



REQUEST FOR PROPOSAL WARD REDISTRICTING

DATE ISSUED: August 3, 2022

PROPOSAL DEADLINE DATE: August 29, 2022

Proposals must be received no later than 4:00PM on August 29, 2022. Late Proposals will not be accepted.

Proposals are to be submitted to:

Elyria City Community Development Department
Attention: Ashley Scott
City of Elyria
131 Court Street, Suite 302
Elyria, Ohio 44035

Contact Information:

Ashley Scott, Director, Office of Community Development
440-326-1540
ascott@cityofelyria.org

REQUEST FOR PROPOSALS

Ward Redistricting

PURPOSE

The City of Elyria (City) is soliciting qualified consulting firms to submit a proposal to analyze data and redraw ward boundaries pursuant to the results of the 2020 Census.

COMMUNITY DESCRIPTION

Located in Northeast Ohio, about 25 minutes west of Cleveland, the City of Elyria is home to over 52,000 residents. Founded in 1817, Elyria is nestled at the two forks of the Black River, just six miles from Lake Erie and 20 miles from Cleveland. Elyria's stunning beauty features majestic waterfalls, 365 acres of parks, and a charming Ely Square where annual festivals and celebrations unite the people of the City and Lorain County.

After each recurring Federal census and within three months after the issuance of the proclamation by the Secretary of State of the population of the City, the Council shall by ordinance, redivide the City into wards, in order to provide substantially equal population in each of the wards. All wards so established shall be bounded, as far as practical, by county lines, streets, alleys, avenues, public grounds, canals, watercourses, municipal boundary lines, center lines of platted streets or railroads, or lot lines of platted subdivisions.

The popularly elected City Council is responsible for enacting ordinances, imposing taxes, making appropriations, establishing policy, and hiring some city officials. The council adopts the local general plan, zoning, and subdivision ordinance. It consists of 11 elected members – one from each of the seven wards located throughout the city, and four At-Large members. The Mayor and City Council members work collaboratively to serve Elyria.

SCOPE OF WORK

1. **Redistricting Plan** –The proposal shall include, at minimum:
 - Prepare a new ward redistricting plan pursuant to the results of the 2020 Census
 - Present draft plan to City Council and modify until accepted by the City of Elyria (including a final presentation and results to the public)
 - Prepare legal descriptions of the new ward boundaries

- Prepare a final map and associated Census data
- Provide a boundary shape file for the Lorain County Board of Elections

The final plan will meet all criteria of the Ohio Revised Code. Presentations to City Council will be required.

KEY DELIVERABLES

1. Preliminary reports and project updates prepared at two (2) and four (4) month milestones with completion at six (6) months.
2. One digital copy in Microsoft Word format and PDF format, print-ready graphics included in each preliminary report, ten (10) color copies of final plan draft for comment; final plan copies to include ten (10) bound color copies, one unbound color copy, one digital Microsoft Word format and one digital PDF format. Both the Microsoft Word format and the Adobe PDF format shall have a navigable table of contents and be indexed to allow searching capabilities.
3. GIS layers and maps, materials in a software format to be easily updated.
4. Presentation graphics for public meeting(s).
5. A Plan presented in a way that not only is accessible across a variety of media platforms, but that allows the plan to be easily edited in the future by City staff.
6. Consultant shall attend, provide all needed materials, and coordinate all required public input and update meetings.

QUESTION AND ANSWER PERIOD

In order to facilitate understanding of the RFP requirements and submittals, a Question-and-Answer period will be conducted during the submittal process.

Questions regarding RFP requirements or submittals may be directed to Ashley Scott and emailed to: ascott@cityofelyria.org until 4:00PM, August 24, 2022. All questions and responses will be posted to the City of Elyria website at <https://www.cityofelyria.org/departments/community-development/>

SUBMISSION REQUIREMENTS AND FORMAT

All proposals must be received before 4:00 PM on August 29, 2022. Proposals should be clearly marked with the name and address of the respondent and the project title. Late responses will not be accepted.

Five (5) copies of the Proposals and one (1) PDF file of the proposal shall be submitted to the Community Development Office at the address on the cover page of this RFP. All proposal submissions shall be

delivered in a common envelope or box clearly labeled. The PDF files shall be indexed to simplify City review.

Respondents are requested to be concise and proposals should include, in order, the following:

1. **Letter of Interest:** A brief cover letter summarizing the key points of the applicant's proposal and confirm an understanding of the Scope of Work. The letter shall provide the applicant's full name, mailing address, phone number, primary contact person, and email address.
2. **Work Program:** Overall project approach and process to be employed. Listing of proposed deliverables for each work step. Include any proposed changes/revisions to the scope of services of deliverables in order to meet project objectives.
3. **Timeline and Schedule:** Proposed project schedule including timeline of major milestones, deliverables, and completion. The project timeline should be counted in weeks or months from date of contract award. Work may commence upon contract award and must be completed within six (6) months of award.
4. **Experience and Qualifications:** Brief organizational profile, including background and experience of the firm. Project organization chart including key staff to be assigned and their roles in the project. Listing, description, and link to similar projects that have been completed in the past 5 years by the prime consultant and/or proposed subcontractors. Reference list that may be contacted by the City for recently completed similar projects.
5. **Estimated Costs:** The Proposal shall include a lump sum fee as well as a detailed budget. The budget must include an hourly rate schedule and estimated number of hours to be performed by each staff members assigned to the project. If any work is to be subcontracted, the Proposal should reference the specific areas and costs. Any reimbursable expenses must be clearly indicated, and an estimate provided. For budgeting purposes, please anticipate a start date of October 1, 2022.

Please note: All material submitted is public property and is subject to Ohio Public Record laws. All proposals submitted will become the property of the City of Elyria.

Consultants will not be reimbursed for any cost associated with the preparation of the RFP.

PROPOSAL EVALUATION AND CONSULTANT SELECTION PROCESS

Proposals will be evaluated based on overall approach, team experience and qualifications, budget, organization structure, work plan and fit with the City. Preference will be given to consultant teams that work well together and provide the best services to obtain project objectives. Special consideration will be given to teams that provide examples/case studies where engaging outreach and facilitation led to development of successful solutions, particularly among diverse groups.

Following the evaluation of the proposals, the City may request firms to make presentations and/or be interviewed. If a determination is made that presentations are necessary, the presentations will take place via Zoom, at a mutually acceptable date and time. Tentative dates for possible interviews are in the Anticipated Timeline.

The City reserves rights to award on an individual phase.

ANTICIPATED TIMELINE

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| 1. Issue RFP | August 3, 2022 |
| 2. Proposals due | August 29, 2022 |
| 3. Presentations by top qualifying firms | September 2022 |
| 4. City Council authorizes contract | September/October 2022 |

RFP DISCLOSURES

The City reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items.

The City assumes no responsibility or liability for costs incurred by Proposers in responding to this RFP or in responding to any further request for interviews, additional data, etc.