



## **Geauga County**

**Department of Development  
Community and Economic Development  
(GCDOD)**

**Request for Competitive Sealed Proposals  
Pursuant to O.R.C. 307.862**

**For the  
Facilitation and Preparation  
Of a**

**Strategic Plan for Economic Development**

**Responses Due:  
February 20, 2019  
By 1:45 p.m. EST**

**“Geauga County Strategic Plan for Economic Development-Attn: Christine Blair, Clerk”**

**Office of the Geauga County Board of Commissioners  
470 Center Street, Bldg. 4  
Chardon, OH 44024**

## **THE PROJECT**

The Geauga County Commissioners (BOCC) is requesting proposals to develop a **Strategic Plan for Economic Development (The Plan)** and long term vision for economic development in Geauga County.

The development of **The Plan** for Geauga County, will be created pursuant to the Project Scope detailed below and in conjunction with the updating of the County’s **Comprehensive General Plan** by the Planning Director of the Geauga County Planning Commission.

## **PROJECT SCOPE OF WORK**

**The Plan** should include, but not be limited to, the development of strategies and activities for the retention of our existing business and strategies and activities for the attraction of new business to Geauga County. **The Plan** should also include specific analysis of current businesses, current economic conditions and trends in Geauga County, competition for new businesses, workforce analysis, and an analysis of the strengths, opportunities, weaknesses, and threats to the business environment here. Finally, **The Plan** should include specific action items for achieving the realistic goals set-forth in **The Plan** (Action Plan).

## **The Plan Categories**

**The Plan** shall include, but is not limited to the following categories:

- Mission Statement
- Executive Summary
- Goals
- Strategies, Tactics, and Marketing Plan
- Economic Analysis
- Workforce Analysis
- SWOT Analysis
- Action Plan

## **Stakeholders' Input**

Gathering input from the public, county executives, department heads, and business leaders will be required to formulate a comprehensive assessment of the current business environment across the County and then subsequently developing strategies for the retention of our existing businesses and the attraction of new businesses to the County.

Plan to conduct one-on-one interviews with:

- County Commissioners (3), the County Administrator
- GCDOD Staff (3)
- Mayors of Aquilla Village, City of Chardon, Burton Village, Middlefield Village, and South Russell Village
- Chardon City Manager and Planning and Zoning Administrator
- Township Trustees
- Dean, Kent State-Geauga
- Superintendent, Auburn Career Center
- Superintendent, Geauga County Education Service Center
- Other stakeholders as may be identified by the GCDOD and the consultant

Additional one-on-one interviews may be required with:

- President, Lakeland Community College
- President, Lake Erie College

**Workforce Analysis**

Analyze current workforce data and trends to develop strategies to support the current and future workforce needs of the businesses in the County.

**SWOT Analysis-Strengths, Weaknesses, Opportunities, and Threats****Analysis**

Assess current infrastructure strengths and weaknesses across the county with a focus on existing sites and future development sites to include: utilities, highway access, assist the Development Department with updating the existing Strengths Weaknesses Opportunities and Threats Analysis (SWOT).

**Industry Analysis**

Analyze and assess existing businesses in the county and identify potential new complimentary industries and businesses for the county.

**Zoning Assessment**

Assess the current Model Zoning criteria.

**Assessment of Current Economic Condition in the County and a Risk Assessment of the Top 20 Businesses in the County**

Assess the key factors causing existing businesses to relocate out of the County and develop a realistic approach to counter this leakage (what, if anything, can we do to stop businesses from leaving Geauga County).

**Action Plan**

Develop action items with milestones to achieve the goals set forth in **The Plan** resulting in new private investment in the county and the creation of high quality jobs over the next ten years.

**Performance Bond**

The successful offeror is required to furnish a bond for the faithful performance of the contract in a sum of not less than One Hundred Percent (100%) of the total proposal price for the complete work, said bond to be that of an approved surety company authorized to transact business in the State of Ohio, and substantially meeting the requirements of O.R.C. Section 153.57

**Insurance**

The successful offeror shall provide proof of comprehensive general liability Insurance and professional liability insurance in the minimum amount of One Million Dollars per

Occurrence. The BOCC shall be listed as an additional insured under said policy.

**Venue.**

Any litigation arising hereunder shall be brought in a court of competent Jurisdiction of Geauga County, Ohio.

**Addenda.**

When issues, Addenda will be faxed or mailed to the address on file to all who are known to have received a set of the RFP Documents and Contract Documents.

**PROJECT TIMELINE**

The anticipated timeline for completion of the Project is six months from the date of execution of the Contract.

**EXPERIENCE**

Please detail your company's qualifications, experience, and expertise in Economic Development, to include the following:

- Economic development expertise of all individuals who will be assigned to this project, detailing their experience with workforce development and talent attraction, the manufacturing industry, innovation and technology.
- Examples of your company's previous Strategic Plans and Action Plans for economic development in a municipality or county that resulted in economic growth and the attraction of new investment.
- Expertise developing strategies and best practices that grow existing industry sectors, revitalize communities, and attract new talent.
- Experience at marketing counties and municipalities to prospective businesses in a variety of sectors to include: industry/manufacturing, commercial, retail, educational, medical, agricultural and others.
- Background in stimulating innovation, new business incubation/enterprise development, working with stakeholders in the government, education, nonprofit and business sectors.
- Experience with real estate development and knowledge of real estate markets relative to economic and community development.

Note: If you intend to sub-contract any portion of the project please indicate this on your proposal and provide the same information about the sub-contractor(s) as requested above. The BOCC reserves the right to approve or reject any sub-contractors.

