

COUNCIL CHAMBER

City of Berea, Ohio

ORDINANCE No. 2013-34

By Dale H. Lange Sponsored By Mayor Cyril M. Keem

AN ORDINANCE

AUTHORIZING AND DIRECTING THE MAYOR OR HIS DESIGNEE TO ISSUE AND ADVERTISE FOR A REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF A SINGLE FAMILY HOME ON A PARCEL WITHIN THE CITY, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Berea has been awarded a grant from the Cuyahoga County Department of Development to utilize funds from the Federal Neighborhood Stabilization Program to build a new single family home on a parcel within Census Tract 1341; and

WHEREAS, the City of Berea intends to purchase and demolish the single family home located at 747 Longfellow Drive, Berea, Ohio 44017; and

WHEREAS, the City of Berea wants to request proposals from single family home builders and developers to learn the various types, designs, prices and sizes of single family homes that could be build at 747 Longfellow Drive; and what kinds of private development might be proposed for that parcel in keeping with the zoning code and the area, and

WHEREAS, the City of Berea has prepared a Request for Proposals related to this parcel.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Berea,

SECTION 1. That the Mayor or his designee be and he is hereby authorized and directed to advertise for, solicit and accept proposals for construction of a single family home on the real estate located at 747 Longfellow Drive in accordance with the Request for Proposals which is attached hereto as Exhibit A and incorporated herein.

SECTION 2. That the funds necessary to carry out the execution and performance of this Ordinance are hereby set aside and appropriated from the General Capital Improvement Fund account, bearing Fund # 400 for accounting purposes, and the Director of Finance, after approval by the Board of Control, is hereby authorized and directed to pay out such sums for the same.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare, or providing for the usual daily operation of a municipal department, and for the further reason for the further reason that it is immediately necessary to determine what kinds of private development may be proposed for parcels of city-owned lands in the Uptown Zoning District of the City. Therefore, provided this Ordinance receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: March 18, 2013

ATTEST: [Signature]
Clerk of Council

Approved as to Form:

[Signature]
Director of Law

[Signature]
President of Council

APPROVED: March 18, 2013
[Signature]
Mayor

CITY OF BEREA
Building & Housing Department

-And -
BEREA COMMUNITY
DEVELOPMENT CORPORATION



REQUEST FOR PROPOSALS:

747 Longfellow
Berea, Ohio 44017

Request for Proposals

747 Longfellow

Table of Contents

Section

- I.** Purpose of the Request For Proposals
- II.** Background
- III.** Property Description
 - III-A** Identification of Property (Legal Description)
 - III-B** Zoning
 - III-C** Development Vision
- IV.** Desired Experience
- V.** Directions for Submission
- VI.** Submission Requirements
- VII.** Selection Process
- VIII.** Reservation of Rights
- IX.** Submission Deadline
- X.** Request for Proposals Timetable

Section I. Purpose of the Request For Proposals

The City of Berea, through the BUILDING & HOUSING DEPARTMENT and the BERE A COMMUNITY DEVELOPMENT CORPORATION (“BCDC”) is seeking proposals from qualified contractors for the purpose of building a new single-family home, at 747 Longfellow Drive, Permanent Parcel 361-17-041. The current zoning is Residential Single Family B District (“R-SF-B”). The contractor will be working on behalf of the City of Berea and the BCDC utilizing NEIGHBORHOOD STABILIZATION PROGRAM MONIES (NSP3) grant funds.

The intent of this Request for Proposals is to retain a qualified and experienced contractor to build a single-family home for the City of Berea (grant funded) with a desired approximately 1,500 square feet on an 8,050 square foot lot. Pursuant to Table 2 of the City of Berea Zoning Code the front building setback is 35 feet, the rear-building setback is 25 feet and the side-building setback is 5 feet. The selected contractor will comply with the OHIO Residential Code and all local laws. The selected Contractor must be experienced, effective and have the capabilities to complete this project. Potential contractors are encouraged to submit a comprehensive Statement of Proposal that includes work experience in suburban communities with new construction under a stringent timeline. Statements of Proposal should be equal to or less than \$155,000 for the project. Monthly drawdowns are required.

Section II. Background/Specifications

In 2013, the City of Berea & the BCDC applied for and was awarded NSP3 funding. Contract timeline April 1, 2013- December 31, 2013.

The City/BCDC seeks a contractor to build a new single-family home according to the guidelines herein. The City/BCDC have a vigorous timeline. The City/BCDC has purchased the single family home located at 747 Longfellow Drive and will raze this home by May 31, 2013.

