



Request for Proposals

Development of Green Acres Site

City of Oberlin
69 South Main Street
Oberlin, Ohio 44074

Eric Norenberg, City Manager
Carrie Handy, Project Manager
Email: chandy@cityofoberlin.com
Tel.: 440-775-7257
Fax: 440-774-9714

**Proposal Submission Deadline:
October 25, 2013 - 4:30 p.m.**

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REQUEST FOR PROPOSALS FOR DEVELOPMENT OF THE GREEN ACRES SITE

The City of Oberlin, Ohio requests sealed proposals from interested parties for the development of the former Green Acres Children's Home site on the east side of Oberlin. The City of Oberlin seeks to enter into a public/private partnership with a selected development partner to develop the Green Acres site with residential uses and a City park space that will complement surrounding residential uses and also achieve the City's goal of developing high performing, energy efficient residential units on City-owned property.

Proposals must be submitted in a sealed envelope addressed to Carrie Handy, Planning and Development Department, City of Oberlin, Ohio marked **GREEN ACRES DEVELOPMENT PROJECT**, and delivered to the Planning and Development Department's Office, City of Oberlin, 69 South Main Street, Oberlin, Ohio 44074, no later than Friday, October 25, 2013 at 4:30 p.m.

A pre-proposal meeting will be held on Monday, September 23, 2013 at 10:00 a.m. in the Conference Room at Old City Hall, 69 S. Main Street, Oberlin, Ohio to respond to any questions, provide clarification and tour the site.

Copies of the Request for Proposals may be obtained from the Department of Planning and Development's Office, 69 South Main Street, Oberlin, Ohio 44074, Monday-Friday 8:00 a.m. – 4:30 p.m. (telephone 419-775-7182) or on the City's web site at www.cityofoberlin.com.

The City of Oberlin, Ohio is an Equal Opportunity Employer. Discrimination based on age, race, sex, handicap or national origin is expressly prohibited.

The City reserves the right to reject any and all proposals in the best interest of the City. The contact person for this project is Carrie Handy, Economic Development and Housing Officer, telephone 440-775-7257; fax 440-774-9714; e-mail: chandy@cityofoberlin.com.

ADV: August 23, 2013
September 6, 2013

CITY OF OBERLIN, OHIO

**REQUEST FOR PROPOSALS FOR
GREEN ACRES SITE DEVELOPMENT**

ISSUE DATE: August 23, 2013

CLOSING DATE & TIME: October 25, 2013 at 4:30 P.M.

The City of Oberlin (City) invites proposals through this RFP for the development of the former Green Acres Children's Home site located on East Lorain Street/State Route #511 on the east side of Oberlin.



View of Green Acres Site from East College Street Looking Northwest

1. Introduction

The City of Oberlin is committed to becoming a carbon neutral or even a climate positive community. The City's recent Climate Action Plan (see the following link for a

copy of the Climate Action Plan: <http://bit.ly/156gR7p>) outlines a number of strategies to achieve that goal including the development of high performing, energy efficient residential units on City-owned property.

In 2011, the City of Oberlin acquired the former Green Acres Children's Home site from Lorain County. That property is approximately 15.0 acres in area and has frontage on three (3) major streets – East Lorain Street (S.R. #511), Oberlin Road and East College Street. This site is located just over one mile from the City's vibrant downtown district and the Oberlin College campus. In 2012, the City contracted for the removal of most of the buildings on this property and demolition has taken place with the exception of a garage structure that will be removed prior to development occurring.

A. Purpose

It is anticipated that some demand for residential housing on the former Green Acres site exists given its location in relation to downtown Oberlin; Oberlin College's campus; employment centers such as Mercy Allen Hospital, the City's Industrial Park, the Federal Aviation Administration; public school buildings; and proximity to the interstate highway system. As Oberlin strives to create a "climate positive community", the development of the site can serve as a model for other development and redevelopment sites in the City.

Development proposals shall outline all future use(s) of the property that are conceptually consistent with the City's vision and complementary to current surrounding business and residential uses.

B. Vision

The City envisions that the following elements would be incorporated into the Green Acres Site Development Project:

- High performing energy efficient buildings;
- Universal design incorporated to the maximum extent feasible for residential units;
- Housing for various price ranges, if feasible;
- Quality site design;
- Use of innovative stormwater management practices;
- Incorporation of a neighborhood park (approximately 3.5 to 5 acres in size) into the project's design that meets the needs of the neighborhood;
- Preservation of existing site trees as much as possible; and
- Return of the City's investment in the property to the maximum extent feasible.