**SELECTION FACTORS and CRITERIA**

The BOCC will use the following criteria when making its selection:

1. Expertise and experience of your company in general, the specific individuals assigned to this project, and any sub-contractors that will be working on the project. (0-40 Points)
2. Project Approach (0-20 Points)
3. Responsiveness of firm to the Request for Proposals categories (0-20 Points)
4. Timeline (0-10 Points)
5. Price (0-10 Points)

The selected offeror will be required to enter into a contract with the BOCC. This RFP and the Legal Notice will be a part of that final contract.

## **TERMS AND CONDITIONS**

1. Acceptance/Rejection: the BOCC reserves the right to accept or reject all proposals, to waive any formalities and/or irregularities in any proposal submitted, and to accept any part of a proposal as deemed to be in the best interests of the BOCC.

The BOCC reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the BOCC considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the BOCC.

The BOCC reserves the right to reject, in whole or in part, any proposal that the BOCC has determined, using factors and criteria the BOCC has provided herein, would not be in the best interest of the county.

If necessary, the BOCC or its agent may conduct discussions with offerors for the purpose of ensuring full understanding of, and responsiveness to, the requirements specified in the request for proposals, and accord fair and equal treatment with respect to any opportunity for discussion with offerors to provide any clarification, correction, or revision of proposals.

The BOCC or its agent will avoid disclosing any information derived from proposals submitted by competing offerors during those discussions. Proposals and any documents or other records related to a subsequent negotiation for a final contract that would otherwise be available for public inspection and copying under R.C. 149.43 shall not be available until after the award of the contract. R.C. 307.862(C).

The BOCC will negotiate with the offeror who submits the proposal that the BOCC determines is the most advantageous to the county based on the rankings performed by the BOCC, and based on any adjustment to those rankings based on discussions conducted pursuant to R.C. 307.862(A)(7).

2. This RFP does not commit the BOCC to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted responses become the property of the BOCC, and all responses may be subject to public review on request in accordance with R.C. 307.862 and/or other applicable law

An offeror may withdraw the offeror's proposal at any time prior to the award of a contract. The BOCC may terminate negotiations with an offeror at any time during the negotiation process if the offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If the BOCC terminates negotiations with an offeror, the BOCC shall negotiate with the offeror whose proposal is ranked the next most advantageous to the county according to the factors and criteria developed pursuant to R.C. 307.862(A)(1).

The BOCC may award a contract to the offeror whose proposal is determined to be the most advantageous to the county, taking into consideration the evaluation factors and criteria developed pursuant to R.C. 307.862(A)(1) and set forth in this Request for Proposals. The BOCC may award a contract in whole or in part to one or more offerors. The BOCC shall include a written statement in the contract file stating the basis on which the award is made.

The BOCC shall send a written notice to the offeror to whom it wishes to award the contract and shall make that notice available to the public. Within a reasonable time period after the award is made, the BOCC shall notify all other offerors that the contract has been awarded to another offeror.

3. Hold Harmless: The offeror shall agree to indemnify, hold harmless, and defend the BOCC, its officers, agents and employees from any and all liability including claims, demands, losses, costs, expenses and damages of every kind arising out of or in connection with services provided by the offeror, its officers, employees, agents, contractors

4. Proposals shall be open and valid for a period of 60 days from the date of their submission to the BOCC.

5. All questions and other inquiries concerning this request for proposals shall be directed to David J. Favorite, Executive Director, Geauga County Department of Development, (440) 279-1790, [dfavorite@co.geauga.oh.us](mailto:dfavorite@co.geauga.oh.us).

6. Geauga County, an equal opportunity/affirmative action employer, has obtained 2017 Formula Allocation Grant Funding for this project.

## LOCATION WHERE OFFERORS MAY OBTAIN RFP DOCUMENTS:

This RFP with the Project Scope, Scope of Requested Services, Experience Requested, Selection Criteria, and Terms and Conditions is available online at <http://co.geauga.oh.us/Notices/Request for Competitive Sealed Proposals/Strategic Plan> or can be picked-up from the Geauga County Department of Development, located at 470 Center St., Bldg. 8A, Chardon, OH 44024, Monday-Friday 8:30am-4:30pm. Interested persons and firms may contact David Favorite at the Department of Development at (440) 279-1790 or via electronic mail at [Dfavorite@co.geauga.oh.us](mailto:Dfavorite@co.geauga.oh.us)

## SUBMISSION OF QUALIFICATIONS AND PROPOSAL

One hard copy by mail or courier and one electronic copy of the response shall be submitted. In addition to the proposal submission requirements specified in this RFP, the following requirements apply to all proposals:

1. All hard copy responses must be hand signed in ink by a person with authority to sign on behalf of the proposer/offeror.

2. Electronic copies shall be submitted with hard copy submittals on a USB Flash Drive. No email submissions.

**All hard copy submittals shall be in a sealed envelope and directed to the below contact and received by: 1:45 p.m. on February 20, 2019, (A copy of the Legal Notice is attached hereto.)**

“Gauga County Strategic Plan for Economic Development-Attn: Christine Blair, Clerk”  
Office of the Gauga County Board of Commissioners  
470 Center Street, Bldg. 4  
Chardon, OH 44024

Available resources:

1. The Gauga County Department of Development website:

<https://www.co.geauga.oh.us/Departments/CED>

2. The Gauga County Planning Commission website:

<https://www.co.geauga.oh.us/Departments/Planning-Commission>