

**REQUEST FOR QUALIFICATIONS  
FOR MASTER PLANNING AND  
COMMUNITY ENGAGEMENT SERVICES**

**Cleveland  
Neighborhood  
Progress**



**Master Planning and Community Engagement Services for Euclid Beach  
Mobile Home Community, Cleveland, Ohio**

**ISSUED: February 10, 2022**

**STATEMENT SUBMITTAL DUE: March 2, 2022 (EST)**

The mission of Cleveland Neighborhood Progress is to foster equitable revitalization throughout Cleveland's neighborhoods by strengthening the community development ecosystem.

The mission of Greater Collinwood Development is to advance equitable and inclusive economic development, community engagement and neighborhood stabilization & revitalization strategies within the communities we serve.

Cleveland Neighborhood Progress, in partnership with Greater Collinwood CDC is soliciting qualifications from firms interested in “Master Planning and Community Engagement Services for Euclid Beach Mobile Home Community, Cleveland, Ohio.”

This Request for Qualifications consists of:

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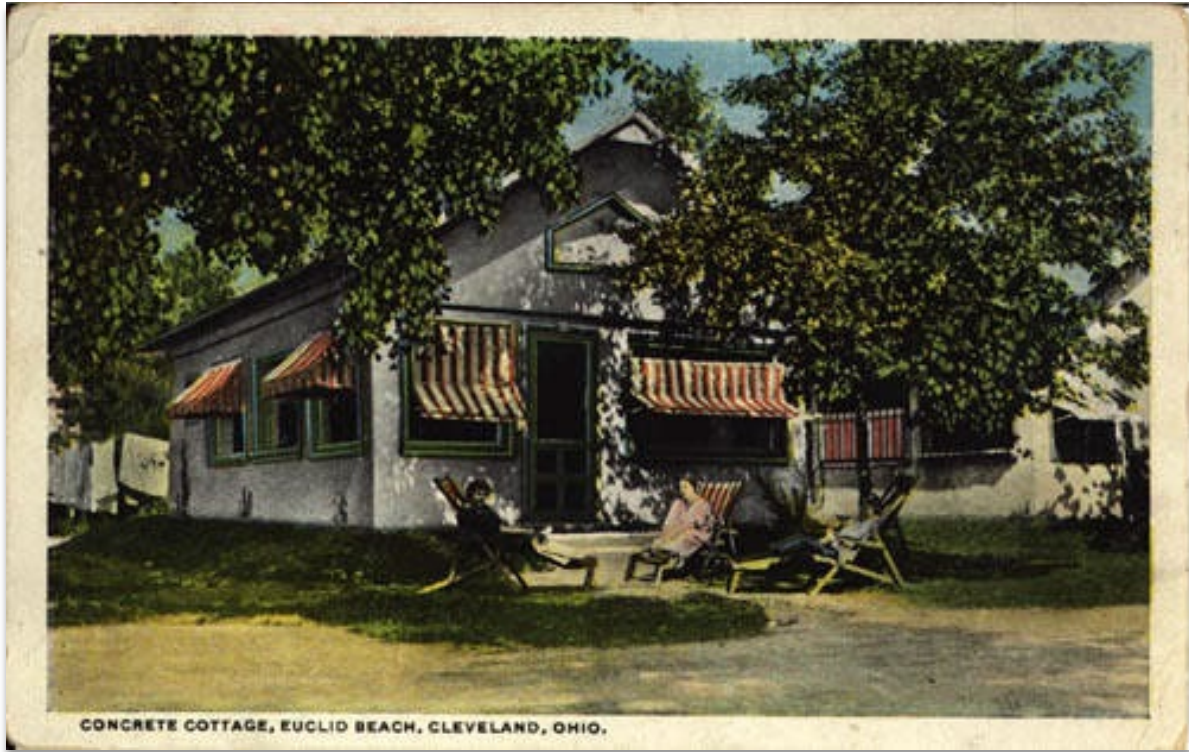
**EXHIBIT C** – Master Plans Influencing Planning Process



*Historic Aerial Image of the Property*  
*Source: Cleveland Memory Project*



*Euclid Beach & the bath house circa 1905*  
*Source: Cleveland Memory Project*



*Concrete Cottage, early 20<sup>th</sup> Century and its present condition*

## **1. General Description of Work**

The requested services related to the Master Planning and Community Engagement Services for Euclid Beach Mobile Home Community (EBMHC), Cleveland, Ohio, (the “Project”) are both wholistic and flexible, as the community-driven process will drive the outcome. Firms and teams interested in the Project should be well versed in developing master plans with robust public and stakeholder input. Furthermore, the resulting master plan shall be executable and pragmatic.

