



## **REQUEST FOR PROPOSALS**

### **CITY FACILITY PLAN AND SPACE NEEDS ANALYSIS**

**Date of Issue:**

September 12, 2016

**Due Date for Responses:**

September 30, 2016

Proposals must be received no later than 5:00 PM by:

Jennifer Teal, City Administrator

City of Gahanna

200 South Hamilton Rd.

Gahanna, OH 43230

[jennifer.teal@gahanna.gov](mailto:jennifer.teal@gahanna.gov)

## Request for Proposal

The City is requesting proposals for the completion of a City Facility Plan and Space Needs Analysis.

Proposals are due to the City of Gahanna Mayor's Office 200 South Hamilton Road, Gahanna, Ohio 43230 no later than 5:00 pm September 30, 2016. The proposals shall include a timeline for the most probable time of completion of the study. It is the City's desire to begin this study in early 2017.

Any and all questions regarding this RFP should be addressed to Jennifer Teal, City Administrator at:

Phone: 614-342-4045

Email: [jennifer.teal@gahanna.gov](mailto:jennifer.teal@gahanna.gov)

Mail: 200 South Hamilton Road  
Gahanna, Ohio 43230

## Background

The City of Gahanna is 12.4 square miles and has a population of approximately 33,600. The City provides a full range of municipal services with approximately 150 full-time, 70 part-time and 120 seasonal staff members.

The City operates several public facilities and buildings that it is looking to study, including the following:

City Hall	200 South Hamilton Rd
Police Station	460 Rocky Fork Blvd
Senior Center	480 Rocky Fork Blvd
Parks and Service Complex	150 Oklahoma Ave
Fleet Maintenance Garage*	780 Science Blvd

*\*owned by Gahanna Jefferson Public Schools*

The City last performed an assessment of its facilities needs in 2006, the recommendations for which were only partially implemented due to the recession and other economic and organizational pressures. Since that time, many organizational, community and facility changes have taken place.

## Scope of Work

1. Space Needs Inventory and Analysis: evaluate all current municipal facilities including: City Hall, Police Headquarters, Senior Center, Fleet Maintenance Facility, Parks and Service Maintenance Facility, and various parks storage and maintenance structures for current and future space and parking needs.
2. Assess staffing space and location needs
3. Evaluate the physical location of all City facility sites with regard to their current and potential best use, and recommend options for relocation if necessary.
4. Evaluate the physical condition of current City facilities, including building safety and security features and incorporating findings from recent mechanical systems and energy efficiency audits.
5. Evaluate City-owned sites for viability for use by City or others.

6. Evaluate options for partnership and/or colocation with other community organizations (including schools, townships, regional collaborative efforts, etc.)
7. Develop Preliminary Cost Estimates, potential funding mechanisms and available grant sources.
8. Identify a priority list of project needs.

**Desired Timeline**

Proposal Deadline	September 30, 2016
Selection Completed	November 30, 2016
Project Kickoff	January 2017
Final Report Due (Tentative)	April 2017

**Selection Process**

The City of Gahanna will hire a firm, company or person based on review of the merits of the proposals received. Consultants will be evaluated based on their capabilities and qualifications to achieve overall project excellence and ability to meet the City’s timetable and objectives.

The Administration will evaluate proposals and upon selection, the consultant will be contacted to negotiate a final agreement and fee structure, which may require City Council authorization. Additional information may be requested from selected firms considered to be the best qualified.

Please submit four complete and concise paper copies of the proposal as well as one digital (pdf) copy to the attention of:

Jennifer Teal  
City Administrator  
City of Gahanna  
200 S. Hamilton Road  
Gahanna, OH 43230

Please Note: All materials submitted regarding this RFP are public property and are subject to Ohio Public Records Laws. The City of Gahanna reserves the right to reject any and all proposals, and the submission of a proposal is not a guarantee of a contract award.