

Request for Proposal

City of Canton, Ohio
Purchasing Department
218 Cleveland Ave. SW, 4th floor
Canton, Ohio 44702

Downtown Housing Market Analysis

Economic Development

Responsible Department

July 6, 2026 on or before 4:00PM local time

Responses Due

Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

LEGAL NOTICE

The Director of Public Service of the City of Canton, Ohio will accept sealed responses on or before **4:00 PM local time July 6, 2026**, for the purpose of purchasing:

Downtown Housing Market Analysis

The City will disqualify any response not received on or before 4:00 PM local time on July 6, 2026. Shortly after the deadline for the submission of responses, all responses received on time will be publicly opened and read aloud. The Sixth Floor Conference Room of Canton City Hall is the location for the response opening.

Submit all responses to the City of Canton Purchasing Department, 218 Cleveland Avenue SW, Purchasing Department/Fourth Floor, Canton, Ohio 44702 according to the instructions in the invitation posted on the City of Canton Purchasing Department website at <https://cantonohio.gov/448/Purchasing-Procurement>. Or submit your response electronically via the City's sourcing tool. The sourcing tool is free for your use with City sourcing events. Go to <https://www.cantonohio.gov/448/Purchasing-Procurement>, then click on Open Solicitations and post your response.

The Director of Public Service reserves the right to waive any technical defects in any response submitted so long as the response is in substantial compliance with State law.

Companies may withdraw their response, by written request, at any time prior to the due date and time set for the response opening.

Each response must contain the full name of every person or company participating in the response.

The Board of Control reserves the right to reject any or all responses and to accept the response(s) deemed most beneficial to the City of Canton.

All companies must submit their Federal ID Number for IRS purposes.

Questions may be submitted up until one week prior to the due date and time. Questions may result in a formal written addendum. Companies are responsible for monitoring the above-named website for any official addenda.

Please contact Purchasing@cantonohio.gov if you have any questions regarding this invitation.

By or respondent of the Director of Public Service: John M. Highman, Jr.

Published in the Canton Repository: June 18 and 25, 2026

Section I: Table of Contents and Checklist

The items below will be required of the selected company prior to award of a contract. Respondents are encouraged to submit these items with their response. These forms are also available on-line via the City's bid tool if you wish to submit the completed forms in that manner.

This checklist should be returned with your submission.

- _____ Cover sheet
- _____ Legal Notice
- _____ Section I: Table of Contents and Checklist
- _____ Section II: Forms and Instructions
 - _____ Form Instructions
 - _____ Form 1: Respondent and Contractor Employment Practices Report
 - _____ Form 2: Authority of Signatory
 - _____ Form 3: N/A
 - _____ Form 4: Respondent Information
 - _____ Form 5: Non-Collusion Affidavit
 - _____ Form 6: Insurance Requirements
 - _____ Form 7: Affidavit for Foreign Corporations
 - _____ Form 8: Personal Property Tax Certification (ORC 5719.042)
 - _____ Form 9: Certification – Auditor of the State of Ohio
 - _____ Form 10: Articles of Incorporation
 - _____ Form 11: W-9 Tax Form
- _____ Section III: City of Canton Income Tax Information
- _____ Section IV: Canton Codified Ordinances
- _____ Section V: Specifications
- _____ Section VI: Pricing and Signature Pages

Section II: Forms and Instructions

Form Instructions

All forms will be required of the successful respondent but may be submitted prior to the awarding of the contract.

*****The City of Canton does encourage respondents to submit all forms with their response*****

Form 1: Respondent and Contractor Employment Practices Report

This form is designed to provide an evaluation of a respondent's policies and practices relating to the extension of equal employment opportunity to all persons without regard to race, religion, color, sex or national origin. The successful respondent will be required to complete and submit the Respondent and Contractor Employment Practices Report. Additionally, the successful respondent will be required to submit an "affirmative action plan" and/or "EEO policy." If the successful respondent does not have a formal EEO policy, it will be required to complete and submit the provided EEO policy statement.