The property in question, which is almost 30 acres on the shores of Lake Erie, is an operating manufactured housing community in the North Shore Collinwood neighborhood of Cleveland, OH. This is the site of the historic Euclid Beach Amusement Park. In effect, this parcel bifurcates three parks that are managed by Cleveland Metroparks: Villa Angela, Wildwood and Euclid Beach. This property is currently a manufactured housing community that has existed in varying capacities since the amusement park ceased operations.

This planning process is critical to accomplish three primary goals:

- 1) Determine the highest and best use for the Euclid Beach property and adjacent land uses that maximize public access to northeast Ohio’s greatest natural resource, Lake Erie.
- 2) Engage the existing residents of the Euclid Beach Mobile Home Community as well as other North Shore Collinwood stakeholders to co-create a vision for the future land use of the site. This will take into consideration transportation connectivity, integration of existing neighborhood assets, and natural resource enhancement.
- 3) Provide a clear and achievable land use plan that the project team can implement.

The last time this property was on the market was nearly 40 years ago. This once in a generation opportunity has the potential to provide the east side of Cleveland with a unified vision for a significant portion of its lakefront while being flanked by complimentary assets.

## **2. Scope of Work**

- A. The performance period is February 2022 through November 2022 (but subject to change or extension)
- B. A Request for Proposal (“RFP”) will be issued to a single selected firm or team from the pool of interested firms for the Project who submitted statements of qualifications. It is anticipated that the scope of the RFP will cover:
  - a) A summary of master plans and planning studies influencing the EBMHC
  - b) Research and prepare a succinct history of the EBMHC
  - c) Perform a basic facility and infrastructure assessment of existing conditions
  - d) Review of comparable mobile home community transfers nationally

- e) Public engagement plan development and execution
  - f) Analysis of highest and best use
  - g) Analysis of land use, land development, and public access opportunities
  - h) Development of recommendations and alternatives
  - i) Prepare a Master Land Use Plan
  - j) Prepare a Master Improvement Plan
  - k) Prepare focus area plans and conceptual renderings
  - l) General cost estimates related to recommendations and alternatives
  - m) Prepare a funding plan and grant eligibility review for proposed improvements
  - n) Quantitative Metrics to Measure Local Stakeholder and Constituent Engagement
  - o) Qualitative Metrics to Understand Program Experience and Impact by Participants
- C. Work with the established project steering committee and subsequent larger organizational stakeholder group.
- D. Subconsultants on a proposed team need not be exclusive to one-singular “prime” consultant and can appear on numerous interested teams if desired.
- E. Approximately \$75,000 is available to fund the Project. Project deliverables relative to Section 2.B will be negotiated based upon available budget with the selected firm or team.

**3. Important Dates**

Below is the target project schedule, which is subject to change:

2/9/22	RFQ issued
2/21/22, 5:00 p.m.	Deadline for written questions to asargeant@clevelandnp.org
2/23/22, 5:00 p.m.	Responses to questions by Cleveland Neighborhood Progress
3/2/22, 5:00 p.m.	Deadline for submitting Statement of Qualifications
3/3/22-3/10/22	Review of Submissions by CNP and GCCDC
3/10/22	CNP and GCCDC selects top-ranked firm and RFP issued
3/17/22	RFP submittal deadline
3/24/22	Negotiation of terms (if necessary)
3/24/22	Target for award of contract and commencement of work



#### 4. RFQ Process

##### A. Invitation and Questions

RFQ issued via circulation by Cleveland Neighborhood Progress and Greater Collinwood Community Development Corporation on February 9<sup>th</sup>, 2022.

Any interested team or firm may provide a response to the Request for Qualifications. Invitations to respond are not required. Notwithstanding, Cleveland Neighborhood Progress will respond only to written questions and will respond by Wednesday, February 23, 2022 by 5:00 p.m. (EST) all questions asked by any party and all answers will be available by any interested party upon request. Cleveland Neighborhood Progress or Greater Collinwood Community Development Corporation will not be responsible for any oral instructions or information.