C. Process

The City of Oberlin will accept **sealed responses until Friday, October 25, 2013 at 4:30 p.m.** All proposals shall be submitted in accordance with the instructions and requirements in Section 5. **A pre-proposal conference will be held on Monday, September 23, 2013 at 10:00 a.m.** in the 2nd Floor Conference Room at Old City Hall, 69 South Main Street, Oberlin, Ohio, to respond to questions, provide clarifications and tour the site. Attendance is encouraged, but not mandatory, and interested parties should call 440-775-7257 if they plan to attend. City staff will evaluate proposals and finalists will be asked to make a presentation to the City Manager and City Staff, Planning Commission and then to the City Council. A preferred development partner will then be selected for further negotiations with the City.

D. Contact Information

The contact person for this project is:

Carrie R. Handy
Economic Development and Housing Officer
City of Oberlin, 69 South Main Street, Oberlin, Ohio 44074
Telephone: 440-775-7257
Fax: 440-774-9714
E-mail: chandy@cityofoberlin.com
Website: www.cityofoberlin.com

2. Background Information

A. Overview of City of Oberlin

The City of Oberlin is located in Lorain County, Ohio, just south and west of the City of Cleveland. Oberlin has a population of 8,286 people (2010 Census).

Oberlin is strategically located to be within easy traveling distance of the Ohio Turnpike, U.S. Route #20, State Route #2, State Route #58, and State Route #511 as well as Cleveland Hopkins Airport.

The City of Oberlin has a small town sense of community, the services of a large city, and the music, art, and science of cosmopolitan center. Founded in 1833 concurrently with Oberlin College, the City has a rich and diverse history of progressive thought, innovation, and social activism. The community was a beacon of freedom during the years of the Underground Railroad, and Oberlin College was the first in the country to admit men and women of all races. Oberlin College and the entire community have been pioneers in the current environmental movement.

Oberlin has the distinction of earning the following titles in the last several years:

Ohio Magazine Most Livable College Community 1996

Ohio Magazine Best Hometown 2012

MetLife Foundation Best Intergenerational Community 2012

Smithsonian Magazine Top 20 Best Small Towns to Visit 2013

Oberlin College

Home to almost 3,000 students, Oberlin College is a four-year, highly selective liberal arts college and conservatory of music. Founded in 1833 by a Presbyterian minister and a missionary, it holds a distinguished place among American colleges and universities. It was the first college to grant bachelor's degrees to women in a coeducational environment and, historically, was a leader in the education of African Americans. It is accredited by the North Central Association of Colleges and Schools, Higher Learning Commission. The Oberlin community is known for its exemplary academic and musical pedagogy and its commitment to social justice, sustainability, and creative entrepreneurship.

The legacy of inclusion and respect for diversity sets the tone for campus life today. The presence of a top liberal arts college and a world-class conservatory of music on a single campus is rare and enriching.

Together, the campus and community create a place of urban sensibility reflected in music, art, and cultural richness. Oberlin's size, residential character, variety, and selectivity provide an atmosphere that is conducive to intellectual and personal growth.

Oberlin is also home to the College's Allen Memorial Art Museum (AMAM) which is recognized today as one of the five best college and university art museums in the United States. Since its beginning, the museum has always been free for everyone.

The Allen Memorial Art Museum has an outstanding collection of nearly 14,000 works of art – including paintings, sculpture, decorative arts, prints, drawings and photographs – that provide a comprehensive overview of the history of art from a variety of cultures. The collection is particularly strong in European and American paintings and sculpture from the 15th century to today, and has important holdings of Asian paintings, scrolls, sculpture and decorative art, including a large group of *ukiyo-e* prints. High-quality African, Pre-Columbian, and ancient art is also represented. The museum also houses the Eva Hesse archives, which includes the artist's notebooks, diaries, photographs and letters, and is proud to oversee, along with the Art Department, Frank Lloyd Wright's Weltzheimer/Johnson House.



