



1422 EUCLID AVENUE, SUITE 1300 CLEVELAND, OHIO 44115-2001
 PHONE: (216) 861-3810 FAX: (216) 861-1729
 www.clevelandfoundation.org

TERMS AND CONDITIONS OF GRANT

1. ACCEPTANCE OF GRANT

The grant to your organization ("the Grantee") from the Cleveland Foundation ("the Foundation") is subject to the Terms and Conditions of Grant. Grantee confirms that it is organized in or under the laws of the United States, or any state of the United States and is recognized by the Internal Revenue Service as an organization described in Internal Revenue Code § 501(c)(3), or that it is otherwise exempt from taxation under I.R.C. § 501(c), or is a government entity, and that it will use the Grant funds solely for the specific charitable purposes identified in the Grant Agreement.

2. NONDISCRIMINATION

Grantee agrees that it will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, religion, gender, national origin, age, medical condition, handicap, veteran status, marital status, or sexual orientation.

3. EXPENDITURES OF GRANT FUNDS

This grant is for the explicit purpose(s) stated in the award notification. Grant funds may be spent only in accordance with the Terms and Conditions of Grant and Grantee's funding request and budget (if applicable) as approved by the Foundation. Any modifications require compliance with paragraph 6 (below). No funds provided by the Foundation may be used by Grantee to participate in or intervene in any political campaign. No portion of the grant funds may be used for purposes not clearly identified as charitable under the law. Without limiting the generality of the foregoing prohibitions, no portion of the grant funds may be used directly or indirectly to support or promote terrorism or violent acts. Expenses charged against this grant may not be incurred prior to the date on which the grant period begins or subsequent to its termination date.

4. RELEASE OF GRANT FUNDS

Grant funds will be disbursed to Grantee according to the payment schedule in the award notification and the satisfactory compliance with special conditions, if any, as described. The special conditions may make the release of funds conditional upon certain requirements. In such cases, Grantee must submit adequate evidence of compliance with the conditions before the funds are released. If Grantee has any questions about the special conditions, Grantee should contact the program officer responsible for the grant.

5. RECORDKEEPING; REPORTS TO THE FOUNDATION

Grantee shall maintain adequate supporting records consistent with generally accepted accounting practices for a period of seven (7) years following the end of the year during which the grant funds are exhausted. Staff may examine Grantee's financial record keeping and accounting procedures at any time. In compliance with the schedule set forth in the award notification, Grantee will furnish periodic narrative reviews of programmatic activity and financial detail of how grant funds have been expended. Staff may contact Grantee to arrange site visits to review current grant activities. Final reports should include a review of performance and activities over the entire grant period and include a financial reporting of expenditures. Such reports shall supply sufficient information as necessary for the Foundation (i) to determine that the grant is being used for the purposes described in the grant purpose and in a manner consistent with the Terms and Conditions of Grant and Grantee's funding request and budget (if applicable) as approved by the Foundation and (ii) to allow the Foundation to fulfill its own public reporting responsibilities.

6. MODIFICATION TO GRANT

The grant purpose identified in the award notification may be modified only with prior written approval. Grant funds may only be used as outlined in the approved budget (if applicable). Changes in expenditures must receive prior written approval. Grantee is responsible for reporting any other changes in the program/project as described in the funding request, including without limitation, changes in grant period, staff, funding from other sources, relationships with other agencies, etc. Requests for modifications or changes must be submitted to Grants Management via the Grant Modification form (*available under the Grantee Toolkit section of the Foundation's website*). The Foundation will notify Grantee upon review of the requested modification or change.

7. REVERSION OF GRANT FUNDS; TERMINATION OF GRANT

Grantee will immediately return any unexpended funds at the close of the grant period. The Foundation reserves the right to terminate the grant and/or seek return or repayment of the grant funds if any of the following apply: (i) Grantee loses its exemption from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code or ceases to be an entity organized in or under the laws of the United States, or any state of the United States; (ii) Grantee is listed by the U.S. Government or an agency thereof as an organization considered to be associated with terrorism or violent acts; (iii) the bankruptcy or insolvency of Grantee; (iv) Grantee's failure to comply with the Terms and Conditions of Grant or special conditions, if any, of the grant purpose; or (v) Grantee has made any misrepresentations, has in any way misappropriated grant funds, or has failed to perform the program, project, or other activity funded by the grant, in each case as determined by the Foundation in its sole discretion.