##### B. Requirements of the Statement of Qualifications

Firms interested in being considered for a contract to provide the requested services should reply with a Statement of Qualifications (“Statement”). The Statement shall be completed by each firm in such detail as to facilitate a complete and comprehensive analysis. The Statement should describe all qualifications. Specifically, the Statement shall include the following information and documents:

###### a. Prime Consultant Information

###### i. Cover Letter

- a. Name, address and phone number of the offices where the personnel assigned to the Project will be based.
- b. Name, title, email address and phone number of the principal contact person.

###### ii. Firm Overview

- a. Years of existence.
- b. Legal form of firm.
- c. Other persons, firms or corporations involved (if your firm is a partnership, name and address of each partner must be included). If your firm is a corporation, where incorporated and the names and titles of officers having authority to sign a proposal and contract on behalf of the corporation. (Include a copy of the corporate resolution or bylaw authorizing those officers' signatures on the proposal and contract.)
- d. Location of home office.

- e. General firm history and services provided.
  - f. Total firm staffing broken down by discipline and showing the number of licensed staff by discipline.
  - g. Planning philosophy or vision/mission statement.
- iii. Resumes. Include resumes for the principals and that of each designer, engineer, project manager or key staff expected to work on the Project, including phone numbers and email addresses. Each resume should include a description of the duties and responsibilities of the individual's proposed Project role. List the prior experience of such key personnel on similar projects and a summary of the proposed time commitment such key personnel shall have to the Project.
- iv. Insurance Certificate. Certificate of insurance evidencing the firm's current limits of liability for commercial general liability, business automobile liability and professional liability insurance.
- v. Diversity Initiative. Provide your firms' plan to ensure that diversity is achieved. Please provide examples of your firm's culture of diversity and inclusion.
- b. Project Team and Organization
- i. Identify any other members of the planning team, such as architecture, engineering (civil, structural, etc.), finance, public engagement, and landscape architecture.
  - ii. Describe the lead planning organization's potential or past collaboration with additional team members and provide the following information if relevant for additional members of the planning team.
    - a. Planning philosophy and business model
    - b. Name, address, email, and phone number
    - c. Introduction of key project personnel
- c. Project Specific Information
- i. Project Experience. Relevant projects of similar nature completed by the prime consultant and sub-consultant. Highlight examples that best demonstrate your firm's ability to produce innovative solutions to resolve unique problems and issues for the site. Provide the following:
    - a. Description of the project and the services your firm provided for the project;

- b. Explanation of why the project was selected as an example.
- c. Name, title and role of key personnel that worked on the project, Project Manager's and Project Designer's names and if the manager and designer are still with the firm.
- d. Project funding background;
- e. A brief summary of any public outreach process developed or utilized;
- f. Start and completion dates for the project;
- g. Name, title, email address and telephone number of the client contact most familiar with your services on the project;
- h. Provide the unique challenge and the solution statement for the projects listed in this section.
- i. Describe your project experience related to sustainable design. Describe your firm's experience with durable design products and functional flexibility for environments with heavy public use.

d. Team's Benefit to Project

- i. Describe your firm's reason for interest in this project, anticipated value to the Project and innovative or sustainable ideas.
- ii. Project Understanding and Approach
  - a. Describe the planning team's understanding of the project.
  - b. Provide a detailed description of the firm's approach to the project and master plan development.
  - c. Incorporate elements of the firm's understanding of the community.
  - d. Provide a succinct summary of potential methods for authentic public outreach and engagement. Also provide a short narrative on the willingness to utilize new technology for public input. CNP is considering utilizing Instant Input ([www.instantinput.co/](http://www.instantinput.co/)).

e. Current Project Workload

The prime consultant and any sub-consultant shall provide a list of its firm's present significant projects, including anticipated dates of completion, and any heavy workload considerations or deadlines.

f. References

List three references, including the company name, address, contact person, email and telephone number. By providing the Statement of Qualifications, you authorize any person, firm or corporation to furnish information requested by Cleveland Neighborhood Progress or Greater Collinwood CDC in verification of the recitals comprising your Statement of Qualifications.

