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REQUEST FOR PROFESSIONAL SERVICES QUALIFICATIONS

FULL-TIME HOUSING AND SHORT-TERM RENTAL ECONOMIC RECOVERY PLAN IN DOWNTOWN

The City of Ottawa requests qualifications from consulting firms specializing in economic revitalization planning to encourage full-time residential and short-term rental in our downtown district. As some scope items are very specialized, it is anticipated that the chosen firm could very well work with a subconsultant.

Qualifications will be accepted until 4:00pm, Friday, April 28, 2023.

The following is an excerpt from the grant award document:

Exhibit A Project Description

Grant funds will be utilized by the Grantee for costs associated with creating a plan for revitalization of the Grantee's downtown, with a focus on development of downtown full-time residential and short-term rental properties, which have been impacted by COVID-19. The Grantee's downtown is the social, cultural, governmental, entrepreneurial, and tourist center of the city. The Grant-funded project will provide a plan for the downtown area's full-time residential and short-term rental properties to become desirable not just for the cost, but also for their proximity to a well-planned and vibrant development which will provide residents with the services they desire and need, in walking distance from their homes.

The Grantee will contract with a consultant to provide assistance to the Grantee's staff on determining the best approach for improving the situation regarding downtown full-time residential and short-term rentals, and how they will be most beneficial to the economic bounce-back needed for this community. Downtown housing not only encourages walking to and from work, but it also encourages local stores and shops to extend business hours to accommodate those who reside in the area full-time. Availability of short-term rentals would encourage individuals to move to Ottawa and see if it meets their residential needs without making a long-term commitment.

Exhibit B Deliverables

Data Collection: Submission of an attestation confirming information gathered in a system that enables data to be used to inform, enable, research and analysis of all project components for the economic recovery plan.

• **Data Analysis:** Submission of an attestation that information from data collection will be used to inform decisions for the goal of completing the economic recovery plan.

• **Rough Draft:** Submission of economic recovery plan rough draft to Grant Manager.

• **Final Copy:** Submission of economic recovery plan final copy to Grant Manager.

Scope of Services:

The City of Ottawa was awarded \$75,000 in DCEO RISE Grant funding for development of an economic recovery planning project in Downtown Ottawa. Selected firm will create a plan to encourage residential and short-term rental in the downtown area to help the community economically recover from COVID impacts. This planning effort will focus on a two-part economic recovery plan in the heart of Ottawa: Downtown Residential Development Plan; and the development and encouragement of short-term rentals in the Downtown. Many of the existing downtown buildings have vacant upper floors.

The City of Ottawa's Downtown Housing and Short-Term Rental Economic Recovery planning project will consist of six total tasks: Public Outreach, List Potential Downtown Residential Properties, Downtown Full-Time Residential Study, Short-Term Rental Study, Short-Term Rental Ordinance, and Study to Determine the Projected Impact of Downtown Residential and Short-Term Rentals to Area Businesses/Creation of Short-Term Rental economic benefit study for Ottawa. These proposed project tasks are detailed below:

Task 1 - Public Outreach. Include public input throughout the study process to address concerns of citizens and incorporate into recommendations.

- Develop a series of community meetings to educate the public on full-time residential development and Short-Term Rentals in Downtown Ottawa, discuss potential benefits for the overall City, to address concerns regarding potential impacts, and to create consensus on recommended ordinance. The following meetings are anticipated with the possibility of multiple meetings on the same day:
 - Meetings with City Council (3)
 - Public meetings (2-3)
 - Meetings with local stakeholders, including property owners, developers, and local businesses (2)
 - Required Council Meetings for adoption of recommendations (2)
- Develop presentation materials and surveys to gather community input

Task 2 - List Potential Downtown Residential Properties:

- Develop with City staff a building survey for Downtown Ottawa and create a database includes the following:
 - Buildings with potential for a residential component
 - Age, condition, current use, and code status of typical downtown buildings
 - Common code violation problems
 - Historic or architectural significance, where relevant
- Recommend which buildings are generally appropriate for Full-time residential and/or Short-Term Rentals
- Identify possible incentive programs to improve old buildings to meet current codes
- Recommend possible funding sources for implementation
- Develop presentation materials for public feedback that illustrate draft and final recommendations

Task 3 - Downtown Full-Time Residential Study:

- Evaluate:
 - Market demand, recommending unit sizes and amenities, verifying profitability for investors, and parking considerations.
 - Economic viability of Downtown full-time residential in existing buildings
 - The possibility of a common rental management group
 - Recommend next steps, process, and potential funding to implement

Task 4 - Short Term Rental Study:

- Evaluate:
 - Market demand, recommending unit sizes and amenities, verifying profitability for investors, and parking considerations
 - Economic viability of Downtown SRT's in existing buildings
 - The possibility of a common rental group for SRT's downtown helping with bookings and cleaning
 - If SRT's create housing shortages or cause area home prices to dramatically increase in areas such as ours
 - If SRT's cause a large negative effect on area hotels
 - Recommend next steps, process, and potential funding to implement

Task 5 - Short Term Rental Ordinance:

- Recommend an SRT ordinance for a non-home rule city in Illinois:
 - Ordinance should apply to entire City
 - Work with City Council with public involvement
 - Prepare a comparative analysis of 3-5 examples of SRT ordinances from other comparable Illinois communities
 - Develop drafts of ordinance that can include: Definitions; License Required, Issuance, Renewal, and Fee; Permitted Use Process if any; Locations allowed; Standards ; Maximum Occupancy; Penalties; Etc.

- Clearly address Locations Allowed and how the ordinance will prevent common SRT problems from developing
- Develop revised and final ordinance with feedback from staff and City Attorney

Task 6 - Study Projected Impact of Downtown Residential and Short-Term Rentals to Area Businesses and Create a Short-Term Rental Economic Benefit Study for Ottawa:

This will quantify the benefits of downtown residential and short-term rentals and will be used to set goals and make decisions.

Project Timeline:

Plan must be completed by November 30, 2023. A Draft Plan will be presented to the City Council with full adoption of the plan before December 31, 2023.

Fee:

Total cost for all services shall not exceed \$75,000.00.

Submittals:

The following information should be included:

1. Cover letter:
 - a. Name, address, telephone number and FEIN number of the firm
 - b. Name, title address, telephone number, and email address of contact person authorized to contractually obligate the firm on behalf of the firm
 - c. A brief statement of the understanding of the scope of the work to be performed
 - d. A confirmation that the firm meets the appropriate state licensing requirements to practice in the State of Illinois and experience necessary for the project
 - e. A confirmation that the firm has not had a record of substandard work within the last five years
 - f. A confirmation that the firm has not engaged in any unethical practices within the last five years
 - g. A confirmation that, if awarded the contract, the firm acknowledges its complete responsibility for the entire scope of work
 - h. The signature of an individual who is authorized to make offers of this nature in the name of the firm submitting the proposal
2. Qualifications:

- a. Brief history and description of the firm. Include past performance on similar and other grant funded projects.
 - b. Resumes of key personnel to be assigned to this project
 - c. Location of firm's office primarily responsible for the work
 - d. Qualifications and approach to planning and designing the project including anticipated complexities, methodologies and knowledge of the work
 - e. Reference contacts for past similar projects
3. Brief discussion of any other information not covered above that may be relevant

Submission Instruction:

Sealed qualifications should be in accordance with the terms, conditions and requirements set forth in this RFQ. Interested parties should submit one hard copy and an electronic version of their qualifications to the address below no later than 4:00pm local time, Friday, April 28, 2023. Qualifications received after that date and time will not be considered.

David Noble
 Director of Economic Development
 City of Ottawa
 301 West Madison Street
 Ottawa, Illinois 61350
dnoble@cityofottawa.org
 815-433-0161 x220

Evaluation and Selection:

All qualifications received by the specified deadline will be reviewed by the Selection Committee for content, completeness, qualifications, and experience. After those firms deemed the most qualified are chosen, further evaluation and interviews may be conducted as part of the final selection process. However, the City of Ottawa reserves the right to complete the selection process without proceeding to an interview phase and may choose to select based upon the information supplied in the Qualifications. The City of Ottawa reserves the right to waive any informality in any submittal and to reject any or all submittals. All submissions become the property of the City of Ottawa.

The City will evaluate each potential consultant in terms of:

DESCRIPTION	WEIGHTED %
1. Past Performance and project experience	30
2. Professional qualifications and proposed staffing	20

3. Proximity of firm to project location	10
4. Approach, methodologies, and knowledge of the work described.	25
5. References from past projects	15