MINIMUM BID PRICE

This is a grant funded project and is subject to draw downs from start to finish. The City has approximately \$155,000 allocated for the construction of the single family home.

Section III. Property Description- single-family residential lot, 8,050 square feet

III-A. Identification of Property (Legal Description)- EXHIBIT A

III-B. Zoning

Residential Single-Family B District

III-C. Development Vision

The City envisions this project as the construction of an energy efficient and environmentally friendly home that compliments the surrounding neighborhood in architectural design, character and curb appeal. We encourage proposals that incorporate a modern floor plan with dynamic living spaces. Additionally, the City hopes that this home will act as an example of one type of energy efficient and aesthetically pleasing single family home that could be built within the immediate neighborhood and throughout the City. At a minimum the home should include as many of the indicated features but not limited to the following:

Physical Home Features:

- Approximately 1,500 square feet
- Four bedrooms-preferred
- Two full bathrooms-preferred
- One half bathroom-preferred
- Kitchen
- Living room
- Censored lighting
- Dining room
- First floor utility room
- Crawl space or basement
- Two car attached garage
- Driveway
- Sidewalk to front door

Energy Star Appliances:

- Washer
- Dryer
- Dishwasher
- Refrigerator
- Stove/Range
- Microwave

Green Building Elements:

- Rain barrel(s)-preferred
- Low flow toilets
- Solar panels
- Recycled materials & to the extent practicable
- Bamboo Flooring
- Rain garden
- Landscaping and yard

The preceding lists set forth the suggested & desired features, unless the item is listed as optional, nevertheless, additional physical home features, Energy Star appliances or green building elements can be incorporated into the proposal and will be considered by the City.

Section IV. Desired Experience

1. Experience in single-family home construction in Berea or the Greater Cleveland area;
2. Demonstrated experience in undertakings comparable to the proposed project that have been solely completed by the Contractor or a party of which the Contractor has an affiliation; and
3. Experience with local Building & Housing Departments and local Governments within Ohio.

Section V. Directions for Submission

All interested contractors shall submit a Statement of Proposal addressing the type of single-family home plan, identifying the floor plan, Physical Home Features, Energy Star Appliances and Green Building Elements. The Statement of Proposal shall also include a description of single family home building experience in Berea or elsewhere in Cuyahoga County or Ohio. To be deemed responsive and eligible for consideration, respondents must submit an original, clearly marked, containing original signatures, along with three (3 copies) the Building & Housing Department at 11 Berea Commons, Berea, Ohio 44017.

Faxed or emailed submissions of the Statements of Proposal will not be accepted. Statements of Proposal will not be returned once received by the Building & Housing Department, Formal communication, such as requests for clarification and/or information concerning this Request for Proposals shall be submitted in **email** format only to Matthew J. Madzy mmadzy@cityofberea.org AND Rebecca Corrigan rebecca@bereacdc.org. All requests for information must be received by the Building & Housing Department AND the Berea Community Development Corporation no later than 4:00 p.m., local time, on or before **APRIL 5, 2013.**

All expenses involved with the preparation and submission of Statements of Proposal, or any work performed in connection therewith, shall be the responsibility of the Contractor. No payment will be made by the City of Berea for any responses received, nor for any other effort required of or made by the Contractor, in connection with the preparation, submission or follow up to the Statements of Proposal. All proposals, including any and all development ideas, become the property of the City of Berea upon submission.

Section VI. Submission Requirements

An official authorized to bind your firm or team to its provisions must sign the Statement of Proposal. Statements of Proposal must also include: bid amount and the names, addresses and phone numbers of all persons authorized to negotiate on behalf of the proposed project.

Statements of Proposals must include the following information in the order listed, which will serve as the Statement of Qualifications:

1. A description of your organization's approach to the development of this property, including excavation, building methods, site security, trash disposal, street cleaning and impact on the neighborhood, identification of key milestones and a strategy for developing the site. Construction must begin no later than July 1, 2013 and must be completed no later than December 31, 2013. Accelerated project timelines will be given consideration.
2. A general description of the Contractor's organization as well as current and past single-family home building experience and related development activities. Resumes of the key members along with a designation of the individual who is responsible for day-to-day site management, interaction with the Building & Housing Department and development activities for the overall project team.