8. PUBLIC ACKNOWLEDGMENT

As the community trust of the Greater Cleveland area, the Cleveland Foundation is accountable to the community for its grantmaking and depends upon continued donations to make future grantmaking possible. Grantees' cooperation is essential to help publicize grant results and raise funds for future grantmaking.

Accordingly, Grantee agrees to credit the Foundation in any press releases, presentations, media coverage, or announcements resulting from the use of the grant funds. Public statements about the Foundation or its grantmaking should be cleared in advance by the appropriate Foundation program officer. Grantee agrees to notify staff members of any upcoming publicity or media coverage related to the grant.

Grantee also agrees to cooperate with the Foundation's efforts to highlight the programs it funds in the Foundation's own publications and publicity materials. This may include: setting up interviews or photo sessions with Grantee organization's staff, board, or clients; providing the Foundation with available photographs, slides, or graphics, with signed releases where required; or providing access to background material related to the funded project.

9. COPYRIGHTS AND PATENTS

Reports, materials, books, and articles resulting from this grant may be copyrighted by the organization receiving the grant or by the author, in accordance with the policies of the Grantee organization, toward the goal of obtaining the widest dissemination of such reports, materials, books, and articles. Grantee shall grant or cause the author to grant to the Foundation a perpetual, royalty-free license to use such publications. Grant funds shall not be used for activities which may lead to the award of a patent unless Grantee has first entered into a written agreement with the Foundation which specifies the name in which any patent awarded will be taken and avoids the possibility that grant funds will be used for private benefit in the Foundation's sole determination. No application shall be filed for a patent arising out of grant-funded activities without prior written consent, which consent will be conditioned as necessary to avoid private benefit from the use of grant funds. The Foundation agrees to attribute properly authorship in the use, reproduction or publication of any information developed under this grant award, and further agrees to include the copyright notice specified by Grantee in any of its publications, or any copyrighted materials.

10. LIMIT OF COMMITMENT

This grant award is made with the understanding that the Foundation has no obligation to provide other or additional support for this project; nor does this award represent any commitment to, or expectation of, future support from the Foundation for this or any other project of Grantee.

11. ASSIGNMENT

This grant may not be assigned by Grantee without the prior written consent of the Foundation.



January 31, 2018

The Honorable Frank G. Jackson
Mayor
City of Cleveland
601 Lakeside Avenue, Room 227
Cleveland, OH 44114

Dear Mayor Jackson:

We are pleased to inform you that the Board of Directors of the Cleveland Foundation has authorized a grant to City of Cleveland. By accepting the grant funds, you agree to accept the grant as detailed below and understand and agree to the enclosed Terms and Conditions of Grant.

Requests to modify this grant must be approved in advance by the Foundation (Grantee toolkit/Grant Modification Form). Any funds not expended for the purpose agreed to, must be returned to the Foundation.

GRANT ID: 268301

GRANT PURPOSE: Form Based Zoning Code Pilot in two Cleveland neighborhoods. Release of funds is conditioned upon passage of appropriate legislation by the City of Cleveland to accept and expend these funds.

ANTICIPATED OUTCOMES:
(You will be required to report on these anticipated outcomes when completing your grant report(s))

- Prepare and release a Request for Proposals to identify a consultant to facilitate zoning code overhaul.
- - Identify two Cleveland neighborhoods to pilot form based code implementation and facilitate appropriate resident and stakeholder engagement in selected neighborhoods.
- Develop a code for adoption by Cleveland City Council and develop subsequent education and training opportunities for City staff, Council, and Community Development Corporations.

AMOUNT: \$50,000.00

GRANT PERIOD: 02/01/2018 - 01/31/2019 3/25/18 - 8/31/18

PAYMENT/S (ON OR ABOUT):
02/28/2018 \$ 25,000.00 *(Condition to be met)*
08/31/2018 \$ 25,000.00 *(Condition to be met)*
Funding Source: TCF Society National Bank (Ameritrust) Concentration Account (63410)

REPORTING REQUIREMENT/S: → 8/31/18
02/28/2019 Final Grant Report
Online reporting for this grant is accessible through your Grants Gateway Homepage

PROGRAM OFFICER/DIRECTOR: Stephen Love

We wish you every success in the accomplishment of your goals.

