

City of Worthington

Louis J.R. Goorey Municipal Building
6550 North High Street
Worthington, Ohio 43085

Request for Proposals Community Visioning Process

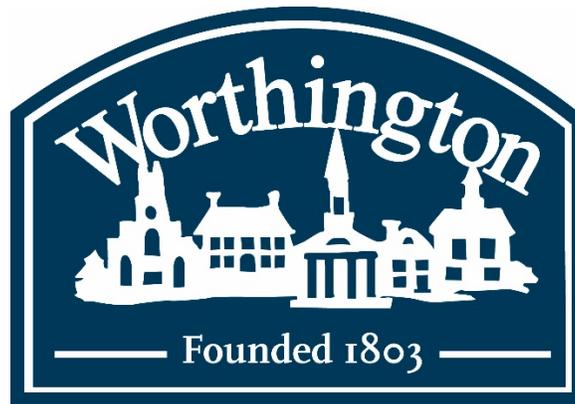


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INTRODUCTION

The City of Worthington (City) invites consultant proposals to design and facilitate a process to ascertain the community's vision for the future of Worthington.

BACKGROUND

The City of Worthington has a population of 14,000, was founded in 1803 and is a first-tier suburb of the capital city, Columbus, Ohio. The heart of Worthington is its historic district with a traditional village green, a small, but vibrant downtown business district and many well-maintained classic homes. The City has several highly important business and commercial corridors that comprise most of the tax base. The community has no opportunities for geographic expansion through annexation and, therefore, is largely built out. Its location and great transportation access make it an easy commute to regional job centers. The City has wonderful established neighborhoods, excellent schools, an award-winning library, and is characterized by strong civic partnerships. The City's departments include Police, Fire & EMS, Planning & Building, Service & Engineering (Public Works), Parks & Recreation, Law and Finance. More information on the City's history and services can be found at www.worthington.org.

The City finds itself at a point in time where several substantial land use changes may be proposed and there are multiple, potentially conflicting, forces driving how those opportunities may manifest. These land use debates have been challenging for the City in recent years and the source of some civic discord and erosion of trust.

The City is also experiencing additional change. Many families are moving into neighborhoods, resulting in growing school enrollment. However, long-time residents seeking to downsize find limited opportunities within the City. The City's dependence on payroll (income) taxes has grown to 75% of all City revenues, increasing the need to keep and attract businesses. Worthington is in a highly competitive market for office and commercial users and there is often a need to renovate, redevelop or find creative ways to compete.

Our central location in a growing and dynamic region is an advantage, but also poses questions concerning how to best maintain economic vitality and foster redevelopment, while also preserving the City's distinctive character and quality of life.

PROJECT DESCRIPTION

City leadership recognizes that this is a moment in our history where it is important to consider the community's vision for the decades ahead.

The City aspires to make decisions about this and all other issues facing the City with the long-term interests and desires of residents in mind. To accomplish this, the City wishes to engage in a citizen led comprehensive visioning process that includes all stakeholders with the goal of gaining a thorough understanding of a broad cross-section of the community representing the will of the people.

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City Council has decided that it will appoint a Community Visioning Committee (Committee). It is expected that the role, size and appointment process for this Committee, will be decided prior to the selection of a consultant. City Council has determined that the Committee will have a dual purpose and drafted the following mission statement:

Visioning Committee Mission: Its administrative purpose is to manage the Visioning Process in close consultation with the City Council and the community. Its product purpose is to inform, engage and listen to community members to enable a well-grounded articulation of the community's aspirations for the future of Worthington.

The City is looking for a consultant with extensive experience in community visioning processes to support and work collaboratively with the City Council, City staff, Committee and community members.

The process must include extensive and sustained public involvement activities, including innovative outreach efforts through various approaches with the goal of engaging a broad and deep cross section of the community. The City is looking for a variety of engagement strategies to ensure that as many Worthington citizens as possible participate and that people and groups not typically involved in civic dialogue are reached.

It is critically important to establish and maintain credibility with stakeholders and develop and manage a process that is open, balanced, and authentic.

PRELIMINARY SCOPE OF WORK

There is not a prescriptive, detailed list of tasks currently. Rather, the City seeks a consultant who can design and partner with the City Council, Committee and the community in a process to create a Community Vision. The City has provided a framework of probable activities and outcomes outlined below.

Data collection, interviews and familiarization

It is anticipated that the consultant will want to collect and review information and interview stakeholders to establish a sound understanding of the community and current issues.

Overall Process Design

The consultant will be expected to design and recommend a process to the Committee that provides a detailed explanation of the visioning project process and more clearly defines roles, tasks and responsibilities throughout the life of the project.

Develop a public involvement plan

Develop a plan to engage and involve the public throughout the entire visioning process. It is anticipated that this will include a broad array of public involvement activities, including surveying, meetings, on-line engagement, and additional innovative strategies.

Communications plan

Recommend strategies to keep the community informed and connected to the process to maximize participation in the outreach and input efforts.

Community and environmental scan

Assist in the identification of external and community forces, pressures and trends that will impact the community.