g. Submission

Statement of Qualifications must be emailed to [asargeant@clevelandnp.org](mailto:asargeant@clevelandnp.org) 5:00 p.m. on March 2, 2022.

h. Qualifications Review:

- i. Each firm responding to this RFQ will be evaluated based on the firm's qualifications and the qualifications of any sub-consultants identified as the firm's proposed team for the Project. Ranking/Selection. Qualifications statements will be evaluated separately, and as part of this evaluation, the Cleveland Neighborhood Progress and/or Greater Collinwood CDC will select and rank no fewer than the three most qualified firms, unless it determines in writing that fewer than three qualified firms are available for interviews.

i. Interviews:

- i. Cleveland Neighborhood Progress and/or Greater Collinwood CDC will select and rank no fewer than the three most qualified firms unless it determines in writing that fewer than three qualified firms are available from the select individual firms. Only after the interview and review of the qualification statements will the Owner review the proposals.

j. Selection and Request for Proposal:

- i. Cleveland Neighborhood Progress and Greater Collinwood CDC will select the firm or team best meeting the needs of the Project and that firm or team shall be sent an RFP that will invite the firm to submit a pricing proposal containing its proposed fees for the Project. Cleveland Neighborhood Progress and Greater Collinwood CDC will then negotiate a contract with the firm ranked most qualified to perform the services. Contract negotiations shall be directed toward: (1) ensuring that the firm and Owner have a mutual understanding of the essential requirements involved in providing the required services; (2) determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time; (3) agreeing upon compensation that is fair and reasonable, considering the estimated value, scope, complexity, and nature of the services. Upon negotiation of contract terms, an agreement shall be entered into between the parties. Terms

that may be included in the agreement, subject to negotiation, are included in Exhibit A.

B. Amendments to RFQ.

At its discretion, Cleveland Neighborhood Progress and Greater Collinwood CDC may amend this RFQ at any time prior to the deadline for receipt of Statements of Qualifications and distribute the amendment(s) to those originally invited to submit.

C. Withdrawal of Qualifications.

A Statement may be withdrawn up to the time of the due date by emailing [asargeant@clevelandnp.org](mailto:asargeant@clevelandnp.org).

D. Cancellation/Rejection.

Cleveland Neighborhood Progress and Greater Collinwood CDC reserve the right to cancel at any time for any reason this solicitation and to reject all Statements. Cleveland Neighborhood Progress and Greater Collinwood CDC have no liability to any firm arising out of such cancellation or rejection. Cleveland Neighborhood Progress and Greater Collinwood CDC assume no responsibility for costs incurred in the preparation, presentation or submission of the Statements of Qualifications.

## **EXHIBIT A**

### Agreement Template

#### **AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES**

This agreement is made between **NEIGHBORHOOD PROGRESS, INC. (dba Cleveland Neighborhood Progress)**, an Ohio nonprofit corporation with a principal place of business at 11327 Shaker Blvd., Suite 500W, Cleveland, Ohio 44114 (herein the “Client”), and **CLIENT NAME**, an CLIENT BUSINESS TYPE AND ADDRESS (herein “Consultant”, and collectively the “Parties”).

This Agreement will become effective on START DATE and will end not later than END DATE, unless otherwise mutually agreed to in writing by the Parties.

#### **1. PROJECT DESCRIPTION AND CONSULTANT SERVICES TO BE PERFORMED**

Client agrees to retain the services of Consultant for PROJECT DESCRIPTION – CAN BE SEVERAL SENTENCES/PARAGRAPH LONG IF NEED BE, BUT MOST DETAILS WILL BE IN EXHIBIT. The deliverables and details of Consultant services to be provided are detailed in the Attachment A: Scope of Work. Consultant acknowledges that he/she/it has read, understands, and agrees to the scope of services denoted in Attachment A.

#### **2. PROJECT DELIVERABLES & REPORTS**

Deliverables and reports to be provided by Consultant are denoted in Attachment A.

#### **3. COMPENSATION**

In consideration for the services to be performed by Consultant, Client agrees to pay Consultant according to the terms of payment set forth below. Unless otherwise mutually agreed to in writing by the Parties, Client’s maximum liability to Consultant for all services performed during the term of this Agreement shall not exceed MAX CONTRACT AMOUNT, plus the expenses IF ANY EXPENSES.

