

ORDINANCE NO. _____

ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO PREPARE AND ADVERTISE A REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES AND ENTER INTO CONTRACT WITH THE MOST QUALIFIED INDIVIDUAL OR FIRMS IN ORDER TO DESIGN PROJECTS RELATED TO THE FY 2018 THROUGH 2020 COMMUNITY DEVELOPMENT GRANTS FOR THE SUBJECT TO THE MUTUAL AGREEMENT OF THE CITY OF MARION AND THE INDIVIDUAL OR FIRM, AND DECLARIGN AN EMERGENCY.

WHEREAS, the City of Marion Ohio has a FY2018 and has applied for FY 2019 Community Development Block Grant desires to apply for additional grants from the Office of Development Services Agency and

WHEREAS, professional services are required to assist the Planning Commission develop specifications for the FY 2018 Fire Dept. infrastructure projects and,

WHEREAS, the FY 2019 CDBG grant may have need for professional services, and

WHEREAS, there are many competitive grants such as Targets of Opportunity, CHIP Housing and Critical Infrastructure offered by the Ohio Development Services Agency on an open cycle basis in which it may be necessary to have begun procurement of professional services prior as a part of the application process.

BE IT ORDAINED by the Council of the City of Marion, Marion County, Ohio:

Section 1. That the Mayor is hereby authorized and directed to prepare and advertise a Request for Qualifications and Proposals from qualified grant administrators, architects, engineers, landscape architectural firms and surveyors for the City's Community Block Grant Program.

Section 2. That the cost of such contract (s) shall be conditioned on receiving the grant.

Section 3. That the Mayor is authorized to enter into contract with the firms or individuals, subject to the mutual agreement of the City of Marion and the individual or firm

Section 4. That this ordinance is hereby declared an emergency measure necessary for the welfare of the City of Marion and the inhabitants thereof; and as such, shall take effect and be in force upon its passage and approval by the mayor, provided that it receives the affirmative vote of two thirds of all members elected to Council; otherwise it shall become effective from and after the earliest period allowed by law.

Passed: _____

Approved: _____

Mayor

President of Council

Attest:

Clerk of Council

REQUEST FOR QUALIFICATIONS (RFQ'S)

The CITY OF MARION is requesting qualification statements from professional planning-engineering-architectural design firms to perform necessary functions required for the City of Marion and economic development process, including assistance with City of Marion-wide strategic planning, downtown planning (downtown development plan, market study/analysis, and design review), the preparation of the CDBG City of Marion Development Competitive Applications (City of Marion Allocation, Neighborhood Revitalization, Downtown Revitalization, Critical Infrastructure, Target of Opportunity) or Economic Development, Revolving Loan Fund, Residential Public Infrastructure, Housing funding applications, administration of CDBG programs once funded, preparation of ODOT funding applications, and architectural and/or engineering work required for infrastructure or design improvements resulting from the funding. This work is in connection with the PY'18, '19 and/or '20 CDBG and other State and Federal programs.

This notice shall serve as our Request for Qualifications (RFQ) for planning-engineering-architectural design firms. Responses to this RFQ will be used to select a qualified firm(s) to perform the required work as needed by the CITY OF MARION.

Selection of a firm or firms will proceed in the following manner:

1. The CITY OF MARION will review and evaluate the statements of qualifications filed. Evaluation criteria include, but are not limited to:
 - a. Specialized experience or technical expertise of the firm and its personnel in connection with CDBG and other funding programs, and all related requirements.
 - b. Past record of performance on contracts with the CITY OF MARION and/or other clients, including quality of work, timeliness, and cost control.
 - c. Capacity of the firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm.
 - d. Familiarity of the firm with downtown revitalization/economic/City of Marion development projects and the type of problems applicable to the project.
 - e. Familiarity and experience with the CITY OF MARION and communities of similar size and project scope.
2. Negotiations will begin with the top candidate (s) selected. If negotiations are not successful, the process will begin again with the candidate rated second and so on.
3. Upon completion of successful negotiations, a contract or contracts will be executed with the CITY OF MARION.

Interested firms should provide the CITY OF MARION with the following information:

1. Proposed management and staffing; and individuals who could be allocated to the projects.
2. A brief description of the firm's related experience and individuals' experience in developing design financing and design plans for these types of projects, construction cost estimates, and familiarity with downtown revitalization, economic development, and other CDBG funded projects.
3. Experience with Downtown Revitalization planning and funding success.
4. Experience with Economic/ City of Marion Development planning and funding success.

Offerors are invited to submit RFQ statements to be received not later than 12:00 noon, Friday, August 2, 2019. An original and one (1) copy should be submitted to:

Evelyn Warr-Cummings
Planning Director
Marion County Regional Planning Commission
222 West Center St., Marion, OH 43302

SAMPLE EVALUATION CRITERIA FOR PLANNING, ARCHITECTURAL,
AND DESIGN SERVICES
(TO BE FILLED OUT FOR ALL RFQ'S RECEIVED, DO NOT INCLUDE IN RFQ PACKET)

FIRM: _____
LOCATION: _____

- A: EXPERIENCE WITH PROJECT REQUIREMENTS: (90 POINTS MAXIMUM)**
1. Experience with CDBG and other State & Federal funding programs. 15 points possible
 2. Experience with design plans and bid document preparation. 15 points possible
 3. Experience with assisting in the development of construction cost estimates. 15 points possible
 4. Experience with CDBG Competitive (CA, NR, DR, CI, ToO) Program applications and administration of same. 15 points possible
 5. Experience with CDBG and other Economic Development/Infrastructure /Housing Program applications and administration of same. 15 points possible
 6. Experience with Downtown Revitalization activities including Downtown Planning, Market Analyses, and Design Review Guideline Preparation & Board Training. 15 points possible
- B: PERFORMANCE: (30 POINTS MAXIMUM)**
1. Timeliness 10 points possible
 2. Completing work within budget 10 points possible
 3. Quality of work 10 points possible
- C: CAPACITY TO PERFORM WORK: (10 POINTS MAXIMUM)**
1. Staff to be assigned 5 points possible
 2. Staff time available 5 points possible
- D: CITY OF MARION DISCRETIONARY POINTS (15 POINTS MAXIMUM)**

Factors to be considered include previous work experience with this firm, history of firm as presented in RFQ's in terms of related experience with communities of similar size and needs,

familiarity of firm with City of Marion, and experience with the CDBG and other State and Federal funding programs, especially economic development and downtown revitalization.

TOTAL SCORE: _____

(145 POINTS POSSIBLE)

The CITY OF MARION is requesting qualification statements from professional planning-engineering-architectural design firms to perform necessary functions required for the downtown revitalization and economic development process, including assistance with downtown planning (downtown development plan, market study/analysis, and design review guidelines), preparation of the CITY OF MARION's CDBG Competitive Programs, Economic Development, Revolving Loan Fund, Residential Infrastructure, Housing funding applications, administration of CDBG and other funding programs once funded, preparation of other State and Federally funded applications, and architectural and/or engineering work required for infrastructure or design improvements resulting from the funding. This work is in connection with the PY'18 '19, and/or '20 City of Marion Development Block Grant (CDBG) programs and other State and Federal funding programs for City of Marion and economic development.

Interested firms should contact Evelyn Warr-Cummings, at the Marion City/County Regional Planning Commission 740-223-4143 for a complete RFQ packet, with instructions and submission requirements. Responses will be due not later than August 2, 2019 at 12:00 p.m.