Form 2: Authority of Signatory

The authority of the respondent signatory must be established. Form 2 provides the means by which the respondent can identify the type of business organization it is (corporation, partnership, etc.) and instructions as to how signature authority is commonly established.

Form 3: Not Applicable

Form 4: Respondent Information

The respondent shall submit the required information on the included form and shall supplement the information there given as may be required by the City after the receipt of the response. Selected respondents may be interviewed by the City and shall furnish such information as the City may deem necessary to consider respondent prior to making an award.

Form 5: Non-Collusion Affidavit

Each respondent is required to submit with their response an affidavit stating that neither he nor his agents, nor any other party for him, has paid or agreed to pay, directly or indirectly, any person, firm or corporation any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further agreeing that no such money or reward will be hereafter paid. This affidavit must be on the form provided.

Form 6: Insurance Requirements

The successful respondent will be required to have the required insurance as outlined in Form 6 and should be prepared to submit proof thereof.

All respondents would be well advised to consult their insurance agents as soon as possible so that all questions and concerns can be given due consideration.

Form 7: Affidavit for Foreign Corporations

A successful respondent who is a foreign corporation, (**a corporation not chartered in the State of Ohio**), will be required to submit an affidavit duly executed by the authorized signatory stating in said affidavit that said foreign corporation has, in accordance with the provisions of the laws of the State of Ohio, obtained a certificate authorizing it to do business in the State of Ohio.

Form 8: Personal Property Tax Certification (ORC 5719.042)

This form/certification must be retyped on the successful respondent's letterhead and notarized utilizing either paragraph (A) or (B) as it applies to the successful respondent's company.

Form 9: Certification – Auditor of the State of Ohio

This form is used to certify that the respondent does not have outstanding unresolved finding for recovery issued by the Auditor of the State of Ohio.

Form 10: Articles of Incorporation

The successful respondent may be required to submit a copy of the company's articles of incorporation.

Form 11: W9 Tax Form

Please provide an up to date copy of your Company's W9.

Form 1: Respondent and Contractor Employment Practices Report

City of Canton Office of Compliance

I. INSTRUCTIONS

- A. This form is designed to provide an evaluation of your policies and practices as they relate to the extension of equal employment opportunity to all persons regardless to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
- B. City of Canton Codified Ordinance 507 and rules and regulations pursuant thereto provide for a contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements, and permits.
- C. Completion of this Contractor and respondent Employment Practices Report is one of the steps which demonstrate compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the Program by the vendor and its subcontractors rests with the vendor or subcontractor. Such demonstration is a prerequisite for continued eligibility for the award City contracts.

II. VENDOR OR RESPONDENT INFORMATION

| |
|---------------------------------------------------------------------------------------------------------------------|
| 1. Reporting Status A. Prime Contractor B. Prime Subcontractor C. Supplier D. Other (Specify) |
| 2. Name, Address and Telephone Number of Respondent Covered by This Report |
| 3. Name, Address and Telephone Number of Principal Official or Manager of Respondent |
| 4. Name, Address and Telephone Number of Principal Office of Respondent |

Evaluation (Office Use Only)

- Compliant
- Non-Compliant
- Follow up needed _____

III. POLICIES AND PRACTICES

The respondent and the Contractor will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Canton by encircling the applicable letter associated with each item below. The letters are interpreted as follows:

A – Current Practice **B** – Company will immediately adopt this policy **C** – Company is unwilling or is unable to adopt policy.