#### **4. TERMS OF COMPENSATION – PAYMENT SCHEDULE**

Upon execution of this Agreement, Client shall pay INSERT RETAINER FEE IF ANY (CAN ALSO INSERT AN EXCEL CHART WITH DATES/MILESTONES UPON WHICH PAYMENT WILL BE MADE. Thereafter Consultant shall submit periodic invoices to Client for work performed. Invoices must be detailed, and should include the dates for the period that invoiced services were delivered, and details regarding the services provided relative to the scope of work denoted in Attachment A.

Consultant acknowledges that Client is a non-profit corporation, and is exempt from sales tax. Consultant further acknowledges that Client requires Consultant’s tax identification number on a completed W9 form, and agrees to provide it to Client prior to disbursement of any payments under this Agreement.

#### **5. EXPENSES**

Consultant shall be responsible for all expenses incurred while performing services under this Agreement, except for the reimbursable expenses listed below. This includes, but is not limited to, license fees, membership and dues; automobile expenses, and meals and entertainment and insurance premiums paid to complete the work under this Agreement.

Reimbursable expenses that will be paid or reimbursed by the Client are as follows:

a. PERMISSIBLE EXPENSES, IF ANY

Reimbursable expenses will be paid only after the submission of an invoice that details the expense costs. Expenses may be invoiced in conjunction with invoices submitted for services rendered.

5.

**6. INDEPENDENT CONSULTANT STATUS**

Consultant is an independent contractor and not Client's employee. Consultant and Client agree to the following rights consistent with an independent relationship.

- a. Consultant has the right to perform services for others during the term of this Agreement.
- b. Consultant has the right to use employees to provide the services required by this Agreement
- c. Consultant themselves shall perform the services required by this Agreement. Client shall not hire, supervise or pay any assistants to help Consultant.

**6. INTELLECTUAL PROPERTY OWNERSHIP**

As it relates to this study only, Consultant assigns to Client all rights in all designs, creations, improvements, original works of authorship, formulas, processes, know-how, techniques, inventions and all other information or items created by Consultant during the term of this Agreement. The rights assigned include title and interest in all patent copyright, trade secret, trademark and other proprietary rights.

Consultant agrees not to use any of the intellectual property mentioned above for the benefit of any other party without Client's written permission.

**7. CONFIDENTIALITY**

Consultant will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of Client without Client's prior written permission except to the extent necessary to perform services in Consultant's behalf. Proprietary or confidential information includes but is not limited to:

- a. The written, printed, graphic or electronically recorded materials furnished by Client for Consultant to use;
- b. Business plans, customer lists, operating procedures, trade secrets, design formulas, now-how and processes, computer programs and inventories, discoveries and improvements of any kind;

- c. Information belonging to customers and suppliers of Client about whom Consultant gained knowledge as a result of Consultant's services to Client;
- d. Any information arising from interviews conducted in furtherance of this Agreement, including recordings, transcripts, and quotes.

Consultant shall not be restricted in using any material which is publicly available, already in Consultant's possession or known to Consultant without restriction, or which is rightfully obtained by Consultant from sources other than Client.

Upon termination of Consultant's services to Client, or at Client's request. Consultant shall deliver to Client all material in Consultant's possession relating to Client's business.

#### **8. BUSINESS PERMITS, CERTIFICATION AND LICENSES**

Consultant represents and warrants to Client that Consultant has complied with all federal, state and local laws requiring business permits, certificates and licenses required to carry out the services to be performed under this Agreement.

#### **9. STATE AND FEDERAL TAXES**

Client will not:

- a. Withhold FICA (Social Security and Medicare taxes) from payments or make FICA payments on Consultant's behalf,
- b. Make state or federal unemployment compensation contributions on Consultant's behalf, or
- c. Withhold state or federal income tax from Consultant's payments.

Consultant shall pay all taxes incurred while performing services under this Agreement – including all applicable income taxes and, if Consultant is not a corporation, self-employment (Social Security) taxes. Upon demand, Consultant shall provide Client with proof that such payments have been made.

#### **10. FRINGE BENEFITS**

Consultant agrees that they are not eligible to participate in any employee pension, health, vacation pay, sick pay or other fringe benefits plan of Client.