Allen Memorial Art Museum

Oberlin Schools

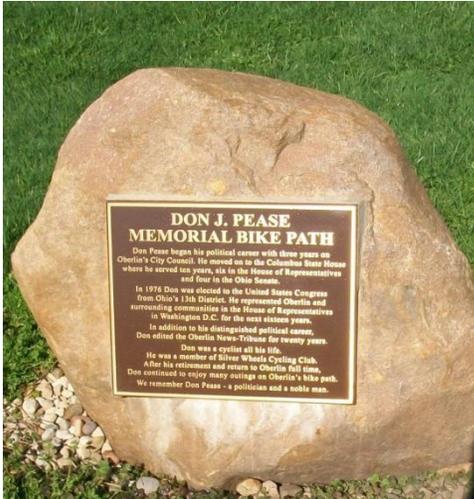
Oberlin Schools serve the City of Oberlin and portions of the adjacent townships of Amherst, Carlisle, New Russia, and Pittsfield, all in Lorain County. Total enrollment is approximately 1150 students. The Schools were rated “excellent” by the State of Ohio in its 2010 report card.

Instruction and student services and activities in the Oberlin Schools include the full range of features to be found in most high-performing districts. In addition, the schools offer a number of unusual opportunities for students:

- Authorized International Baccalaureate World Schools from Pre-K through 12;
- World languages in all grades, including Spanish in the Elementary School (SITES);
- Science, technology, engineering, and mathematics (STEM) instruction, reinforced through an Ohio Board of Regents’ K-8 Schools of Excellence grant;
- After-school, summer, and weekend tutoring by teachers and by students from Oberlin College;
- Smartboards and related information technology in all classrooms;
- Competitive sports programs at the middle school and high school levels;
- Full-tuition William Robinson scholarships to Oberlin College for resident graduates of Oberlin High School who qualify for admission to Oberlin College;
- Full-day, tuition free kindergarten.
- In each of the past several years every graduate of Oberlin High School has been admitted to one or more colleges or universities.

Recreation Opportunities

Oberlin is home to the Don J. Pease Memorial Bike Path, a 3.1 mile paved bicycle and walking path, which cuts diagonally across the entire City. A 0.6 mile extension links the main path to the City’s Recreation Complex on Hamilton Street. The Bike Path is also a part of the North Coast Inland Trail, a 13.1 mile route which runs between Kipton and Elyria and operated by the Lorain County Metroparks outside of the City limits.



The City of Oberlin's Recreation Complex on Hamilton Street contains the "Splash Zone" Aquatic and Fitness Center as well as a large ballfield complex used by the City's many recreation programs and for league play.

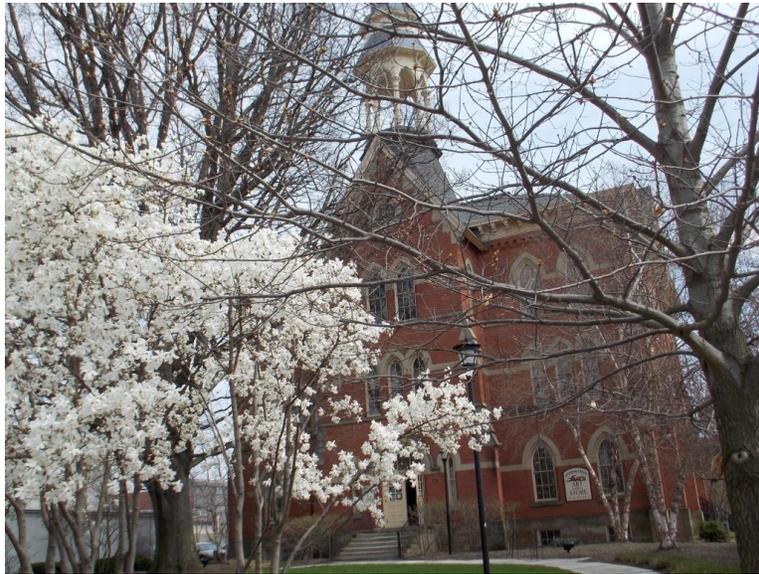
Splash Zone, operated by Lorain County Metro Parks, provides numerous recreational opportunities year round from aerobic classes to basketball and volleyball leagues to an outdoor pool to cool off in the summer months. Splash Zone's membership options bring outstanding value to every member – a fitness room, aerobic classes, basketball courts, volleyball courts, party room, an indoor walking track, two indoor pools and a water feature for kids to enjoy year round.



Outdoor pool and water slide at Splash Zone

Arts Community

In addition to the over 500 concerts and 40 theater and dance productions available to residents through Oberlin College, the City of Oberlin also has the New Union Center for the Arts, a home for a number of organizations dedicated to increasing appreciation of the arts including the Firelands Association for the Visual Arts (FAVA), and the MAD (Music Arts and Drama) Factory.