| Circle One | Items | State Reason if (C) is checked |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| A B C | 1. The company will adopt a policy of non-discrimination on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity, with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment. This policy will be communicated in writing to all employees, subcontractors, recruitment sources and all relevant labor organizations and unions. | |
| A B C | 2. The Company will develop procedures which will assure that this policy is understood and carried out by managerial, administrative, supervisory personnel. | |
| A B C | 3. The company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis. | |
| A B C | 4. The company will participate in training programs for the benefit of employees or prospective employees, according to the intent of City Codified Ordinance 507. | |
| A B C | 5. Company recruiters will seek a broad recruitment base in or respondent that a representative cross-section of applications might be obtained, and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel. | |
| A B C | 6. Company will take steps to integrate any position, departments, or plant locations which have no minority persons, or are almost completely staffed with one particular ethnic or racial group. | |
| A B C | 7. The Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: Education, Experience, Tests, and Criminal Records. | |
| A B C | 8. Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company. | |
| A B C | 9. The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity. | |

IV. EMPLOYMENT DATA

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or local law. All specified data are required to be filled in by law. Please provide truthful and accurate information. If information provided is found to be false, respondent/contractor will be subject to the loss of all future awards.

MALE:

FEMALE:

| Categories | Overall Total | Total Male | Total Female | African American | Asian American | Native American | Hispanic | African American | Asian American | Native American | Hispanic |
|-------------------------------------|---------------|------------|--------------|------------------|----------------|-----------------|----------|------------------|----------------|-----------------|----------|
| Officials, Managers and Supervisors | | | | | | | | | | | |
| Professionals | | | | | | | | | | | |
| Technicians | | | | | | | | | | | |
| Part-Time Seasonal | | | | | | | | | | | |
| Office & Clerical | | | | | | | | | | | |
| Craftsman (skilled) | | | | | | | | | | | |
| Operatives (semi-skilled) | | | | | | | | | | | |
| Laborers (un-skilled) | | | | | | | | | | | |
| Service Workers | | | | | | | | | | | |
| Total: | | | | | | | | | | | |

REMARKS: Please explain any identification data appearing on the last report which differs from that given above. This includes major changes in employment, changes in composition of reporting units, and other pertinent information. Use a separate sheet if additional space is required.

V. ADDITIONAL INFORMATION (Optional)

Describe any other actions taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity. Use a separate sheet if additional space is required.

VI. POLICY STATEMENT

The City of Canton, Ohio in conformance with local, state, and federal regulations requires each vendor, contractor, and material suppliers working on city projects or awarded City contracts be signatures of the following statements:

- 1) It is the policy of _____ that equal employment opportunities be afforded to all qualified persons without regard to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
- 2) In support of this document _____ will not discriminate against any employee or applicant because of race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
- 3) _____ will take affirmative action to ensure that applicants for employment and current employees are treated fairly without regard to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity. Such action will include but not be limited to recruitment, advertising, or solicitation for employment, hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.
- 4) _____ will make every effort to comply with minority utilization goals as follows: (9%) nine percent minorities in your workforce on the job, (6.9%) six point nine percent female utilization on this job, and (10%) ten percent of contract amount expended with minority business enterprises, women-owned business enterprises or a combination of both.
- 5) _____ shall require each sub-contractor hired for this project to adhere to this statement.

VII. SIGNATURE

The under signed certifies that he/she is legally authorized by the vendor/respondent to affirm all information and statements included in this employment practices report. That he/she has read all of the foregoing statements, representations, and affirmations and that they are true and correct to the best of his/her knowledge and belief. The under signed, understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated intentions or objectives, set forth herein, without prior notice to the Office of Compliance, the respondent/contractor could be subject to loss of current and future awards.

Firm or Corporation Name:

Signature:

Title:

Date of Signing:

Form 4: Respondent Information, Page 1

1. The respondent shall provide the following information as part of its response.

a. Name of Respondent _____

b. Business Address _____

_____ City State Zip

c. Business Telephone Number (____) _____

d. Person, address, email and telephone to whom official notices are to be sent

e. Person, address, email and telephone for further information regarding this response

f. State(s) of incorporation (w/dates of incorporation)

g. Principal place of business

h. Federal I.D. Number # _____

Form 4: Page 2

2. Form of Business Organization.

____ Corporation

____ Partnership

____ Other

3. The Respondent shall provide the names and addresses of all persons interested as principals (officers, partners, and associates) in this proposal. Write first name in full, and give titles for offices.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

All of the above, including the signatory to this response, are citizens of the United States, except the following. (Provide names and addresses of those not a citizen of the United States.)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4. Name and address of other person, firms or companies interested in this contract.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

5. Local Respondent Preference Information: Does your company have a headquarters, division, sales office, sales outlet, manufacturing facility, or similar significant business-related location in Stark County, Ohio? If yes, please provide the name and address of the location below.

