



Request for Qualifications
Administrative Services
Community Improvement Corporation of Riverside, Ohio

5200 Springfield Street, Suite 100
Riverside, OH 45431

Date Issued: November 20, 2024
Date Due: December 12, 2024 at 3:00 p.m. EST
Return To: lminnich@riversideoh.gov

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1) Notice to Applicants

The Board of Directors of the Community Improvement Corporation of Riverside, Ohio, hereinafter referred to as the 'CIC,' intends to contract with a qualified professional for the Administrative Services described in this Request for Qualifications (RFQ). The applicant will demonstrate significant expertise and experience in coordinating organizational and operational functions, implementing programs and services, and applying the broad array of powers authorized under ORC 1724.02, for land reutilization.

Applicants downloading the RFQ from the City of Riverside website <https://www.riversideoh.gov>, or other posting site, will need to email lminnich@riversideoh.gov, include in the Subject Line: CIC - Request for Qualifications, to receive addenda.

Carefully review this RFQ as it provides specific information to guide applicants to formulate a thorough response.

2) Introduction

Under the direction of the five member Board of Directors, having regulatory responsibility to oversee the CIC administrative services and functions, the Administrator will fulfill legal requirements, coordinate and implement operational functions, and assist in prioritizing and implementing a multi-faceted strategic plan to achieve the CIC's mission; transforming vacant, distressed and tax-foreclosed properties into vibrant revenue generating areas for the City.

The ONE RIVERSIDE Comprehensive Plan, adopted by the Riverside City Council, August 2023, outlines the goals, initiatives and actions recommended for growth and revitalization in the City of Riverside. The CIC Strategic Plan is grounded in the ONE RIVERSIDE action agendas and by facilitating property acquisition and assembly, reclamation, rehabilitation, and reutilization of vacant, distressed, tax-foreclosed, and other real property within the City, the CIC will assist the City's Community Development department promote neighborhood revitalization and economic opportunity.

3) Organizational Summary Background

The Riverside City Council re-established the CIC, May 2024, to promote economic, community, and attainable housing development through the reutilization of underutilized properties. As the city's land reutilization corporation, empowered by ORC 1724.10, the CIC serves as an intermediary for the City to acquire, manage, and dispose of properties to support economic growth. Activities include facilitating real estate transactions, managing land reutilization programs, and financing projects to drive community and economic development initiatives. The CIC has specific statutory authority, duties, and powers, supplemented by the CIC Articles of Incorporation and Code of Regulations.

The successful applicant will have a foundational knowledge of the general powers of a CIC under Ohio law.

Scope of Work

The scope of work outlines the functions essential to achieve the CIC mission. Statements of qualifications should separately describe the applicant's capability using the two-part response format below. Respondents will demonstrate the ability to successfully perform the scope of work; provide development expertise, complete operational and organizational tasks and updates, propose changes for process improvement, across all administrative functions.

Two-part Response

1. Case Summary

Provide a one page narrative summary of professional experience working within a CIC structure, organized within a six month to one year timeframe, include the program objective(s), the services/activities implemented, and the organizations or entities involved in achieving the intended outcome(s).

2. Administrative Task Response

Limit responses to ½ page per each task of the scope of work below. Using a narrative and outline format, cite specific knowledge demonstrating how your qualifications align with the scope of work and support the CIC's mission. Responses may include, but are not limited to, professional experience, comparable responsibilities, dates of service, programs implemented and outcomes, specialized GIS platforms used, certifications, training, partnerships, etc.

a) Organizational Administration

Complete the preparation and coordination of the regulatory actions required by the Board of Directors and regulating entities.

b) Operational Administration

Complete the operational responsibilities to ensure program success.

c) Strategic Plan Framework

Prioritize and implement the CIC strategic development initiatives, ensuring the structure and activities align with the City's comprehensive plan, vision, and development objectives.

i. Policy Development

Develop and adapt policies to ensure consistency in process and transparency.

- 1) property acquisition and disposition
- 2) tax foreclosure
- 3) revenue sharing
- 4) vacant lot program

- 5) contractors and property maintenance
- 6) development agreements
- 7) performance metrics

ii. Land Reutilization and Land Use

Assist the City to facilitate land reutilization for commercial, industrial, residential property, and other real property within the City, including brownfields and sites adjacent to major regional assets.

- (1) land inventory and assessment
- (2) property acquisition, management, and reinvestment
- (3) redevelopment and reuse
- (4) zoning and land use
- (5) community engagement

iii. Collaboration with City

Work in close coordination with the City's Community Development Department to ensure a unified approach to revitalizing Riverside.

- (1) site identification for business
- (2) marketing and site promotion
- (3) neighborhood stabilization
- (4) blight remediation
- (5) distressed or abandoned housing redevelopment

d) Financial Planning

Develop a financial strategy and manage funding sources, budget allocations, and revenue streams specific to land reutilization, including grants, partnerships, and other revenue-generating activities.

e) Stakeholder Engagement and Partnerships

Identify and engage city officials, community members, local businesses, developers, and non-profits to encourage collaboration on property redevelopment initiatives.