Interpretation and analysis

The public involvement and environmental scan efforts will result in the collection of information and data that will require assembly and analysis. The consultant should assist the Committee in compiling and analyzing this information, facilitate discussion regarding the information and prepare reports on the Committee's findings.

Identify community values and prepare community vision statement

Identify commonly held values of the community and facilitate the development of a Community Vision Statement that reflects what the community would like to be in the future.

Identify Key Performance Areas

Identify Key Performance Areas (KPA) or areas that must be addressed effectively in order to realize or positively impact the Community Vision or desired future.

Action plan, reporting and realization of the Vision Statement

Recommend next steps and strategies for sustained purposeful action towards realizing the community vision, which could include efforts like developing a vision action plan or incorporating vision concepts into existing plans and priorities; recommend strategies and actions for maintaining focus on the community vision, including communicating and reporting on the City's implementation efforts; and recommend approaches to ensure periodic updates to the vision and subsequent action plans.

PROPOSAL CONTENT AND SUBMISSION REQUIREMENTS

Proposers shall submit 10 sets and one electronic PDF format copy. Proposals shall be made in 8 1/2 x 11 size. Proposers should provide the following:

1. **Transmittal letter:** Tell the City of Worthington why you are interested in its Community Visioning process and provide lead consultant or primary contact information.
2. **Project Team:** A brief description of the primary consultant and sub consultant (if applicable) team members. Describe the role and relevant background experience of the primary individuals involved in the project, qualifications of key personnel and their responsibilities.
3. **Project Approach:** Describe how the consultant will approach the Community Visioning process and achieve the preliminary scope of work by providing a detailed proposed process and scope discussing the approach, methodology, personnel assigned to these tasks,

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proposed project timeline and any other deliverables. Those submitting proposals are encouraged to suggest revisions to the preliminary scope of work, alternative approaches and creative ideas that would improve upon the project. Please indicate additions, alternatives or deletions and reason suggested.

4. **Relevant Examples of Previous Work:** Provide three (3) to five (5) representative examples of your firm's work on similar projects. Include the project name; project description; location; role and level of involvement of the prime firm as well as any sub-consultants; and client references with name, phone number and e-mail address. Reference information **MUST** include: client name, title, address, phone, and email. All information must be current.
5. **Cost Proposal:** Provide a cost proposal for performing all the work described in the Section 3, Project Approach. Include any details you feel are necessary to explain/support your fee. Include identification of any anticipated "reimbursable" costs for mileage, lodging, meals, etc. with no markup included. Cost proposals must be valid for a minimum of ninety (90) days from receipt of proposals.
6. **Proposed Schedule:** Provide a time line for completion of the various phases, tasks or milestones outlined in your Section 3, Project Approach.

EVALUATION CRITERIA

A review of written submittals will be conducted, and selected proposers will be invited to make presentations to the City Council. Representative(s) attending these presentations must be qualified to respond to questions related to any component of the proposal.

The following criteria will be used in evaluating the qualifications of each consultant:

- The consultant experience with similar projects and the references of its clients;
- The qualifications of the consultant or consultant team and anticipated fit and working relationship with the City;
- The demonstrated understanding of the project and the City's objective to develop a Community Vision for the future;
- The proposed project approach and the degree to which it offers a clear, comprehensive and collaborative process and achieves the public involvement aspirations of the City;
- The proposer's effective allocation of time and resources.

REQUIRED CONTRACT TERMS

The following contract terms will be included in the contract between the successful proposer and the City. If any proposer is not willing to comply with any of these terms, then the proposer must explain the reason for any requested modification of these terms in writing as part of its submittal.

1. **APPLICABLE LAWS:** The proposer agrees to comply with all applicable federal, state, and local laws, including the Charter and Codified Ordinances of the City of Worthington. Legal action to enforce this agreement shall only be brought in a court of competent jurisdiction in Franklin County, Ohio.

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2. **EQUAL EMPLOYMENT OPPORTUNITY:** The proposer will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, ancestry, veteran status, disability or age. The proposer shall ensure that applicants for employment are considered for employment and that employees will be treated during employment, without regard to their race, religion, color, sex, national origin, ancestry, military status, disability or age.

3. **INDEMNIFICATION BY PROPOSER:** To the fullest extent allowed by law, the proposer shall indemnify and hold harmless the City, its employees and agents, from any liability for claims, damages, losses and expenses, including reasonable attorney fees, resulting from the negligent performance of the contract, or any negligent act or omission, by proposer, its employees, agents, subcontractors or assigns. Proposer's obligation to indemnify under this section shall not be construed to negate, abridge, or reduce other rights of indemnity or contribution to which the City, its agents or employees are legally entitled.

4. **NO INDEMNIFICATION BY CITY:** The City does not agree to indemnify or hold harmless the proposer, its employees and agents, from any liability for claims, damages, losses and expenses, including reasonable attorney fees, resulting from or arising under the contract.