Form 5: Page 2

statements contained in said proposal or are true; that such respondent has not, directly or indirectly submitted this response, or the contents thereof, or divulged information or data relative thereto any association or to any member or agent thereof; and further says that all the statements made by him in said response are true.

Affiant

Sworn to and subscribed before me this _____ day of
_____, 20 ____.

Notary Public in and for

_____ County,

My Commission Expires:

_____, 20 ____.

Form 6: Insurance Requirements, Page 1

Instructions

All successful respondent(s) will be required to possess the following items per the requirements below and should be prepared to submit proof thereof:

1. Liability Insurance Certificate
2. Worker’s Compensation Certificate

Insurance Requirements

The following standard indemnity agreement and minimum insurance requirements are incorporated in the specifications for all work performed by the Contractor for the Owner, its affiliated and associated organizations or subsidiaries, hereinafter referred to as Owner.

I. The Contractor agrees to indemnify and save the Owner harmless from and against any and all costs, loss and expense, liability damages, or claims for damages, including cost for defending any action, on account of any injury to persons (including death) or damage to or destruction of property of the Owner, arising or resulting from the work provided for or performed, or from any act, omission, or negligence of the Contractor, Subcontractor and his or their agents or employees. The foregoing provisions shall in no way be deemed released, waived or modified in any respect by reason of any insurance or surety provided by the Contractor.

II. The Contractor shall maintain liability insurance and furnish the Owner with Certificates of Insurance as evidence thereof in the prescribed form. If any work provided for or to be performed un respondent any Specifications is sublet (as otherwise permitted by the terms of such Specifications), the Contractor shall require the sub-contractors to maintain and furnish him with satisfactory evidence of Worker’s Compensation, Employer’s Liability and such other forms and amounts of insurance which Contractor deems reasonably adequate.

III. In accordance with Item II, the Contractor shall maintain the following insurance:

1. Worker’s Compensation and Employer’s Liability Insurance affording,
 - a. Protection un respondent the Worker’s Compensation Law in the State of Ohio.
 - b. Employer’s Liability protection subject to a minimum limit of \$100,000.00.
2. General Liability Insurance in amounts not less than:

| | |
|------------------------------------------|----------------|
| a. General Aggregate Limit | \$2,000,000.00 |
| b. Personal and Advertising Injury Limit | \$1,000,000.00 |
| c. Each Occurrence Limit | \$1,000,000.00 |
| d. Fire Damage | \$ 100,000.00 |
| e. Medical Expense Limit | \$ 5,000.00 |

Form 6: Page 2

3. Commercial Automobile Liability Insurance in the following minimum amounts:
 - a. Bodily Injury and Property Damage any one accident or loss:
\$1,000,000.00

VI. This insurance shall:

1. include coverage for the liability assumed by Contractor under Item I (Indemnity);
2. be evidenced by Certificates of Insurance furnished by the Contractor that show by specific reference that each of the foregoing items have been provided for;
3. not be subject to any of the special property damage liability exclusions commonly referred to as the XCU exclusions pertaining to blasting or explosion, collapse or structural damage and underground property;
4. provide the City of Canton **“additional insured status”** and shall **contain an endorsement by the insurance carrier providing thirty (30) days’ notice to both the City and insured in the event of any change in coverage un respondent the policy**. No less than thirty (30) days advance notice of cancellation of the insurance policy shall be given to the City by the insurer.