New Union Center for the Arts

The community is also home to the historic Apollo Theatre, an Art Deco style building featuring bright neon lights on its marquee. It first opened in 1913 and remains one of the few single-screen movie theaters in the United States. The Apollo shows current films (a good balance to the college's film series), and is also a part of such cultural experiences as the Cleveland Film Festival.



Apollo Theater

Downtown Oberlin

Downtown Oberlin is not only a destination, but home for many who love its rare combination of restaurants, shopping, architecture, cultural attractions, and collegiate enthusiasm. It is also home to the recently completed East College Street Project, an exciting mixed use development with first floor retail and offices and upper floor residential units.



View of the West College Street Block of Downtown Oberlin



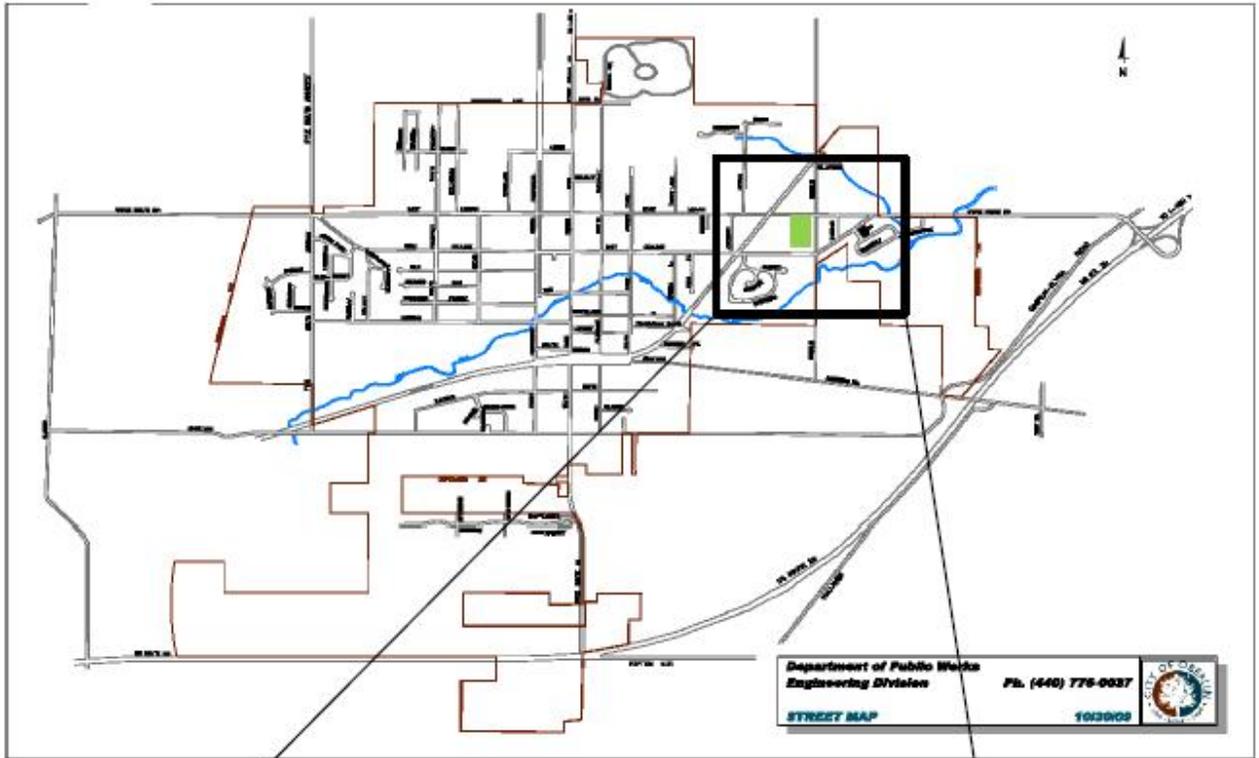
Front Façade of the East College Street Project

Mercy Allen Hospital

Allen Memorial Hospital was the original health care provider for the Oberlin community beginning in 1907. This hospital is still in operation today under the Mercy name (formerly Community Health Partners). In 2013, Mercy Allen Hospital is a 25-bed full-service community hospital focused on providing top quality medical care in a personalized, friendly environment. Mercy Allen Hospital provides a wide array of health care services for central and southern Lorain County residents ranging from inpatient care and emergency services to skilled nursing care. Mercy Allen Hospital has earned the Gold Seal of Approval from the Joint Commission on Accreditation of Healthcare Organizations. It has been designated as a critical access hospital, a special government designation that recognizes the crucial need for a hospital in our particular area.