Sincerely,

India Pierce Lee
Senior Vice President, Program

Enclosures
cc: Toni Tell

CITY OF CLEVELAND, OHIO
FRANK G. JACKSON, MAYOR

Cleveland City Planning Commission
Freddy Collier, DIRECTOR



Request for Proposals Form-Based Code

March 1, 2018



City of Cleveland

Frank G. Jackson, Mayor

City Planning Commission



Freddy L. Collier Jr., Director

Cleveland City Hall
601 Lakeside Avenue, Room 501
Cleveland, Ohio 44114

T: (216) 664-2210 F: (216) 664-3281 | www.planning.city.cleveland.oh.us

Project Summary

The City of Cleveland is seeking an accomplished, professional planning firm/team to complete the following tasks:

- Assist the City in its effort to write a new zoning code. The new code will be easy to use, highly graphical and aligned with the City's vision of creating healthy, walkable and equitable neighborhoods.
- Provide assistance in re-structuring the City's zoning review processes.
- Facilitate related public engagement efforts.

Introduction

The City of Cleveland is accepting proposals from accomplished consultants to lead the development process for Cleveland's new Form-Based Zoning Code (FBC). The City will pilot the new FBC in two to four to be determined geographies. The code will fully replace the present Euclidian zoning code in these areas. Over time, the City will expand the geographies covered by the FBC, eventually replacing the Euclidian code citywide.

The final Code must include all text, organizational material, maps and any other necessary provisions to administer and scale up the FBC. The consultant will develop a plan for administration processes to streamline zoning reviews in the pilot geographies. The Consultant will be expected to lead necessary processes to support a recommendation for approval by the City Planning Commission (CPC) and adoption by the Cleveland City Council.

The budget allocated for development of the Code document and mapping of the pilot geographies is \$225,000. The City and/or other neighborhood groups may opt to allocate additional resources to expand the initial scope of work described in this RFP.

Proposals must be postmarked no later than May 1, 2018.

Background

An icon of the industrial age, Cleveland is pivoting to its new future: a green city on a blue lake. This direction has been set by the Mayor Frank G. Jackson Administration with the directive to leave no neighborhood behind. However, the current zoning code is not up to the task of guiding the development of modern housing, retail, office and industrial spaces. Adopted in 1929, the code is layered, cumbersome to navigate and in many way at odds with current city policies and goals. What is needed is an entirely new zoning code that fosters walkable neighborhoods and embodies the Mayor's mantra of Health, Sustainability and Equity.

Health Impacts: The Cleveland City Planning Commission is committed to the prospect of creating healthier communities utilizing zoning as a tool. The CPC has been advocating for development in locations with close proximity to goods and services that will help support a more walkable environment. Some developers have begun integrating health related amenities into development proposals such as trail connections, fitness centers and recreation options. However, we are seeking to be more aggressive to ensure that developers better understand the role that health plays in development projects. The selected consultant must demonstrate a thorough understanding of, and/or experience with addressing health related concerns through land use and development approaches.

Economic Impact: Innovation happens when people come together in vibrant, mixed use, walkable urban places. The next generation of employees and employers are intrinsically aware of and drawn to these types of creative neighborhoods. The new code envisioned by the CPC will be rooted in a core understanding of these principles and an unwavering pursuit of their realization in Cleveland. The selected consultant should demonstrate a firm understanding of the economic implications of proposed zoning requirements resulting from the process.

Groundwork for the New Code

The Cleveland City Planning Commission understands that continuous on-boarding and education will be essential to a successful transition to an FBC. The development and implementation of a new code must be a collaborative initiative between all actors who touch the code, both in and out of City Hall. In recognition of this reality, the CPC staff identified and carried out two key steps that have laid the ground work for adopting a new zoning code: hosting a symposium of best practices in zoning and adoption of Form Based Code 'lite' overlay districts.

