

## City of Delaware, Ohio, USA

Request for Qualifications (RFQ)

for

Business Plan/Proposal for Delaware Welcome Center

20 E. William Street, Delaware, Ohio

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Issue Date: October 25, 2019

Issued By: City of Delaware  
1 S. Sandusky Street  
Delaware, OH 43015

Inquiries: POC – Kyle Kridler, MPA  
City of Delaware  
Assistant City Manager  
[kkridler@delawareohio.net](mailto:kkridler@delawareohio.net)

Information Due: 5:00 PM, November 15, 2019

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### BACKGROUND

The City of Delaware, Ohio is seeking proposals from qualified entities to design, renovate and operate a Delaware Welcome Center located at 20 East William Street, Delaware, Ohio. Upon review and evaluation of the proposals, one proposer will be selected to proceed with the design, renovation, occupancy and operation of the facility. The City of Delaware owns the building at 20 East William Street.

### 1. PROJECT DESCRIPTION

This project involves the design, renovation, occupancy and operation of a Welcome Center as an asset to the City of Delaware to visitors, residents, businesses and guests to the community.

### 2. SCOPE OF PROJECT

- 1) The City of Delaware is seeking an entity to design, renovate, occupy and operate a welcome center at 20 E. William Street, Delaware, Ohio.

- 2) The successful proposer shall sign a lease with the City of Delaware for the property needed for the building, parking lot and appurtenances.
- 3) Each responder will share a vision/approach for creating a welcome center that will be beneficial to the community and function as an additional gateway to visitors and guests.
- 4) Preliminary design concepts, including preliminary design budget and renovation for the welcome center will also be considered as a part of the evaluation process.
- 5) Design concept shall include public access to restrooms during business hours and special events in the downtown.
- 6) Proposals shall also include a business plan including uses within the facility.

### **3. PROPOSAL DELIVERABLES**

- 1) Each responder will demonstrate that they are qualified to design, renovate, occupy and operate a welcome center within the City of Delaware. A description of your organization, biographies of key personnel to be assigned to this project and financial statements should be included in your response.
- 2) Each response shall include a conceptual interior and exterior design with a proposed construction budget. Also include the budget for furniture, fixtures and equipment (FFE).
- 3) Proof that the responding firm is a 501 C 3 company or an equivalent non-profit.

### **4. FINANCIAL CONSIDERATIONS**

- 1) What is the financial model for funding and operating this facility?
- 2) Will the proposer plan to have subtenants and if so, what type of organization will that be and how does their mission align?
- 3) What are the other uses of the building and revenue models?

### **5. SCORING OF RESPONSES**

Responses will be scored according to the following criteria:

- 1) The competence of the firm to design, renovate, occupy and operate the welcome center (25 points)
- 2) The vision of how the welcome center will be an asset to the Delaware community (25 points)

- 3) The commitment to the Delaware community in promoting the downtown (15 points)
- 4) Past performance of the firm, as reflected by the evaluations of other City of Delaware Departments and of other clients (references) (10 points)
- 5) Financial considerations and guarantee of services (10 points)

## **7. RESPONSE DEADLINE AND ACCEPTANCE**

Proposals, including the cover letter are limited to 10 pages using a minimum 12 point font. Exhibits are desired but do not increase the page limit.

Responding firms should include in their Proposals all information that is requested criteria. Firms are encouraged to provide any additional information they feel will further demonstrate the firm's qualifications. The Proposal should be submitted via email to Kyle M. Kridler, Assistant City Manager [kkridler@delawareohio.net](mailto:kkridler@delawareohio.net) and one (1) hard copy to the following address no later than 5:00 p.m. local time on Friday, November 15, 2019. Proposals received after this deadline may not be considered.

The City Manager will award this contract based solely on the most responsive and responsible proposal received in what he determines in the best interest of the City of Delaware. If you have any questions, please contact:

**Kyle Kridler, MPA**  
Assistant City Manager  
City Hall - 1 South Sandusky Street  
Delaware, Ohio 43015  
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