B. Location of Property

The Green Acres site is located on the east side of Oberlin and is surrounded by three (3) major thoroughfares – State Route #511/East Lorain Street, Oberlin Road, and East College Street. The site is just over one mile from the City's vibrant downtown district and the Oberlin College Campus. The site is also within very easy walking distance of the City's industrial park, home of such major employers as the Federal Aviation Administration, General Plug, and Hydro Tube.



Please see Appendix A for more detailed location information on the Green Acres site as well as other site analyses.

C. History of the Green Acres Site (from Lorain County Department of Job and Family Services)

In 1866, construction started on the Lorain County Infirmary (the forerunner of what is now known as Golden Acres). People of all ages were admitted to the Lorain County Infirmary.

In fact, during the first year, the ages of people living at the Infirmary ranged from 11 months old to 90 years old. They were admitted for various reasons, including "reasons of insanity, intemperance, loss of property or shiftlessness."

Children were admitted with or without their parents, often for reason of "desertion" or "poverty." The first young child to stay at the Infirmary was an 18-month-old boy. A few months later he went to stay with a family in a different county.

Between 1866 and 1898, the County Infirmary was the only local public residential resource for dependent and neglected children. In 1898 Lorain County voters approved a measure authorizing the Commissioners to build a children's home in order to increase specific services and care for children. Both the Reverend F.C. Eldred and Col. J.W. Steele led the effort and made arrangements with the City of Oberlin to locate the home there.

The County Commissioners purchased 15 acres at a total cost of \$3,675. The children's home, formally named Green Acres Children's Home, was built for approximately \$32,500. The first children placed on August 4, 1900 were three siblings, aged 6, 8, and 12. By the end of its first 10 years of operation, a total of 445 children had been admitted to Green Acres Children's Home. Green Acres was capable of housing 65 children at a time, however during periods when the country was at war, the home's population rose to close to 100 children.

Despite the common perception of such homes as being orphanages, only a few of the children were indeed orphans. Until 1908, children attended school on the grounds. Beginning in 1908, children began attending the Oberlin City Public Schools.

In 1969, Lorain County voters approved a tax levy that would allow Green Acres to be re-built into a more contemporary structure better able to keep up with the needs and requirements of both best practice (at that time) and the needs of the children who lived there. The total cost to build the new facility was approximately \$800,000 and it was ready for occupancy in September of 1972.

As with the original home, "houseparents," married couples who lived on the premises and functioned as the directors, were hired to oversee the Children's Home. Between

the 70's and the 90's, the use and functioning of Children's Homes changed resulting in the need for three shifts of child care workers. Child welfare shifted to preferring foster homes rather than institutions for caring for children.

By the mid-1990's less than 20 children lived at Green Acres. With the shift continuing toward placing children with families as opposed to institutions, Lorain County Children Services decided it no longer needed to operate a Children's Home and the property was returned to the Lorain County Commissioners.

Green Acres Children's Home closed in 1995.



Former Green Acres Children's Home Building (now demolished)

3. Benefits to the Development Partner

A. Dedicated and Professional Staff

The City of Oberlin is dedicated to providing the utmost service to all residents, visitors and developers alike. The Department of Planning and Development and other City departments will work with the selected organization(s) in order to expedite the Green Acres development project in a professional manner.

B. Incentives

Development incentives may be available depending on the type of development proposed and will be negotiated by the City after a proposal has been selected.

However, a proposer should identify in its proposal if development incentives are necessary for project viability.

4. Site Information

A. Property

Please see Appendix A for aerial maps of the property and surrounding area. Please also see the Lorain County Auditor's website - <http://loraincountyauditor.com/camasearch/> - for aerial maps and tax parcel information for the Green Acres site (Parcel Nos. 09-00-087-103-015 and 09-00-087-103-014).

B. Zoning

The site is currently zoned "R1-B"/Single-Family Residential District.

a) Permitted Uses:

The "R1-B" District currently permits the following uses:

- 1) Single-family dwellings;
- 2) Park, playground or community building owned and operated by a public agency;
- 3) Public school, elementary or high, or private school having a curriculum the same as ordinarily given in a public elementary school or public high school and having no rooms regularly used for housing or sleeping purposes.
- 4) Church or temple.
- 5) Agriculture, horticulture and truck gardening, provided, however, that no agricultural buildings shall be located nearer than one hundred feet to any side lot line and provided that produce is not offered for sale on the premises.
- 6) Home occupations.
- 7) Accessory buildings.

b) Lot Size

The minimum lot size in the "R1-B" District for a single-family home is 11,250 sq. ft. The minimum lot width is 75 feet.

c) Height, Setback and Lot Coverage Requirements

The maximum height of a building in the "R1-B" District is two and one half stories and 35 feet.