Best Practices in Zoning Symposium

In the fall of 2014, the Commission began a partnership with the local chapter of the Urban Land Institute to host an educational event about zoning. The event brought together a broad spectrum of public and private actors and engaged them in an in-depth discussion of the

challenges to development under the current zoning code and best practices in zoning from around the country. The speakers dove deep into the principles and mechanics of FBCs as a tool to advance an agenda of sustainability and economic development. The symposium raised the profile of FBCs in Cleveland and began the discussion of a new code in highly public and positive fashion.

FBC Overlay Districts

The Planning Commission began to introduce the principles, vocabulary and efficacy of FBCs through two overlay districts. Adopted in 2014, the Urban Overlay (UO) was the first form-based district followed by the Urban Core Overlay (UCO) in 2016.

While the list of projects developed under these new overlays is short, the impact has been significant. The overlays have elevated the profile of FBCs and demonstrated their potential to City departments, City Council, local developers and architects with positive reception. Coverage of the overlay adoption processes has received several high profile articles in the Cleveland Plain Dealer. Early outreach, education and feedback with stakeholders and residents has been a key component of the Planning Commission's overall strategy to transition from its Euclidian code to an FBC.

Scope of Services

PRIMARY WORK PRODUCT. This contract will result in a proposed FBC and corresponding zoning map that will replace the present zoning code for two to four to be determined pilot geographies. The code will include all the provisions and organizational content necessary to scale up the FBC, with the intent to completely replace the current code citywide over time.

1. INITIAL REVIEW AND ANALYSIS

- a. **Site Selection.** The Consultant will assist in guiding the selection of areas to be coded. In order to demonstrate the effectiveness of FBCs for a wide range of physical development typologies, the Consultant will, based on their experience in other cities, provide criteria to determine the areas where an FBC can have the most substantial and immediate impact. The Connecting Cleveland 2020 Plan is the City's comprehensive plan which was adopted in 2007. Subsequently, many neighborhoods have adopted small area plans or are involved in continuing planning efforts. These plans may help narrow the selection of the geographies to be coded, as the planning studies for these areas have already been completed.

Proposals will include the mapping of at least two to four pilot geographies, one of which will be the lands flanking the Opportunity Corridor. The Opportunity Corridor is a transportation and

development project encompassing nearly 1,000 acres on Cleveland's southeast side aimed at connecting I-490 to the University Circle neighborhood.

- b. **Interviews.** The Consultant will interview appropriate stakeholders. These interviews will be conducted in individual and group format, with a preference for in-person meetings. The interviews may include elected officials, nonprofit organizations, property owners, neighborhood representatives, local design professionals, developers, business organizations, and municipal staff. Special attention will need to be directed to the City of Cleveland Engineering and Construction as well as Traffic, Safety and Engineering Departments. It is critical to the success of an FBC in Cleveland that these departments participate in the process and fully buy-into the final product. Education will need to focus on how an FBC can positively interact with diverse street typologies, bike lanes, on-street parking, sidewalk widths, street trees, street furniture and other relevant urban street features while addressing all relevant concerns for pedestrian and vehicular safety, emergency access, traffic flow, and conformance with allowable engineering practices.
- c. **Site Analysis.** The Consultant will familiarize themselves with all of the city's neighborhoods and their identity within the broader context of the city as a whole. The Consultant will then narrow in on the pilot geographies and their historic patterns of urbanism and architecture. Cleveland has several historic neighborhoods experiencing substantial rebirth. Should one of these areas be selected as a pilot geography, the Consultant will need to work closely with the Cleveland Landmarks Commission to ensure cohesive interaction between the existing historic district guidelines and the FBC. The product of this phase should include a diagrammatic study of existing buildings and street typologies for the pilot geographies.
- d. **Media coverage.** The Consultant will participate in press conferences with local officials and assist and/or draft press releases to inform the local citizenry about the planning efforts to be undertaken.
- e. **Website.** The Consultant will develop a website with its own unique URL dedicated to the coding effort. The website will include the Consultant's credentials and will describe and illustrate the project and its process. The website will include text, photographs, maps, renderings, and other images. At the completion of the contract, the website and material required for its continuation will become property of the City of Cleveland. The City will become responsible for hosting, maintenance and expansion of the website.

