



Request for Proposals to Prepare a

Community Facilities Master Plan and Related Land Use Strategy - Update

Submission Deadline - 12:00 PM on **March 22, 2021**

There will be a Pre-Proposal Informational Zoom Meeting on Tuesday, **March 9, 2021** at 1:00PM. A notice of the link will be posted in the Village Website 'Spotlight' section for the RFP.

Table of Contents

A.	Introduction	1
B.	Background	2
C.	Scope of Services	3
D.	Public Participation	5
E.	Content of Proposals	5
F.	Proposal Evaluation and Selection Schedule	5
G.	Pre-Submission Communication & Proposal Submission Deadline	6
H.	Limitations of Liability	6
I.	Conditions of Submission	6

A. Introduction

Plan Update Purpose: The Village of Bratenahl has recently acquired the 7.64-acre, permanent parcel no. 631-20-002 located at 11404 Lakeshore Boulevard within Bratenahl, Ohio including the 11,000 square foot **Bratenahl Center**. Recommendations are needed to **determine if the site is to be developed for income and/or utilized by the village**. This recommendation will be made as an update to the *2015 Community Facilities Master Plan & Land Use Study*.

Scope of Services: The Village invites consultant teams to submit proposals to update plan & study based on the acquired property and its effect on future plans for all the Village infrastructure. Scope of Services include:

- Real Estate Evaluation
- Land Use Planning & Zoning Evaluation
- Facility Assessment & Planning
- Fiscal Impact Analysis

Submission Requirements: An electronic proposal shall be submitted to the Village of Bratenahl Chief Fiscal Officer at dcooks@bratenahl.org no later than 12:00 pm on **March 22, 2021**. Address all questions via email to Mayor John Licastro at jlicastro@bratenahl.org and Councilwoman Joyce Burke-Jones at jburkejones@bratenahl.org.

B. Background

Bratenahl is located along Lake Erie and is bounded on three (3) sides by the City of Cleveland. Virtually all the community is residential and is located north of the Shoreway (Interstate 90). The small portion of the Village south of the Shoreway is zoned and used for industrial purposes. Based on the 2010 Census, the Village population is 1,197 and the Village has the sixth highest average household income in the State.

This January 2021, the Village of Bratenahl acquired the 7.64-acre, permanent parcel no. 631-20-002 located at 11404 Lakeshore Boulevard within Bratenahl, Ohio including the 11,000 square foot Bratenahl Center. The Cleveland Municipal School District retains a lease-back contract to use primarily southeastern areas of the Bratenahl Center for up to 5-years unless the Village and CMSD agree to terminate the lease before that time period. (See Bratenahl Center Purchase and Lease-Back Agreement exhibiting a plan)

Built in 1975 as the Village's High School, the building and grounds became the property of the Cleveland Metropolitan School District in 1981 when the Village lost its school system. In the 90's the building was renovated to become the Barbara Byrd-Bennett Professional Development Center, a teacher's training facility for Cleveland municipal schools. In a school system effort to consolidate buildings utilized, the Center has been sporadically occupied for a number of years.

Wanting to regain control of the site for decades for its development potential, the Village now owns the site for a dollar. However, the terms of the sale allowed the Cleveland School District to lease-back the southeastern half of the building from 2021 through 2025. The building requires \$50,000 to \$350,000 in deferred maintenance if Cleveland utilizes its lease and/or Bratenahl temporarily utilizes parts of the building.

The Village wants to identify the revenue potential of the site. And compare it with any benefits in utilizing it for Village functions. This recommendation will be made as an update to the *2015 Community Facilities Master Plan & Land Use Study*.

Community Facilities Master Plan & Land Use Study – 6-15-15

Prepared by Allegro Realty Advisors

(Reference the Village Website "Spotlight" RFP section for the *Final Report, Town Hall Presentation, and Financial Models*)

The study accesses the needs and conditions of Village facilities and formulates both a long-range *Community Facilities Master Plan* (CFMP) and a thoughtful and realistic short-term (3 to 5 year) implementation plan ending in 2019.

Additionally, in formulating the CFMP, Allegro Realty Advisors also considers whether residential land in the Village that is vacant or underutilized and land that is currently used for non-residential purposes (regardless of the current zoning) should, or could, be used to meet the Village's community facility needs. Any such land not needed for community facilities was assessed to determine if alternative use and/or zoning of these properties have merit and should be considered. Even changes not warranted were evaluated. For these lands, a *Land Use Strategy* was developed.

The following Bratenahl assets were considered:

- Village Hall and adjacent Village Park at 411 Bratenahl Road.
- Service Garage at 57 Garfield Lane.
- The Bratenahl Community Center converted from the Village's original 1909 grammar school located at 10300 Brighton Road.