The front yard setback is a minimum of 30 feet. The side yard setback on each side of a building is a minimum of 12 feet.

No building with its accessory buildings shall occupy in excess of thirty percent (30%) of the area of an interior lot, nor in excess of thirty-five percent (35%) of the area of a corner lot.

d) Dwelling Unit Size

The main residential structure erected upon any lot shall have a ground floor of not less than 1,000 square feet.

C. Planned Development District

A proposer may wish to consider changing the zoning on the Green Acres site to the “PD”/Planned Development District (see Appendix B for a copy of this district’s regulations) to allow for a mix of residential uses and more flexibility in site design.

5. Development Scenarios

Development proposals should be based on the purpose and vision of the project. The City encourages innovative suggestions as to how best to develop this site or other adjacent sites that may be proposed in conjunction with this project.

6. Submission Requirements

The proposal shall be signed by an authorized officer or employee of the development partner and shall be submitted in a sealed envelope addressed as follows:

Submit To: Carrie R. Handy
Department of Planning & Development
City of Oberlin
69 South Main Street
Oberlin, OH 44074

Submittal Date: October 25, 2013

Submittal Time: 4:30 PM

Markings: **Proposals shall be clearly marked “GREEN ACRES DEVELOPMENT PROPOSAL”**

A. Letter of Interest

A letter must be signed by an authorized representative who can make a binding commitment for the development partner. It shall include a statement that, if selected, the development partner will negotiate in good faith with the City of Oberlin. It shall also indicate that the proposal is valid for a minimum of 120 days from the date of submission.

B. Description of Development Entity or Team

This shall include information on the development partner and/or proposed development team and the roles and responsibilities of each member. If a different business entity is to be formed for the project, specific information about this entity should be provided as to ownership, legal structure, financing and other pertinent factors. The names, addresses and telephone numbers of each principal or partner shall be provided.

C. Structure of Project Ownership and Management

A detailed description shall be provided of how the project's ownership and management would be structured as well as the relationship, roles and responsibilities between the public and private sectors.

D. Description of Proposed Project

A narrative description of the development concept, the square footage of the proposed uses and other detailed information about the site, building and urban design elements and relationships. Include a description of how the project addresses the purpose and vision of the City.

E. Proposed Site Conceptual Plan and Elevations

A conceptual site design and elevation sketches of proposed buildings should be included in the submission for the proposed project.

F. Qualifications

A description of the qualifications of the project team including firm history, individual resumes, current and completed projects and evidence of financial capacity to complete the project such as credit references or audited financial statements. The Development Team must have a documented and verifiable track record of successful green building and residential development projects.

G. Project Costs and Pro Forma

Estimated project costs including likely "hard" construction costs, site preparation and an estimate of "soft" costs to be incurred including, but not limited to, architecture and engineering fees; financial charges and all other relevant expenses or fees. Additionally, please outline in as much detail as possible, the funding strategy and mechanisms that will be utilized to finance the proposed project. Identify any anticipated City financial involvement, direct or indirect, in implementing your proposal.

The City desires to recoup as much of its investment in the Green Acres property as possible. The City has invested \$409,594 in site acquisition, asbestos removal and building demolition to date. The City is flexible as to how these funds are recaptured

from the Green Acres project – purchase of property, percentage of lot/home sales, new tax revenues from new homes and residents, etc. Each proposal should discuss how the City will recover its investment.

H. Implementation Schedule

Include a schedule of the proposed timeline for acquisition, planning, design, construction and occupancy.

7. Evaluation Process

A. Review of Proposals

City staff will process and review all submissions for responsiveness to this solicitation. Proposals deemed not responsive will be rejected and returned to the submitting party with explanation. Qualified proposals will be reviewed by the City Manager and appropriate City staff and then forwarded to the City Council for review. Finalists may be asked to present their proposals before the City Manager/City staff and/or the City Council. The City may request additional information from the development team. The City reserves the right to reject any or all proposals.

