



REQUEST FOR STATEMENTS OF QUALIFICATIONS

Downtown Parking Needs Analysis and Long Term Planning Resolutions City of Delaware, Ohio

The City of Delaware, Ohio is located north of the Columbus Metropolitan area on U.S. Routes 23, 42 and 36. The City of Delaware, the seat of Delaware County, is the largest City within the county with a population of approximately 37,000. A distance of approximately thirteen miles traveled on U.S. Route 23 separates the City of Delaware and Interstate 270, the City of Columbus outer belt. Although a part of the Columbus Metropolitan area, which in recent years has experienced unprecedented growth, the City of Delaware remains a full service, traditional community with a sizeable industrial park located southwest of the City.

The City of Delaware is accepting Statements of Qualifications from firms for the Downtown Parking Needs Analysis and Long Term Planning Resolutions contract. The successful firm will need to possess a strong grasp on the City's needs, the City's financial limitations, the community's expectations, and all City, State and Federal regulations for this work.

The City of Delaware is searching a professional firm to include in their final work a parking supply/ demand analysis, a parking alternative analysis, a review of the City's current parking policies and practices and financial analysis.

A committee appointed by the City Manager, R. Thomas Homan, shall evaluate all Statements of Qualifications by using the criteria as outlined below. Together, they will rank all submitted Statements of Qualifications and select no more than three firms they consider to be the most qualified to provide the required professional services. Evaluation of qualifications and ultimate selection of the team which are to receive a Request for Proposals will be based on, but not limited to, the following criteria:

1. The competence of the firm to perform the required services as indicated by its background and experience on similar studies and/or projects, and by the technical qualifications, training, education and experience of the firm's personnel who would be assigned to perform the work.
2. The ability of the key technical personnel to effectively communicate, describe, explain and defend their work in a public forum with a professional and sensitive approach.
3. Proximity to the City of Delaware of the office that would execute the majority of the work.
4. The capacity of the firm to perform the required services competently and expeditiously to meet proposed schedules as indicated by the firm's size and availability of necessary personnel, current workload and equipment and facilities.
5. The utilization of sub-consultants to add unique and desirable expertise to a project.
6. Past performance of the firm, as reflected by the evaluations of other City of Delaware

Departments and of other clients particularly with regard to completeness and thoroughness of studies, schedules, project budgets, responding to comments by client's staff and capabilities of key technical personnel.

7. Please include in your response all related information on your sub-consultants to be utilized on this project.
8. Time is of the essence of each and every part of this project.

Statements of Qualifications, including the cover letter are limited to 20 pages using a minimum 12 point font. Graphics are permitted but do not increase the page limit.

Responding firms should include in their Statement of Qualifications all information that is requested criteria. Firms are encouraged to provide any additional information they feel will further demonstrate the firm's qualifications. The Statement of Qualifications should be submitted via email to Jacqueline M. Walker, Assistant City Manager, jwalker@delawareohio.net and one (1) hard copy to the following address no later than noon local time Thursday January 14, 2016. Statements received after this deadline will not be considered.

Jacqueline M. Walker
Assistant City Manager
City Hall
One South Sandusky Street
Delaware, Ohio 43015