4) Applicant's Information

Cover Letter: provide the name, address, phone number(s), email address, and website URL of the principal contact and the office where the personnel assigned to the work will be based;

Background: provide a brief description of the firm or individual background, including the number of years in existence and pertinent experience, legal form of firm and State registered, scope of professional services, number of years providing the services required, general company experience with governmental and quasi-governmental entities;

Key personnel: include resumes or at minimum, education, years of relative experience, professional licenses, memberships, technical skills- specialized or other, completing administration functions;

References: cite relevant past work and performance: provide two (2) references and contact information, with a preference of governmental entities, confirming applicant performing similar services;

Staff availability: estimate weekly service hours to complete the scope of work;

Other Information: provide a statement of any other pertinent information that should be known to effectively support the applicant's responses.

5) Evaluation Criteria and Selection Process

Responses will be evaluated separately, ranking qualifications as a percentage. The Board of Directors will conduct interviews with candidates demonstrating capacity to fulfill the Scope of Work. The Interview format will give the applicant and Board members the opportunity to discuss the CIC Scope of work and candidate qualifications in detail.

The respondent most qualified to perform the services per the evaluation and interview will be invited to enter into a service agreement with the CIC.

6) Communications

Questions

Applicant Questions: Submit questions specific to clarification of the RFQ to Lori Minnich, lminnich@riversideoh.gov between November 22 - December 6, 2024, by 3:00 p.m. The email format will include:

To: lminnich@riversideoh.gov

Cc: Do not CC or Bcc

Subject line: Community Improvement Corporation of Riverside, Ohio, RFQ- Question

Email body:

Clarification is requested in the following section(s) of the Community Improvement Corporation of Riverside, Ohio, RFQ.

Question(s): Multiple questions may be included in one email and/or subsequent emails using the same format. 1. 2., etc.

Send all correspondence from the CIC to **[applicant's email address]**.

Thank you,

[Applicant's Signature]

[Address]

[City, State, Zip Code]

[Phone Number]

Addendum

If any addenda are issued after the RFQ is released, all respondents known to receive the Request for Qualifications, will be sent all questions and the CIC reply via email from lminnich@riversideoh.gov.

7) Submittal Requirements

RFQ responses should be prepared concisely, providing a forthright description of the applicant's qualifications to fulfill the requirements of this RFQ. Promotional materials should not be submitted. All information and accompanying documentation will become the property of the CIC and will not be returned.

RFQ responses must be received no later than the date and time specified on the cover of this RFQ. Responses received after the due date will not be accepted. No additional time will be granted to any applicant unless by addendum to this RFQ.

The applicant's front page will be stamped with the date and time and returned to the email address listed in the applicant's information, indicating the applicant's RFQ was received by the Board of Directors and confirmed for evaluation.

Email Response Format

Applicants will submit one PDF document as an email attachment and formatted as follows:

To: lminnich@riversideoh.gov

Cc: Do not CC or Bcc

Subject line: Community Improvement Corporation of Riverside, Ohio, Request for Qualifications

Email body:

Find attached the Response for the Community Improvement Corporation of Riverside, Ohio, Request for Qualifications from **[name of applicant]**.

Send all correspondence regarding the CIC-RFQ to **[applicant's email address]**.

Thank you,

[Applicant's Signature]

[Address]

[City, State, Zip Code]

[Phone Number]

8) Notifications Timeframe

RFQ Release Date: Wednesday, November 20, 2024

RFQ Due Date: Thursday, December 12, 2024

RFQ Review and Evaluation: Week of December 16th

Interviews with Board of Directors: Friday, January 10, 2025

Applicants will be contacted via email by December 20th to schedule the interview with the CIC Board of Directors.

9) Disclaimers

The selected applicant will be required to confirm compliance with federal, state, and local laws prior to entering into a service agreement with the CIC. All applicable insurance requirements shall be secured prior to the issuance of a contract.

The Board of Directors reserves the right to:

- reject any and all responses for failure to meet the requirements or any other legal reason, including no stated reason;
- issue a new RFQ in the future should all responses be rejected;
- delay a contract award and/or not to make a contract award;
- make such investigation as it deems necessary to determine the ability of applicant to furnish the required services.

Applicants must specifically identify any portions of their submittals deemed to contain confidential/ proprietary information or trade secrets, and request non-disclosure.

Applicants understand that submittals are considered public records after the deadline date for submission and opening of the submittals pursuant to Ohio Rev. Code Sec. 149.43.

Applicants understand that no contractual obligations exist as to the CIC until a binding, legal, executed agreement is executed by all parties.

Signature Page Follows

Signature Page

Having carefully read and examined the Community Improvement Corporation of Riverside, Ohio, Request For Qualifications content in its entirety, the undersigned, hereby declares that the applicant submits this response, and in all facts, authentic and being actually and exactly what is claimed.

Business Name or Individual _____

Address _____ City _____ State _____ Zip Code _____

Email Address _____ Phone Number _____

Signature of Authorized Representative

Title

Date