B. Evaluation Criteria

The City will consider the following factors when evaluating the proposals:

- Architecturally compatible with adjacent historic properties;
- The relative costs and benefits of proceeding with the project including the projected fiscal impact on local revenues and tax base;
- The level of risk to the City including any financial exposure;
- The degree to which the project addresses the purpose and vision and is consistent with local plans and policies;
- The impact on the surrounding area and public support for the project;
- The track record of the development team with managing and completing similar projects in a timely manner and within budget parameters;
- Use of local builders, contractors, and suppliers is strongly encouraged, for all developments within the City of Oberlin.
- Timeframe for completion of the project.

C. Developer Selection

It is the intent of the City to select a preferred development partner from the qualified development proposals. A selection decision is anticipated to be made by the City Manager and City Council within 120 days of the receipt of proposals. Additional

detailed information may be required from the selected development partner in the negotiation of a development agreement.

8. Contract Negotiation and Award

The selected development partner shall negotiate with the City to finalize a development agreement that delineates the specific performance required during a planning period for the development of the project. Upon satisfactory completion of the initial agreement, a final development agreement shall be negotiated. The development agreement shall contain the terms and conditions of the project and shall be approved at a regular meeting of the City Council.

9. Terms and Conditions

Late Proposals: Proposals received after submission deadline will be considered void or unacceptable. The City of Oberlin is not responsible for lateness such as the non-delivery of U.S. mail or by carrier. The date/time stamp in the Department of Planning and Development shall be the official time of receipt.

Altering Proposals: Proposals cannot be altered or amended after the submission deadline. Any interlineations, alteration, or erasure made before the opening time of proposals must be initialed by the signer of the proposal, guaranteeing authenticity.

Withdrawal of Proposal: A proposal may not be withdrawn or canceled by the offering developer without written permission of the City of Oberlin.

Conflict Of Interest: No public official shall have interest in the contract.

Ethics: The Development Partner shall not offer or accept gifts of value nor enter into any business arrangement with any employee, official or agent of the City of Oberlin.

Addenda: Any interpretations, corrections, or changes to the RFP will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Oberlin City Manager. Addenda will be mailed (U. S. Mail or electronic mail) to all who are known to have received a copy of this RFP. Submitting parties shall acknowledge receipt of all addenda by email to chandy@cityofoberlin.com.

Law Compliance: Proposals must comply with all federal, state, county and local laws concerning this type of project including building codes, fire codes, and zoning regulations.

Required Documentation: The submitting party shall provide all documentation required by this RFP. The City of Oberlin reserves the right to require such additional and supplemental information from interested developers as the City believes is necessary and appropriate to accomplish the City's objectives. Failure to provide this information may result in rejection of the party's proposal.

Indemnification: The successful development partner shall defend, indemnify and save harmless the City of Oberlin and all its officers, agents, employees and volunteers from all suits, actions or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligence, or act or fault of the successful developer, or any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from the proposal award. The successful developer shall pay any judgment with costs that may be obtained against the City of Oberlin growing out of such injury or damages.

Patents/Copyrights: The successful developer agrees to protect the City of Oberlin from claims involving infringements of patents or copyrights.

Contract Administrator The City of Oberlin's contract administrator is the City Economic Development and Housing Officer with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between the City of Oberlin and the successful development partner.

Silence of Specification: The apparent silence of these specifications as to any detail or to the apparent omission of a detail concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement. Do we need this?

Public Record: All submitted information relating to this proposal shall become part of the public record. Submitting parties may identify in their proposals what information they deem to be proprietary information. The final determination of whether information is subject to the Ohio Open Records Act shall be made by the City's legal counsel.

Incurring Costs

Any costs incurred by interested parties in preparing responses to the City's Request for Proposals and in carrying out negotiations with the City are the sole responsibility of the submitting party and not the City.

Selection Schedule (Subject to Change)

Advertisement – August 23 and September 6, 2013

Request for Proposals Mailed – August 19-23, 2013

Pre-proposal meeting – September 23, 2013 at 10:00 a.m.

Request for Proposals Due Date – October 25, 2013 at 4:30 p.m.

Recommendation to City Council for further Consideration – 90-120 Days

Notify Winning Proposer of Selection – TBD

Contract Negotiation – TBD

Equal Employment Opportunity Statement

The City of Oberlin is committed to provide equal opportunity in employment and it is expected that the selected development partner will adhere to the same. No person is to

be discriminated against on the basis of race, color, religion, sex, age, national origin, disability, military status or veteran status .

