interest of the City.

City of Delaware staff shall review the proposals and may decide to interview a select and limited number of consultants 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, cancel, modify, or amend this RFP; with the consent of the consultant, any proposal prior to acceptance; to 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 consultant 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	July 18, 2025
Questions Due Date	August 1, 2025
Proposals Due	August 15, 2025 (Close of Business/5:00 pm EST)
Contractor Interviews and Selection	August/September 2025
Contract Execution	September 2025
Estimated Project Start	September 2025
Estimated Project Completion	December 2025

Public Records

In entering into a contract with the City (or responding to a City solicitation), all consultants 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 subject to Ohio's Public Records Act and may be subject to disclosure in accordance with the Ohio Public Records Act. All such records shall be maintained in accordance with the City's Records Retention Schedule and made available upon request.

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 disclosure in accordance with Ohio Public Records Act.

Indemnification/Insurance

To the extent authorized by law, the contract shall indemnify and hold harmless the City, its officers, elected officials, agents, employees and representatives from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the contractor's performance, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from; and is caused in whole or in part by any negligent or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. If the contractor is required to go on City property to perform work or services, the contractor shall assume full responsibility and expense to obtain all necessary insurance as required by the City.

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.

Conflicts of Interest

All parties entering into a contract with the City shall certify that all applicable parties listed in Division (I) or (J) of O.R. C. 3517.13 are in full compliance with O.R.C. 3517.13.

Tax Exemption

The City is exempt from Federal and Ohio State sales tax. A tax exemption certificate will be made available at the successful vendor'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 contractor will be required to withhold all City income taxes due or payable under the provisions of the Delaware Income Tax Ordinance (link), 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 Space Needs Study 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.