- Foster Park, Conservation Land, and other village owned smaller properties.
- CMSD Bratenahl Center teacher's professional development facility, at 11404 Lakeshore Boulevard, converted from the Village high school when Cleveland took over the Village school system. (future ownership option removed from scope and only leasing space from CMSD considered)

Opportunities to combine village facilities to a single campus and develop vacated sites were presented to the community at town hall meeting in late 2015. The opportunity was not supported. The Final Report identified several other scenarios that utilized existing facilities and properties.

Action resulting to date from Master Plan Recommendations

- Bratenahl contracted with Cold Harbor Building Co./R.E.Warner to design/build a new **Service Center & Salt Dome** on the existing Service Garage site. The \$2 Million Dollar Center and Dome was note financed and opened in 2018.
- Bratenahl hired Doty & Miller Architects LLC to develop a **Recreation & Community Center Program**. The report studied the merits of using the existing Community Center or building new in 2017. (See *Village of Bratenahl Community Program and Recreation Survey – Report & Findings.*)
- **Village Hall roof repairs** completed in 2018.
- Bratenahl Village Architect, Van Auken Akins Architects LLC, **prepared the scope & cost of maintenance needed to occupy the Bratenahl Center**. (See June 2020 *Bratenahl Center Assessment* and August 2020 *Bratenahl Center Pre-Occupancy Assessment*)
- **Bratenahl Center acquisition** in January 2021
- Construction contract planned for bid in the first quarter of 2021 for **Community Center ADA upgrades**.
- (2) **Lakeshore Boulevard street and sewer improvements** contracts prepared by Village Engineering firm Chagrin Valley Engineering for the Boulevard between Bratenahl Road and the west end of the Village were completed in 2020 and 2021. The larger contract is being note financed with a 0% interest grant.
- Most of the building maintenance recommended in the report was deferred.

C. Scope of Services

Bratenahl employs 32 employees based in the Village Hall, Service Center, and Community Center.

- 13 full-time & 5 part-time police officers
- 7 full-time service employees
- 4 full-time administrative & 1 part-time elected official
- 1 full-time & 1 part-time recreation employees

The Village may likely have more facility square footage than it needs and can afford which has resulted in deferred maintenance. Key buildings are:

- Village Hall - >100 years old structure
 - 5,000 square feet containing the police and administration.
 - Requiring 500-1,000 additional square feet
 - Significant storage needs – minimum use of electronic storage

- >\$150,000 in deferred maintenance
- High utility cost per SF
- Community Center – >100 years original structure with additions through mid-century
 - 30,000 square feet containing recreation, community meeting, & village storage
 - Community programs could be consolidated in Center to free >12,500 square feet.
 - \$2,000,000 of needed maintenance and improvements to attain safe and dry standards only.
 - Low operating costs per SF due to substandard power availability and no ventilation & air conditioning
- Newly acquired Bratenahl Center – construction completion 1975 on 7.64 acres
 - 11,000 square feet, half of which is leased by CMSD through 2025.
 - \$800,000 in deferred maintenance by CMSD

The scope of services for 5-year and long-term use of the facility shall include the following:

- Economic & fiscal impact analysis
 - Formulate land use – development strategy for the Bratenahl Center site. Identify plausible development and anticipated tax and other revenues possible.
 - Investigate and recommend strategies for fiscal savings and/or revenue generation in all buildings.
 - Investigate development opportunity with building removed or altered.
 - Investigate plausibility of public /private partnerships.
 - Investigate plausibility of leasing to one or more private entities.
 - Expand on *Financial Modeling 6-15-15* and *Land Use Studies Presentation* – November 2015
- Identify zoning changes required to facilitate development of Bratenahl Center site. Evaluate the appropriateness of the current or permitted uses (zoning) on vacant and underutilized residential land and land used for non-residential purposes that is not used, or not needed, for community facilities.
- Review of Existing Conditions considering such factors that have changed since original report issue as suitability for the current community functions, level of obsolescence, level of current maintenance and anticipated future maintenance requirements, suitability of the current location, impacts on neighbors, etc. This element should consider how the current community facilities are being used by the Village administration and residents with respect to utilization, convenience, and adequacy of the facilities, etc.
- Identify Village programs that can be served in Bratenahl Center if the site is not developed. Prepare conceptual floor plans identifying usage for first 5-years and final utilization if different. Provide cost estimate to implement. (See identified program elements from in *Village of Bratenahl Community Program and Recreation Survey – Report & Findings*, the *Community Facilities Master Plan & Land Use Study* and the *Cleveland Metropolitan School District* lease contract plan)
- Update program allocation changes in other facilities affected by above recommendation. Revise plans for affected facilities and revise cost estimates.
- Update long range community facilities plan with cost estimates – capital costs and on-going maintenance and operational costs. (See *Financial Models*)

- Develop implementation plans focusing on the next 3 to 5 years – including priorities and funding sources for the *Community Facilities Master Plan and the Land Use Strategy*.