2. PUBLIC DESIGN PROCESS

- a. ***Generate necessary background maps.*** CPC staff will provide all necessary GIS base map information as needed by the Consultant to be used during the preparation of the FBC.

- b. **Public Workshop and/or Design Charrette.** As necessary the Consultant will organize and lead design workshops or a full planning charrette to engage the community, gather ideas and goals, and formulate implementation strategies for each of the pilot geographies. The charrette format will take into consideration the findings of the initial site analysis, input from staff, and information obtained at previous meetings, workshops, and interviews. While the end result will be new land development regulations, the public process will include discussions of alternatives for street designs that create vibrant, walkable neighborhood nodes, corridors, and residential districts. At the conclusion of the workshop(s), the Consultant will present the work generated to-date. Plans, renderings, and initial coding ideas that reflect ideas articulated in the workshops will be publicly presented for further feedback from the community. It will be essential for the successful adoption of the new code that City staff, City Council members, and local development corporations attend these presentations.

3. DRAFTING THE FORM-BASED CODE

- a. **Parameters for the Form-Based Code.** The new code will regulate physical development and uses. The new code will incorporate a regulating plan, building form standards, use categories, street standards (plan and section), descriptive and diagrammatic building or lot types, and other elements needed to implement the principles of functional and vital urbanism. Sections of this document would typically include but are not limited to the following:
 - i. Overview, including definitions, principles, and intent, and explanation of the regulations and process in clear, user-friendly language.
 - ii. Regulating Plan illustrating the location of streets, blocks, public spaces, and other special features. Regulating plans may also include aspects of Building Form Standards such as “build-to-lines” or “specific setback lines” and building type or form designations.
 - iii. Simplified use categories that encourage the mixing of uses, housing types and employment opportunities that create high-quality public spaces and live, work and play neighborhoods.
 - iv. Building Form Standards governing basic building form, placement, and fundamental urban elements to ensure that all buildings complement neighboring structures and the street. These standards should be based upon study of building types appropriate for neighborhood vitality.
 - v. Public Space/Street Standards defining design attributes and geometries that balance the needs of pedestrians, bicyclists transit riders and motorists while promoting a vital public realm. These standards should include design specifications for sidewalks, travel lane widths, parking, curb geometry, street trees, and lighting. For certain neighborhoods, architectural standards, exterior materials, landscape standards, parking location and parking management standards may be required. This section

should incorporate, refer to or build on the Cleveland Green and Complete Streets typology plan (2013).

- b. **Integration of the Form-Based Code.** The existing city processes for ensuring compliance with the zoning code, applying for variances and receiving design approval are a complex maze for any applicant to navigate. The Consultant, with input from City Planning and Law Department staff, will provide a new approval framework, based on their experience from other cities, that will streamline the overall zoning and design approval process and maximize the effectiveness of the code. The FBC must comply with the Cleveland City charter and state legal requirements.

4. REFINING THE FORM-BASED CODE.

- a. **Presentation of First Draft.** The Consultant will present the first draft of the form-based code and the newly mapped pilot geographies for the purpose of gathering comments. Copies of the first draft will need to be in hardcopy and digital form and will be posted on the website. A presentation may be made to a special audience of neighborhood residents or stakeholders, or may be presented before a joint gathering of municipal boards and committees, as determined by City Planning staff.
- b. **Presentation of the Second Draft.** After making revisions in response to comments on the first draft, the Consultant will present the second draft of the FBC at a subsequent meeting convened by City Planning Staff.
- c. **Meetings with Stakeholders.** The Consultant will attend and participate in additional meetings with key stakeholders to explain the details of the new code and obtain further input and comments. These interviews will be conducted in individual and group format, which may be conducted in-person or conference call/video format.
- d. **Final Formatting.** The City hosts its zoning code on the American Legal Publishing (AMP) website. It will be necessary for the consultant to be familiar with the constraints of AMP to ensure the new FBC formatting is compatible and user-friendly on the site.

5. APPROVAL PROCESS

- a. **Public Hearing Presentations.** The consultant will make formal presentations to the City Planning Commission, the City Council, Council Committees, and other bodies.
- b. **Additional Revisions.** The Consultant will be responsible for two additional rounds of revisions that may become necessary between presentations. City Planning staff will be responsible for collecting comments, questions, and suggestions for these refinements from various sources and consolidating them into a series of action items for revision or responses.