3. Provide a listing of residential construction projects over the past five (5) years
4. Provide a conceptual site plan/design concept for the site in comparison to what is being suggested along with the site plan; the contractor shall include a description of the design concept and methodology for accomplishing the project's objectives and why it was chosen. The design concept and methodology should include conceptual site plans including building setbacks; preliminary sections and elevations; and descriptions of approximate dimensions, areas, volumes and materials.
5. Provide (1) current or recent client reference for a development project that the contractor has successfully completed within the past five (5) years.

Section VII. Selection Process

Any individual, team or firm is encouraged to submit a Statement of Proposal; however, the City of Berea's Building & Housing Department and Berea Community Development Corporation reserves the right to select those individuals it deems qualified to construct a new single family home at 747 LONGFELLOW DRIVE.

Moreover, as indicated by the Cuyahoga County Department of Development, all contractors selected must be approved by the County Inspector General and register with their offices. <http://www.inspectorgeneral.cuyahogacounty.us/>

This is a federally funded contract and selected contractor will have to conform to all Equal Opportunity Employment Opportunities. Specifically, the contractor will be required to comply with Section 3 regarding hiring requirements. Compliance with Section 3 includes quarterly reporting of beneficiaries and status of funds. Uniform Relocation Act & Tenant Protection regulations are also applicable. Cuyahoga County Department of Development goals include: **10%** of contract award be awarded to a Section 3 registered contractor Cuyahoga County Office of Procurement & Diversity; **3%** of contract be awarded to a firm for architectural services that is Section 3 registered with the Cuyahoga County Office of Procurement & Diversity and **30%** of hires be residents of Census Tract 1341 and be income qualified. These are goals set forth by Cuyahoga County Department of Development & Housing Urban Development. The City will work with selected contractor and consult with Cuyahoga County on proper efforts and reporting.

The Contractor is also encouraged to be compliant with the Cuyahoga County Office of Procurement and Diversity. The contractor will be responsible for registering and contacting this office to meet small business enterprise goals or will make its best efforts to achieve the goal of **30%** of the contract award. This is encouraged by Cuyahoga County. <http://www.opd.cuyahogacounty.us/>

The final selection will be made based on the bid amount, overall qualifications, project feasibility, presentation, references, and demonstrated experience in single family home construction.

The proposal at 747 LONGFELLOW DRIVE shall be subject to the review and approval by the City of Berea's Building & Housing Department and the Berea Community Development Corporation.

The City reserves the right to reject any and all proposals for any reason and to select the proposal it deems is in the best interests of the City. Regardless of the sufficiency of the proposals, the City of Berea reserves the right to reject all proposals.

Section VIII. Reservation of Rights

The City of Berea reserves and may exercise the right to request one or more of the contractors to provide additional material, clarification, confirmation or modification of any information in the Statement of Proposal, and can supplement, amend, substitute, cancel, or otherwise modify this Request for Proposals anytime prior to the selection of one or more contractors.

The City will reserve the right to reject any Statement of Proposal from contractors who:

1. Are not responsive to the Request for Proposals requirements;
2. May be delinquent in Real Property Taxes or City Income Taxes in their corporate office location; or
3. Have failed to demonstrate substantial progress in the residential development of previously acquired properties within the City of Berea or elsewhere.

Section IX. Submission Deadline

To be considered, all Statements of Proposal must be delivered to and received by the Berea Building & Housing Department at 11 Berea Commons Berea, Ohio 44017 before 4:00 p.m. local time, on or before **April 10, 2013**. The responsibility of delivering the Statements of Proposal rests entirely with the person or persons submitting the proposal. A confirmation of submitted proposals will be emailed to the contact person identified in the proposal.

Request for Proposals will available online at cityofberea.org and bereacdc.org.

Section X. Request for Proposals Timetable

<u>DATE</u>	<u>ACTIVITY</u>
March 19, 2013	Request for Proposals Available for Distribution
March 26 at 9am	Informational Meeting for Interested Contractors, Berea City Hall- Berea Room
April 10, 2013	Deadline for Receipt of Statements of Proposal
April 30, 2013	Selection of Contractor
May 31, 2013	Demolition of house by
June/July 2013	Construction Commences
October-December 2013	Construction Completion
December 2013-January 2014	House showing and demonstration- OPEN HOUSE City to sell home

For further information on the Statement of Proposals please contact both Matt Madzy and Rebecca Corrigan in your correspondence:

**City of Berea
Building & Housing Department
Attn: Matthew J. Madzy, Director
11 Berea Commons
Berea, Ohio 44017
mmadzy@cityofberea.org**

**Berea Community Development Corporation
Attn: Rebecca Corrigan, Executive Director
99 South Rocky river Drive
Berea, Ohio 44017
rebecca@bereacdc.org**