

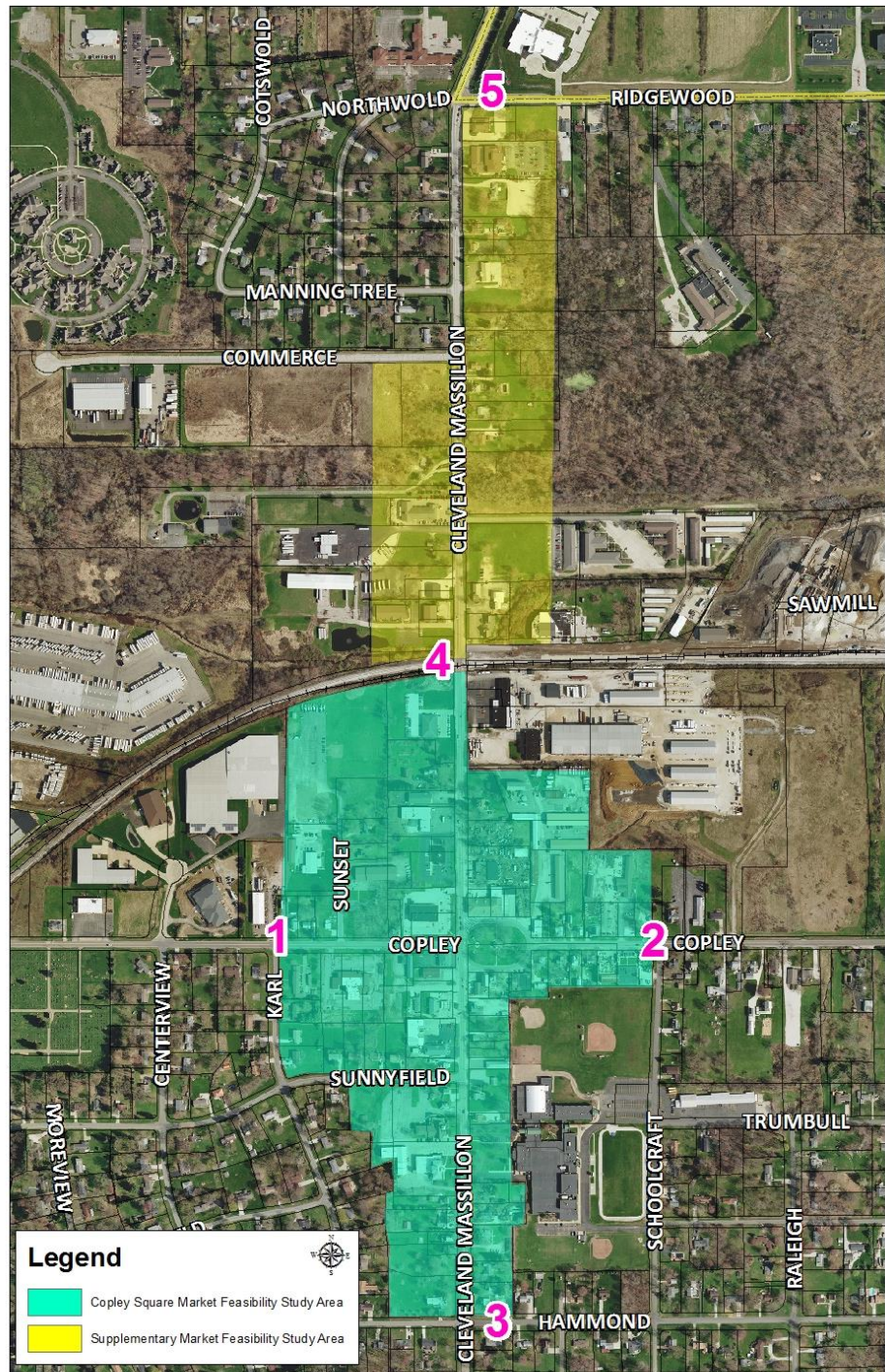
The Copley Community Improvement Corporation (CIC) is soliciting qualifications and pricing from consultants to complete a Commercial and Residential Market Analysis of the Copley Square Mixed Use District. This market analysis will provide the CIC with an understanding of the types and sizes of commercial businesses and residential spaces that are supportable within the defined downtown area(s).

The Copley Square Downtown Area to be included in the Analysis is shown below and includes:

- Copley Rd. from Karl Drive heading east to Schoolcraft Ave. (1 to 2)
- S. Cleveland - Massillon Rd. from Hammond Blvd. to the Wheeling & Lake Erie railway (3 to 4)

**SUPPLEMENTARY
STUDY AREA**

- S. Cleveland – Massillon Rd. from the Wheeling & Lake Erie railway to Ridgewood Rd. (4 to 5)



COPLEY COMMUNITY IMPROVEMENT CORP.
REQUEST FOR PROPOSALS & QUALIFICATIONS

Sources of Funding:

1. Copley Community Improvement Corporation (CIC) – Financial resources would be derived from operational funds.

Scope of Work contract will be executed for the following services:

2. Commercial Market Analysis
 - a. Provide consumer characteristics and market segmentation for a realistic trade area.
 - b. Provide retail, office/professional service opportunities and the potential which would be appropriate for the Copley Square District.
 - c. Review the site's region to seek potential voids or over supply of particular retailers.
 - d. Prepare a detailed report with summary of findings.
3. Residential Market Analysis
 - a. Future projections indicating the amount and ideal housing type, if any, for the study area.
4. Supplementary Market Feasibility Study Area – considered a separate line item proposal which may be considered based upon cost proposals. Supplementary Study Area would follow the same methodology as defined above in the scope of work.

Submission Date & Submission Requirements

Firms interested in being considered for this project shall submit one (1) paper and one (1) electronic form of all required RFP and RFQ documents by 4:00 PM (EST) on December 27, 2019. Proposals shall include the following information:

- A description of firm and its background, size and nature of services
- Firm's relevant experience evaluating retail, office and residential markets
- Resumes of personnel who would be assigned to this project with a per-hour cost for each individual
- Examples of past market analysis and studies
- Lists of completed projects
- Project completion strategy
- Cost proposal for services outlined above
- Consultant may submit other relevant materials that would aid the CIC in review/selection of the consultant.

Paper and electronic submittals shall be sent to:

Community Improvement Corporation
Attn: Matthew Springer
1540 S. Cleveland – Massillon Rd.
Copley, Ohio 44321

-and-

mspringer@copley.oh.us

Selection Process

An internal review team will evaluate proposals based upon an objective scoring matrix and in accordance with the following criteria:

- Firm's experience, expertise, facilities and equipment
- Completion strategy
- Commitment of key staff assigned to the project
- Ability to complete work in timely manner
- Work history
- Strength of client recommendations and references

Project Submittal, Award and Deadline Dates

- Market Analysis Submittal Deadline: 4:00 PM (EST) on December 27, 2019
- Anticipated Firm Selection: January 31, 2020
- Anticipated Project Start Date: March 2, 2020
- Project Completion Date: April 3, 2020