Consultant Qualifications

Consultants/Teams responding to this RFP must demonstrate the following:

1. Experience preparing municipal Form-Based Codes that regulate development and redevelopment with an emphasis on infill development regulations.
2. Successfully implementing Form-Based Codes in other cities.
3. Experience building community and city council consensus to support innovative regulatory tools.
4. Experience successfully working with traffic engineering departments to develop coordinated form based zoning and street typology regulations that support walkable streets.
5. Experience in identifying, evaluating, codifying, and explaining the essential qualities of community design and character.
6. Experience successfully working with local landmark bodies to coordinate form based zoning with local historic preservation regulations.
7. Strong skills in written and oral communication.
8. Strong graphic skills.

RFP SUBMITTAL SUMMARY

Responses to this RFP will include the following minimum information:

1. **DESCRIPTION OF APPROACH:** A description of the Consultant's typical approach to projects similar to this one including the nature of public processes. Cleveland is in a category recently identified as Midwestern Legacy Cities. Describe how your teams Qualifications and Experience will be unique and best suited for developing zoning policy that will guide Cleveland for decades to come. Include:
 - a. Detailed description of the methodology being proposed.
 - b. Work program detailing:
 - Tasks to be performed. When each will be completed (timeline).
 - Tentative allocation of days by task.
 - Schedule of work products.
 - An overall Timeline in GANTT Chart Format including milestones and City participation requirements.
 - c. Methods the Consultant proposes to use to manage the project and communicate with City of Cleveland staff and the public as to project progress, reviews, and conduct of public meetings.

2. **TEAM EXPERTISE:** Brief description of general qualifications, the multi-disciplinary nature of the team assembled for this project, specific evidence of relevant experience creating Form-Based Codes.
 - a. Listing of key personnel that would be assigned to work on this project with resumes
 - b. List Sub Consultants that will be contracted with for your proposal.
 - c. List the disciplines of Sub Consultants you have not contracted with, but will need to add to your team as the engagement with Cleveland develops

3. **COMPARABLE PROJECTS:** Summary of a completed Form-Based Code project or projects with the following information for each code:
 - a. Municipal project manager with current contact information
 - b. Reference letter(s) from the municipal project manager
 - c. Current status of code
 - d. Nature of public involvement in formulation of code
 - e. Client type (clarifying role of private sector client, if any)
 - f. Was the vision plan created as part of this process, or done separately?
 - g. Size and scale of geographic area
 - h. Type of development (infill/redevelopment and/or city-wide code)
 - i. Type of code
 - i. Mandatory, freestanding code, etc.

4. **SAMPLE CODE DOCUMENT:** Please include one or more sample code documents selected from the list of comparable projects. If this document is the code as originally proposed by Consultant, please also include the code as formally adopted by the municipality and a brief explanation of differences between the two. Photos of designed or built results of the code are encouraged and should be accompanied by a description of their specific relationship to the form-based coding process.

5. **ADDITIONAL INFORMATION:**
 - a. Hourly rates (inclusive of overhead and profit) for personnel or personnel categories.
 - b. Reimbursable Expense policy of Consultant
 - c. Data expected to be provided by the Cleveland City Planning Department.
 - d. Proposed Fee for Services broken into Phases of Deliverables and Tasks including a line item for cost of website development and initial hosting services.

HOW TO SUBMIT

Submit ten (10) hard copies of your proposal along with an electronic copy on a flash drive to:

Cleveland City Hall
ATTN: Freddy Collier, City Planning Commission, Room 501
601 Lakeside Ave., Room 501
Cleveland, Ohio 44114

On the outside of the envelope write **Cleveland Form-Based Code RFP Response**.

The City reserves the right to reject any or all proposals or portions of them, to waive irregularities, informalities, technicalities, or re-issue or to proceed to obtain the service(s) desired otherwise, at any time or in any manner considered in the City's best interests. The Director may, at his sole discretion, modify or amend any provision of this notice of the RFP.

Should you have any questions contact Kyle Reisz at kreis�@city.cleveland.oh.us Please include a contact phone number in your email.