5. **INSURANCE:** The proposer shall comply with the laws of the State of Ohio relating to insurance coverage and shall carry during the performance of this Agreement and keep in full force, Worker's Compensation, in amounts required by law, covering all the proposer's employees. The proposer shall furnish documents evidencing such Worker's Compensation to the City prior to the commencement of the services, and upon request by the City at any time during this Agreement.

The proposer shall carry the following minimum amounts of General, Automobile Liability and Professional Liability Insurance, with the City named as the additional insured, each with the following limits:

a. General Liability Insurance in the amount of \$500,000 for bodily injuries including those resulting in death of any one person and on account of any one accident or occurrence, \$1 million aggregate.

b. Automobile Liability Insurance in an amount of \$500,000 from damages on account of any one accident or occurrence.

c. Professional Liability Insurance in the sum of not less than \$200,000 annual aggregate, on a claims-made basis.

The proposer shall require that any assignee, designee, contractor, or subcontractor maintain the same coverages.

The proposer shall provide the City with Certificates of Insurance indicating coverage and conditions stipulated herein prior to the commencement of the Services, with the City, its elected officials, officers, agents, employees, contractors, and volunteers named as an

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additional insured thereon, with the exception of the Professional Liability coverage. The proposer agrees that the insurance policies required herein shall require the insurer to provide the City with thirty days prior written notice before changing the terms, amounts of coverage or the canceling of a policy.

6. **MUNICIPAL INCOME TAX:** The proposer shall withhold all municipal income taxes due or payable under the provisions of the income tax ordinance for wages, salaries, and commissions paid to its employees pursuant to Taxation Code found in Part 17 of the Codified Ordinances of the City of Worthington, Ohio. The proposer shall require any approved subcontractors to withhold any such municipal income taxes due for services performed under this contract. The proposer will be required to sign a tax affidavit as may be required under section 5719.042 of the Ohio Revised Code.

7. **NO PERSONAL LIABILITY FOR CITY OFFICIALS:** No covenant, obligation or liabilities of the City contained in the agreement shall be deemed to be a covenant, obligation or liability of any present or future member of Council, officer, agent or employee of the City in other than their official capacity and neither the members of the City Council nor any City Official executing this Agreement, shall be liable personally by reason of the covenants, obligations or agreements of the City contained in the agreement.

8. **TERMINATION FOR LACK OF FUNDS:** The agreement shall be subject to immediate termination by the City, if funds are not appropriated for any fiscal period during the term of the agreement, or when the City has exhausted all funds legally available for all payments due under the agreement.

9. **TERMINATION:** The City reserves the right to terminate the agreement in whole or in part for default (termination due to the proposer's failure to perform satisfactorily) or convenience (termination due to the best interests of the City). The City may, without cause and without prejudice to any other right or remedy, elect to terminate the contract after giving the proposer ten (10) days written notice. The notice may be mailed, hand-delivered, or sent electronically. In such case, the proposer shall be paid for work executed, goods delivered and accepted, and any expense sustained plus a reasonable profit, unless such termination was due to the act or conduct of the contractor. Notwithstanding the above, the proposer shall not be relieved of liability to the City for damage sustained by the City by virtue of breach of the contract by the proposer and the City may withhold any payments to the proposer for the purpose of set off until such time as the exact amount of damages due the City from the proposer is determined.

10. **PUBLIC RECORDS:** Consultant agrees to maintain records pertaining to the Community Visioning project in compliance with Section 149.43 of the Ohio Revised Code (the "Public Records Law"). Consultant understands and acknowledges that the City is a governmental entity and that any contract, proposals, responses to this RFP, reports, letters, emails, memorandums, or other documents supplied to the City by the Consultant relating to the project, may be subject to disclosure as a public record in accordance with the Public Records Law. In the event of a public record request is made to the City, Consultant agrees to cooperate and assist the City in complying with the Public Records Law.

NOTICE TO PROPOSERS

This Request for Proposals does not constitute a contract or offer of employment. The cost of preparation of proposals shall be the sole obligation of the consultant. All proposals, whether accepted or rejected, shall become the property of the City. The City reserves the right to reject any and all proposals. Elements and/or tasks may be added or deleted at the discretion of the City pending negotiation of the scope of work and compensation. All completed work, including surveys, workshop documents, schematic designs, ancillary reports and the final master plan, whether in written, video or electronic formats, becomes the property of the City at the end of the project.

QUESTIONS AND REQUESTS FOR CLARIFICATION

Questions about the proposal may arise as proposers are preparing their responses. **Inquiries are to be made in writing and submitted via email prior to 12:00 p.m. EDT on March 27, 2019** and answers thereto will be emailed to all firms who have received or requested copies of the RFP. Origin of the questions will not be identified. Please direct questions to Robyn Stewart, Assistant City Manager at **robyn.stewart@worthington.org**.

Interested firms or teams are invited to submit their proposals and statements of qualifications as described above in sealed envelopes to:

Robyn Stewart, Assistant City Manager
City of Worthington
6550 North High Street
Worthington, Ohio 43085

Proposals must be submitted no later than 12:00 p.m. EDT on April 10, 2019.