Contact Information

All questions regarding this Request for Proposals should be directed to: Carrie R. Handy, Economic Development and Housing Officer at chandy@cityofoberlin.com or 440-775-7257 no later than August 23, 2013.

**CITY OF OBERLIN
GREEN ACRES SITE DEVELOPMENT
PROPOSAL FORM – PAGE ONE**

No alternatives, deletions, or additions shall be made of this form as it may render the proposal invalid.

Bidder Name: _____

Address: _____

Contact Person: _____

E-Mail Address: _____

Telephone No.: _____

Fax No: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

**CITY OF OBERLIN
GREEN ACRES SITE DEVELOPMENT
PROPOSAL FORM – PAGE TWO**

Have you ever had a contract cancelled? YES _____ NO _____

If YES, explain in full detail, giving the name of the employer, name of responsible official, title and telephone number who can be contacted regarding this cancellation. Attach extra page(s) if necessary.

**CITY OF OBERLIN
GREEN ACRES SITE DEVELOPMENT
PROPOSAL FORM – PAGE THREE**

C. BIDDER'S HISTORY

Complete the following information pertaining to history and experience of your firm.

Firm Name: _____

Address: _____

Telephone: _____

Type of Firm: _____ Individual
 _____ Partnership
 _____ Corporation

CORPORATION

If Corporation, date of incorporation: _____

Name and address of statutory agent upon whom legal notices can be served:

Is Corporation in good standing with the Secretary of the State of Ohio?

YES _____ NO _____ If NO, explain on attached sheet.

Has the Corporation charter ever been revoked? YES _____ NO _____

If incorporated in a state other than Ohio, indicate state: _____

PARTNERSHIP

If Partnership, indicate names and addresses of all partners:

INDIVIDUAL PROPRIETORSHIP

If Individual Proprietorship, indicate full name and address of owner, if other than the firm name indicated above:

**CITY OF OBERLIN
GREEN ACRES SITE DEVELOPMENT
PROPOSAL FORM – PAGE FOUR**

How long has this firm been in business? _____YEARS

Total number of employees:_____

Are you presently, or have you ever been, involved in any legal claims or suits for damages whatsoever, whether covered by insurance or not, as a result of the supplying consulting services?

_____YES _____NO

If YES, submit a complete report of the case or cases involved, and indicate whether the case(s) is still pending or resolved.

WAIVER AND RELEASE

In consideration of the review by the City of Oberlin, Ohio, of a contract proposal and bid submitted by the undersigned, and as a condition precedent thereto, the undersigned does hereby authorize and direct the release to administrative officers of the City of any and all information related to the current obligations of the undersigned to the City, including, but not by way of limitation, obligations under the city's income tax, hereby waiving any privilege, statutory or otherwise, as to the same, and releasing the City of Oberlin, Ohio, its officers, agents, and employees from any liability in relation thereto.

BY: _____

DATE: _____

SIGNED IN THE PRESENCE OF:

**ARTICLE V
DISCLOSURE OF PERSONAL PROPERTY TAXES**

STATE OF OHIO

)

> **SS:**

COUNTY OF

)

The undersigned being first duly cautioned and sworn says that he is the

_____ of _____
who made a bid for an improvement project or for the purchase of services and supplies for the
City of Oberlin, Ohio, involving the competitive bid process;

That Affiant says that he is familiar with Section 5719.042 of the Ohio Revised Code and that he submits to the City of Oberlin Finance Director as the Taxing District Fiscal Officer this statement affirmed under oath that as the person with whom the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district shown as the City of Oberlin has territory or that such person was charged with delinquent personal property taxes on any such tax list;

(Strike out if not applicable) This statement sets forth in full, the amount of such due and unpaid delinquent taxes and any due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon as specified by Section 5719.042 by Exhibit "A" which is attached hereto and made a part hereof this Affidavit as if fully rewritten and is incorporated by reference;

The Affiant says that if this statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall, with the permission of the taxpayer, which is hereby given, shall be transmitted by the Finance Director of the City of Oberlin to the County Treasurer within thirty (30) days of the date this statement is submitted.

Affiant further says that a copy of the statement shall also be incorporated into the contract with the City of Oberlin and agrees that no payment shall be made with respect to any contract to which Section 5719.042 Revised Code applies unless such statement has been so incorporated as a part thereof.

Sworn to and subscribed before me a Notary Public by _____

_____ this _____ day of _____, 20____.

My commission expires: _____

Notary Public