EVALUATION OF SUBMITTALS

The City Planning staff will organize a Committee of appropriate stakeholders to review and score the proposals based on the criteria within this RFP. The top scoring proposal firm/teams may be invited to give in-person presentations to the City and select stakeholders. A final selection of the successful Proposal will be made by the Committee.



City of Cleveland

Frank G. Jackson, Mayor

City Planning Commission



Freddy L. Collier Jr., Director

Cleveland City Hall

601 Lakeside Avenue, Room 501

Cleveland, Ohio 44114

T: (216) 664-2210 F: (216) 664-3281 | www.planning.city.cleveland.oh.us

List of Potential Consultants

Firm: Place Makers
Contact: Hazel Borys
Email: hazel@placemakers.com
Phone: (204) 989-0217

Firm: Calfee Zoning
Contact: Sean Suder
Email: ssuder@calfee.com
Phone: 216.622.8283

Firm: DPZ
Contact: Ayril Buford
Phone: 305-644-1023
Address: 1023 SW 25th Ave. Miami, FL 33135

Firm: Opticos
Contact: Daniel Parolek
Email: info@opticosdesign.com
Address: 2100 Milvia Street, Suite 125, Berkeley, CA 94704

Firm: Envision Group LLC, DBA Envision
Contact: Ryan Smalley
Address: 2249 Elm Street, Suite 419 Cleveland, OH 44113
Phone: 216-906-7866
Email: ryan.smalley@envisiongroupllc.com

Firm: Metropolitan Architecture Studio
Contact: Kathleen Tark
Address: 2310 Superior Ave STE 240 Cleveland, OH 44114
Phone: 216-623-0290
Email: ktark@metroarchstudio.com



City of Cleveland Memorandum
Frank G. Jackson, Mayor

TO: Freddy Collier, Director
City Planning Commission

FROM: Melissa K. Burrows, Ph.D., Director
By: Jennifer Wiman, Compliance Officer *JW*
Office of Equal Opportunity

DATE: February 23, 2018

SUBJECT: Approval of a Mailing List for Form Based Zoning Code

The Office of Equal Opportunity (OEO) has reviewed the above mentioned request and is in agreement with your mailing list. In addition, please add the following certified firms to your mailing list. The goal for this project has been waived. You may proceed to the Consultant Review Committee for their approval.

Business Name The Riverstone Company
Owner Edward Dudley III
Address 3800 Lakeside Avenue
Suite 100
CLEVELAND, OH 44114
Phone 216-491-2000
Fax 216-491-9640
Email dpietrantone@riverstonesurvey.com
Website www.riverstonesurvey.com
Certification Type CSB
Certified Business Description Civil Engineering, Land Surveying and Land Planning Services.

Business Name T Rice Communications, LLC, DBA n/a
Owner Tina Rice
Address 21590 KENISON AVE.
Euclid, OH 44123
Phone 216-526-3724
Fax 216-526-3724
Email tricecom.tr@gmail.com
Website <http://www.trcomllc.com>
Certification Type CSB/MBE/FBE
Certified Business Description Public relations, advertising & marketing: conf/event planning, community relations, media relations & buying, market research, direct mail, graphic design, community awareness & involvement, target, cause related & multicultural marketing.

Business Name Writingshop, LLC
Owner Ruby Gamble
Address 1590 Compton Road
Cleveland Heights, OH 44118
Phone 216-456-5226
Fax 216-691-4616
Email writingshop@socglobal.net
Website <http://writingsho3.wix.com/writingshop>
Certification Type CSB/MBE/FBE
Certified Business Description Commercial Writing: magazine features, corporate writing-copy writing, media placement, marketing brochures, newsletters, talking points, annual reports, press releases.
Media Relations & Training-crisis communication, internal communications, event planning.

Business Name Robert P. Madison International, Inc.
Owner Sandra L. Madison
Address 2930 EUCLID AVE
CLEVELAND, OH 44115
Phone 216-861-8195
Fax 216-621-5738
Email smadison@rpmadison.com
Website <http://www.rpmadison.com>
Certification Type CSB/MBE/FBE
Certified Business Description Architectural firm specializing in planning, interior design, commercial civic, educational, institutional & residential project types. Also provide project management & construction observation.