The *Community Facilities Master Plan and the Land Use Strategy - Update* documents, with all maps and supporting information, are expected to be provided in electronic format and (3) hard copies.

D. Public Participation

Public participation is vital to the success of the *Community Facilities Plan and Land Use Strategy - Update*. The Village Administration, Public Improvements Committee, and Village Council will be the primary Village groups reviewing progress as the Consultant(s) move through the required services.

In their proposal the Consultant(s) should indicate the number of joint work sessions/meetings to be held with these groups. Otherwise, respondents are encouraged - based upon their experience - to include in the proposal their recommended methods for soliciting and incorporating input from public officials and the community during this planning process.

The Consultant will also be required to make (2) two town hall presentations with PowerPoint and handouts to the community at the midpoint and end of the project.

E. Content of Proposals

In order to facilitate evaluation of the proposals, the respondent team is instructed to be concise and to include in the Proposal the following information:

1. Letter of Transmittal include name, title, address, and telephone number of the individual(s) with authority to contractually bind the company and also the person who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.
2. Brief team profile, including background and experience of primary firm and contract consultants and resumes of person(s) who will be performing the work.
3. Team member experience on previous projects, including reference contact information, for projects that are similar in scope to the project described herein that demonstrate pertinent team member and key personnel experience.
4. A description of the proposed Scope of Services including an explanation of technical approaches and the approach to the Village review and the public forums.
5. The proposed project schedule for completion is 6-8 months from award of contract.
6. Basis of fee related to respondent team proposed approach.

F. Proposal Evaluation and Selection

The Village Administration and Village Council's Master Plan and Public Improvements Committees will evaluate proposals based on, but are not necessarily limited to, the following considerations:

- The proposal's responsiveness to the RFP - capabilities, approach, clarity.
- Experience and technical competence of the firm in preparing similar community facilities master plans, land use strategies, and economic & fiscal impact analysis.
- The qualifications and experience of personnel committed to the project.

Once the highest quality proposals have been identified, the Village may schedule interviews with the highest rated firms. Village Council, with a recommendation from the committee and the administration, will make the final selection.

Estimated consultant selection and contract completion schedule is as follows:

- | | |
|--------------------------------------|-------------------------|
| ○ RFP Issue | February 22, 2021 |
| ○ Pre-Proposal Informative Meeting | March 9, 2021 |
| ○ Proposal Due | March 22, 2021 |
| ○ Interviews | Week of April 5, 2021 |
| ○ Selection and Contract Negotiation | April/May 2021 |
| ○ Contract Commencement | May 20, 2021 |
| ○ Contract Completion | October – December 2021 |
| ○ Dependent on Scope | |

G. Pre-Submission Communication & Proposal Submission Deadline

There will be a Pre-Proposal Informational Zoom Meeting on Tuesday, **March 9, 2021** at 1:00PM. A notice of the link will be posted in the Village Website ‘Spotlight’ section for the RFP. The meeting is not mandatory, and an audio file of the meeting will be posted.

Check the Village website frequently for proposal clarifications and updates.

Address all questions via email to Mayor John Licastro at jlicastro@bratenahl.org and Councilwoman Joyce Burke-Jones at jburkejones@bratenahl.org. Answers to questions shall be distributed to others submitting proposals.

- There will be an attempt to respond to all questions within 1-1/2 days.
- No questions will be accepted if received 72 hours or less before submission deadline.

An electronic proposal shall be submitted to the Village of Bratenahl Chief Fiscal Officer at dcooks@bratenahl.org no later than 12:00 pm on **March 22, 2021**.

H. Limitations of Liability

The Village of Bratenahl assumes no responsibility or liability for costs incurred by Proposers in responding to this RFP or in responding to any further request for interviews, additional data, etc. Proposals that do not include the information required in Section E may be considered as unresponsive and not considered further by the Village. The Village reserves the right to reject any or all proposals. The Village further reserves the right to negotiate with the selected consultant a final Scope of Services that best meets the needs of the Village.

I. Conditions of Submission

When signing the letter of transmittal and submitting a proposal the principal of the Firm submitting agrees that the proposal is submitted and the work will be undertaken in accordance with the following conditions and understandings:

The proposal shall include name, title, address, and telephone number of the individual(s) with authority to contractually bind the company and also the person who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

- The proposal is made without collusion with any person, firm, or corporation.
- The Team has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract.
- The proposal will be valid for a minimum of ninety (90) days from the date of submission.