#### **11. WORKER'S COMPENSATION**

Parties agree that Client is not acquires shall not obtain worker's compensation insurance on behalf of Consultant.

#### **12. UNEMPLOYMENT COMPENSATION**

Parties agree that Client is not required to nor shall make any state or federal unemployment compensation payments on behalf of Consultant. Consultant will not be entitled to these benefits in connection with work performed under this Agreement.

#### **13. INSURANCE**

Parties agree that Client is not required to carry, nor shall not provide any insurance coverage of



any kind for Consultant.

Consultant shall indemnify and hold Client harmless from any loss or liability arising from performing services under this Agreement.

#### **14. TERMINATING THE AGREEMENT**

Either party may terminate this Agreement with cause by giving fifteen days written notice to the other party of the intent to terminate. In the event that either party terminates this Agreement, Consultant shall be entitled to, and Client shall be liable for, only the reasonable costs and expenses incurred by Consultant up to and including the termination date of this Agreement. Consultant shall submit to Client no later than 5 days after the termination date a final invoice for services rendered up to the date of termination of the Agreement, along with any required documentation of cost. Consultant shall also submit to client within 5 days any data research, reports, notes or other information related to, gathered or prepared pursuant to this Agreement.

#### **15. NOTICES**

All notices and other communications transmitted pursuant to this Agreement shall be directed as indicated below, unless such address is changed in writing. Any Notice shall be deemed delivered when hand delivered, delivered by ordinary mail, delivered by overnight courier, delivered by certified mail – postage paid, return receipt requested (ordinary mail if delivery is refused). Notice transmitted pursuant to this section shall be directed to the following:

Communications to Neighborhood Progress shall be sent to:  
Cleveland Neighborhood Progress  
11327 Shaker Blvd, Suite 500W  
Cleveland, Ohio 44104  
Attn: CNP NOTICE, USUALLY SENIOR STAFF  
Email: CNP NOTICE EMAIL

Communication sent to --- shall be sent to:  
CONSULTANT NAME  
CONSULTANT ADDRESS 1  
CONSULTANT ADDRESS 2  
Attn: CONSULTANT PERSON  
Ph:  
Cell:

Client's principal contact to Consultant for the purpose of this Agreement is CNP DAY-TO-DAY CONTACT. Consultant's principal contact to Client for the purpose of this Agreement is CONSULTANT DAY-TO-DAY CONTACT. Notices, reports and other information or communications regarding the project which is the subject of this Agreement should be directed to the principal contacts for the respective parties.

#### **16. NO PARTNERSHIP**

This Agreement does not create a partnership relationship. Consultant does not have authority to enter into contracts or agreements of any sort on Client's behalf.

**17. ASSIGNMENT**

Neither party may assign or subcontract any rights or obligations under this Agreement unless otherwise mutually agreed to in writing by the Parties.

**18. APPLICABLE LAW**

This Agreement will be construed, governed and enforced in accordance to the laws of the State of Ohio.

**19. ENTIRE AGREEMENT**

This Agreement and its Exhibits represent the entire Agreement between Consultant and Client, and supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the performance of services by Consultant for Client, and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding.

**AMENDMENTS OR MODIFICATIONS**

This Agreement may be amended or modified upon the mutual consent of the parties hereto and only by a written instrument executed by both Parties.

**COUNTERPARTS**

This Agreement may be executed in multiple counterparts, each of which shall be regarded for all purposes as an original, and such counterparts shall constitute but one and the same instrument.

**SEVERABILITY**

In the event any provision of this Agreement is held invalid or unenforceable by any Court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.

**AGREED AND ACCEPTED BY**

For CLEVELAND NEIGHBORHOOD PROGRESS

For CONSULTANT NAME

By: \_\_\_\_\_  
CNP Signor, as TITLE

By: \_\_\_\_\_  
Consultant Signor, as Principal

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Tax ID Number

# EXHIBIT B

## Property Location and Boundary





*Existing Land Uses*



*The Cleveland Public Library property located on the southeastern boundary of the Euclid Beach Mobile Home Community is also included in the land use planning target area.*

# EXHIBIT C

## Master Plans Influencing Planning Process

<https://shared-assets.adobe.com/link/46e1ab95-bc73-4933-5c62-9358e1008a51>