Business Name Envision Group LLC, DBA Envision
Owner Ryan Smalley
Address 2249 Elm Street, Suite 419
Cleveland, OH 44113
Phone 216-906-7866
Fax 216-906-7866
Email ryan.smalley@envisiongroupllc.com
Website www.envisiongroupllc.com
Certification Type CSB
Certified Business Description Professional Consulting Services; planning, design & implementation of multi-modal transportation, freight, bike trail, park & green infrastructure projects; Also assists with grant writing, market analysis, visioning and public engagement, comprehensive/neighborhood planning.

Business Name	Metropolitan Architecture Studio
Owner	Kathleen Tark
Address	2310 SUPERIOR AVE STE 240 CLEVELAND, OH 44114
Phone	216-623-0290
Fax	216-623-0291
Email	ktark@metroarchstudio.com
Website	www.MetroArchStudio.com
Certification Type	CSB/FBE
Certified Business Description	Architecture firm specializing in planning, interior design, commercial, civic, educational, institutional, and residential project types. Historic preservation, & new urban development etc.

Should you have any questions, please contact Jennifer Wiman at x2667.

cc: Chris Garland, City Planning



City of Cleveland
 Frank G. Jackson, Mayor
 Office of Equal Opportunity
 Dr. Melissa K. Burrows, Director

Subcontracting Goal Change Request Form

For contracting opportunities greater than \$50,000

Note: Under Chapter 187 C.O., Contracting Departments are required to use their best efforts to utilize CSBs, MBEs and FBEs as subcontractors on all contracts greater than \$50,000.00. Departments should use this form to request a waiver or reduction of the subcontracting goals established under Sections 187.04 and 187.06. Should the OEO approve the change, the revised subcontracting goal(s) shall be stated in the bid or proposal documents. If the Department requests a waiver of the subcontracting goal(s), it must submit reasons why subcontracting is infeasible or impracticable, and/or must document that there are no certified subcontractors available to participate in the contract.

Project Name/Contract Services: Form Based Code Consultant

Contract Type: Public Improvement Professional Service Purchase Other: _____

Funding Source(s): City Federal State Other: Grant

Established Subcontracting Goal(s): _____ MBE _____ FBE _____ CSB

Proposed Subcontracting Goal(s): _____ MBE _____ FBE _____ CSB

Waiver of OEO Subcontracting Goal(s) Requested? Yes No

Brief explanation of reason(s) a subcontracting goal change or waiver is requested for this contract:

Bid Specs/RFP Description of Services must be attached: Included

The City of Cleveland is seeking an accomplished, professional planning firm/team to complete the following tasks - both local and national candidates will be considered:

- Assist the City in its effort to write a new zoning code. The new code will be easy to use, highly graphical and aligned with the City's vision of creating healthy, walkable and equitable neighborhoods.
- Provide assistance in re-structuring the City's zoning review processes.
- Facilitate related public engagement efforts.

*Form-Based Codes (FBCs) are a relatively new zoning innovation which have only recently been implemented in legacy municipalities, similar to Cleveland. With that in mind, a threshold requirement specified in this RFP is that the consultant demonstrate that they had previously designed and instituted an FBC. While City Planning will invite Cleveland-based (CSB certified) firms to apply, our department is only aware of a small universe of national firms which have both prepared and implemented such specialized codes to date.

Signed: *Freddie Collier*
 Printed Name: FREDDIE COLLIER
 Director of: CITY PLANNING

OEO Review:

Waiver: Approved: Denied:
 Goal Change(s): Approved: Denied:
 New Goals: MBE FBE CSB

- Reasonable and necessary requirements of contract preclude subcontracting.
- Sufficient certified contractors who are qualified and capable of providing the goods or services the contract requires are unavailable.
- Goods and/or services to be furnished under the contract are available only from a sole source.
- An emergency exists which requires goods or services to be provided with such immediacy that it is impracticable to comply with the subcontracting goals.
- Other: _____

Signed: *Jennifer Moran*, OEO Evaluator Date: 2.23.18
 Signed: *[Signature]*, OEO Director Date: 2/23/18