Form 7: respondent's Affidavit: Foreign Corporation

***Any corporation that is not incorporated in the State of Ohio is a foreign corporation.**

The undersigned certifies that _____ is a foreign corporation incorporated in the State of _____, whose principal place of business is _____ and is required to obtain authorization to transact business in the State of Ohio.

The undersigned respondent further certifies that said authorization has been obtained and is in effect and the respondent has a designated statutory agent upon whom process against respondent's corporation may be served within the State of Ohio. The designated

statutory agent is _____
(name and address)

Process served upon the designated statutory agent named above shall be effective service, unless the Owner has been informed, by certified mail or its equivalent (return receipt), of a change in the agent upon whom process can be served.

Date

Signed

Title

Note: This statement is to be reproduced on the respondent's letterhead, signed by the authorized signatory, notarized and submitted with the respondent.

Form 8: Personal Property Tax Certification (ORC 5719.042)

NOTE: The below form and/or certification must be retyped on the respondent's letterhead and notarized utilizing either paragraph (A) or (B), and paragraph (C) as it applies to your company.

Office of the Auditor
City of Canton
218 Cleveland Avenue S.W., 2nd floor
Canton, OH 44702

To Whom It May Concern:

(A) The undersigned hereby certifies that the party for whom the contract award is being considered was not charged with any delinquent personal property tax at the time of the opening for the project nor is said party currently charged with such a delinquency on the general tax list of personal property for Stark County, Ohio.

Or

(B) The undersigned hereby certifies that the party for whom the contract award is being considered has been charged with a delinquency regarding personal property tax on the general tax list of personal property for Stark County, Ohio, either currently, or at the time of opening for the project. The amount of the due and unpaid delinquent taxes, including any due and unpaid penalties and interest thereon is _____.

and

(C) It is understood that, un respondent Ohio law, this statement is to be signed by the party whose has been tentatively accepted, and must be affirmed un respondent oath. The law also requires that his statement is to be submitted to the City Auditor and this statement must be incorporated into the pending contract before any payment can be made un respondent the subject contract.

Name of Company

Signatory

Secretary

Sworn to and subscribed in my presence this _____ day of _____, 20 _____

(Notary Public)

Form 9: Certification: Auditor of the State of Ohio

I, _____
(Name of person signing affidavit) (Title)

do hereby certify that _____ does not have an
(Company or Individual Name)

outstanding unresolved finding for recovery issued by the Auditor of the State of Ohio as defined

by Ohio Revised Code (ORC) Section 9.24 as of _____.
(Current date)

Signature of Officer or Agent

Name (Print)

Sworn to and subscribed in my presence this _____ day of _____, 20 _____

(Notary Public)

Form 10: Articles of Incorporation

Please provide a copy of the company's articles of incorporation. The City of Canton may request this information if it is not provided.

Form 11: W9 Tax Form

Please provide an up to date copy of your Company's W9.

Section III: City of Canton Income Tax Information

1. All successful respondents shall be required to comply with all City of Canton income tax ordinances including the following:
 - a. No person, partnership, corporation or unincorporated association may be awarded a contract with the City under Sections 105.09 or 105.10, unless the vendor is paid in full or is current and not otherwise delinquent in the payment of City income taxes, including any obligation to pay taxes withheld from employees under Section 182.05 and any payment on net profits un respondent Section 182.06.
 - b. Falsification of any information related to or any post-contractual violation of the requirement to pay City income taxes set forth in subsection (a) shall constitute cause for the rescission of the balance of the contract at the City's discretion.
 - c. No partnership, corporation or unincorporated association which has as one of its partners, shareholders or owners a person who is a twenty percent (20%) or greater equity owner in such partnership, corporation or unincorporated association and who is delinquent in the payment of City income taxes as set forth in subsection (a), may be awarded a contract with the City un respondent Sections 105.09 or 105.10.
 - d. A person who is a twenty percent (20%) or greater equity owner in any partnership, corporation or unincorporated association which is delinquent in the payment of City income taxes as set forth in subsection (a) may not be awarded a contract with the City un respondent Sections 105.09 or 105.10.
 - e. By entering into contract with the City of Canton the vendor agrees with the City regarding the manner of withholding of City income taxes as provided in Section 718.011(F) of the Ohio Revised Code including the following:
 - i. Municipal income tax withholding provisions of Sections 718.011(B)(1) and 718.011(D) ORC shall not apply to qualifying wages paid to employees for work done or services performed or rendered inside the City or on City property.
 - ii. The vendor agrees to withhold income tax for the City from employees' qualifying wages earned inside the City or on City property, beginning with the first day of work done or services performed or rendered inside the City.
2. Vendors will be registered with the City of Canton Income Tax Department to ensure that the above qualifications are met. Vendors are encouraged to contact the City of Canton Income Tax Department prior to responding with any questions regarding these provisions and for registration. Please use the contact information on the following page.

