

CITY OF STREETSBORO, OHIO

REQUEST FOR PROPOSALS

SIGN CODE UPDATE

PROPOSAL DEADLINE DATE: Monday, March 4, 2024 @ 12:00pm (noon)

Contact Information:

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I. Purpose & Background

The City of Streetsboro, a city located within western Portage County in Ohio with a population of approximately 17,500, is soliciting proposals from qualified zoning consultants or teams (herein referred to as “consultant”) to lead the City in the preparation and adoption of a complete revision to the City’s sign code. The City seeks a consultant that will craft a complete sign code revision that is in alignment with best practices and recent case law regarding content-neutrality. The existing sign code may be found [here](https://codelibrary.amlegal.com/codes/streetsboro/latest/streetsboro_oh/0-0-0-23604#JD_Ch.1159):

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II. Scope of Work

Provide a complete revision to Chapter 1159 (Sign Regulations). The code revision should balance community aesthetics, driver and pedestrian visibility, and safety with freedom of speech, incorporating best practices for an Ohio suburb that has an autocentric development pattern.

The bullet points below outline the minimum components which should be included in the scope of work. City staff will finalize the scope of work with the selected consultant prior to contract authorization.

- Examine and evaluate the current code, identifying any sections that could/should be carried into the new sign code.
- Balance community interests and business interests.
- Simplify the sign code across districts, while addressing specific needs unique to each zoning district only as necessary.
- Explore provisions for a Master Sign Plan option or other similar tools.

- Provide reference images and tables of sign types, measurables, and site examples that are consistent with the text and enhance usability.

Project Timing:

A requirement of this effort is to have the sign code revision completed six (6) months from contract execution, and the code adopted no later than nine (9) months from contract execution. City Staff will be responsive and partner with the Consultant throughout the drafting process and interaction with the Planning and Zoning Commission and City Council.

III. Qualifications

Please include the following information:

1. Project Team Composition. Provide a description of the person/team that will be assigned to the project including resumes for all team members. Identify the capacity in which team members will be used and identify the Project Manager, who will be the main point of contact during the code update process. Any work intending to be subcontracted must be disclosed, including the name of the subcontractor and specific tasks that will be subcontracted.

The City expects the principal staff person(s) listed will not change and will follow through the entirety of the project.

2. Firm Background. Provide a brief description of the firm including the range of professional services, office locations and staff size. This shall apply to all sub-consultants.

3. Firm Experience. Outline the experience of the firm and other credentials that illustrate qualifications to undertake this project. Provide at least three examples of sign code updates that your firm has completed within the last five years. Codes may be referenced electronically. If three examples of sign code updates within the last five years is not possible to provide, then please provide alternative samples of work that are similar in nature.

4. References. Provide a minimum of three references for services comparable to this project. Include a contact person, title, address, telephone number and email address. Include project cost for project references provided.

IV. Submission Criteria

For evaluation purposes, each proposal submission shall include the following items in the order listed below.

1. Letter of Interest. This single page letter will summarize, in a brief and concise manner, the consultant's understanding of the scope of work.

2. Qualifications. As stated in Section III.

3. Approach to the Project. Provide a narrative describing the firm's approach to accomplishing the project.

4. Cost and Compensation. Provide a detailed outline of cost for completing the scope of work. This should include material costs and a not to exceed figure as well as all other costs that may be incurred for the delivery of services requested. The City has budgeted up to \$15,000 for consultant services and project expenses.

5. Please submit three (3) hard copies of the proposal and one (1) electronic copy.

V. Selection Process

The City of Streetsboro will select a consultant based upon a review of the merits of the proposals received. After evaluating the proposals, the City may contact consultants for follow-up interviews.

Upon selection, the consultant will be contacted to finalize a contract, which will include fee structure, proposed start date, project time frame and any additional scope of services that may result from an interview.

The City reserves the right to reject any and all proposals.

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

All material submitted regarding this proposal is public property and is subject to Ohio Public Record laws. All proposals submitted will become the property of the City of Streetsboro.