City of Canton Income Tax Department

Office Address

424 Market Ave. N
Canton OH 44702

Correspondence Address

P.O. Box 9940
Canton, OH 44711

Phone: (330) 430-7900

Fax: (330) 430-7944

Email: cantontax@cantonohio.gov

3. Additionally, all public improvement, professional services, and services contracts shall also contain the following provisions:

Provision 1

Said _____ hereby further agrees to withhold all City income taxes due or payable un respondent Chapter 182 of the Codified Ordinances for wages, salaries, fees and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such City income taxes due for services performed un respondent this contract. Furthermore, any person, firm or agency that has a contract or agreement with the City shall be subject to City income tax whether a resident or nonresident in the City, and whether the work being done is in the City or out _____ of the City. In addition to the tax withheld for employees, the net profits on the contract _____ shall be subject to City income tax.

Provision 2

By entering into contract with the City of Canton _____ agrees with the City regarding the manner of withholding of City income taxes as provided in Section 718.011(F) of the Ohio Revised Code.

- i. Municipal income tax withholding provisions of Sections 718.011(B)(1) and 718.011(D) ORC shall not apply to qualifying wages paid to employees for work done or services performed or rendered inside the City or on City property.
- ii. _____ agrees to withhold income tax for the City from employees' qualifying wages earned inside the City or on City property, beginning with the first day of work done or services performed or rendered inside the City.
(Ord. 238-2015. Passed 11-30-15.)

Section IV: City of Canton Codified Ordinances

Respondents shall take notice that they are to comply with the Codified Ordinances of the City of Canton including but not limited to the following:

1. Chapter 105.06 – Minority contract provision.

a. All contracts with the City shall include the following clause:

The respondent agrees to expend at least \$_____ of the Contract in the event the contract is awarded to such respondent for minority/women's business enterprises. For purposes of this pledge, the term "minority/women's business enterprise" means a bona fide business established as a sole proprietorship, partnership or corporation owned, operated and controlled by one or more minority persons or women who have at least fifty-one percent (51%) ownership. "Minority" includes African Americans, Asian/Pacific Islanders, Hispanic/Latino Americans and Native American Indians. The minority or woman must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership. Minority/women's business enterprises may be employed as construction contractors, subcontractors, vendors or suppliers.

(Ord.185-2011. Passed 10-31-11.)

2. Chapter 105.12 – Local Respondent Preference.

a. The Board of Control, in determining the lowest and best respondent in the award of contracts to which this section is applicable, is authorized to award contracts to local respondents as hereinafter defined, whose response is not more than five percent (5%) higher, subject to a maximum amount of twenty thousand dollars (\$20,000.00), than the lowest dollar response submitted by non-local respondents. The Board of Control's decision in making such an award shall be final.

b. For purposes of this section, "local respondent" means an individual or business entity which at the time of the award of the contract has a headquarters, division, sales office, sales outlet, manufacturing facility, or similar significant business-related location in Stark County, Ohio.

c. All contract specifications and/or request documents that are distributed by Canton for the purpose of soliciting responses for goods and/or services shall contain the following notice:

Prospective respondents will take notice that the City of Canton, in determining the lowest and best response in the award of this contract, may award a local respondent preference to any qualified respondent pursuant to Section 105.12 of the Codified Ordinances of the City of Canton. The determination of whether a respondent qualifies for the local preference shall be made by Board of Control. The Board's decision shall be final. A copy of Section 105.12 is attached.

d. This section shall be applicable to all contracts for equipment, goods, machinery, materials, supplies, vehicles and/or services, which are purchased, leased and/or constructed at a cost in excess of fifty thousand dollars (\$50,000.00) and which require requests pursuant to Ohio R.C. 735.05 through 735.09 and Ohio R.C. 737.03. *(Ord. 115-2018. Passed 5-14-18.)*

3. Chapter 105.15 – City Income Tax

- a. No person, partnership, corporation or unincorporated association may be awarded a contract with the City un respondent Sections 105.09 or 105.10, unless the respondent is paid in full or is current and not otherwise delinquent in the payment of City income taxes, including any obligation to pay taxes withheld from employees under Section 182.05 and any payment on net profits un respondent Section 182.06.
- b. Falsification of any information related to or any post-contractual violation of the requirement to pay City income taxes set forth in subsection (a) shall constitute cause for the rescission of the balance of the contract at the City's discretion.
- c. No partnership, corporation or unincorporated association which has as one of its partners, shareholder or owners a person who is a twenty percent (20%) or greater equity owner in such partnership, corporation or unincorporated association and who is delinquent in the payment of City income taxes as set forth in subsection (a), may be awarded a contract with the City under Sections 105.09 or 105.10.
- d. A person who is a twenty percent (20%) or greater equity owner in any partnership, corporation or unincorporated association which is delinquent in the payment of City income taxes as set forth in subsection (a) may not be awarded a contract with the City under Sections 105.09 or 105.10.
- e. A contract awarded under Sections 105.09 or 105.10 for a public improvement project, services other than personal or professional services, and personal or professional services shall not be binding or valid unless such contract contains the following provisions:

Said _____ hereby further agrees to withhold all City income taxes due or payable under Chapter 182 of the Codified Ordinances for wages, salaries, fees and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such City income taxes due for services performed under this contract. Furthermore, any person, firm or agency that has a contract or agreement with the City shall be subject to City income tax whether a resident or nonresident in the City, and whether the work being done is in the City or out of the City. In addition to the tax withheld for employees, the net profits on the contract shall be subject to City income tax.
(Ord. 238-2015. Passed 11-30-15.)

4. Chapter 182.30 – Contract Provisions

- a. No contract on behalf of the City un respondent Sections 105.09 or 105.10 of the Codified Ordinances of Canton for a public improvement project, services other than personal or professional services, and personal or

professional services shall be binding or valid unless such contract contains the following provisions:

Said _____ hereby further agrees to withhold all City income taxes due or payable un respondent Chapter 182 of the Codified Ordinances for wages, salaries, fees and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such city income taxes due for services performed un respondent this contract. Furthermore, any person, firm or agency that has a contract or agreement with the city shall be subject to city income tax whether a resident or nonresident in the city, and whether the work being done is in the City or out of the City. In addition to the tax withheld for employees, the net profits on the contract shall be subject to City income tax.

- b. By entering into contract with the city of Canton _____ agrees with the City regarding the manner of withholding of City income taxes as provided in Section 718.011(F) of the Ohio Revised Code.
 - i. Municipal income tax withholding provisions of Sections 718.011(B)(1) and 718.011(D) ORC shall not apply to qualifying wages paid to employees for work done or services performed or rendered inside the City or on City property.
 - ii. _____ agrees to withhold income tax for the City from employees' qualifying wages earned inside the City or on City property, beginning with the first day of work done or services performed or rendered inside the City.

(Ord. 238-2015. Passed 11-30-15.)

5. Chapter 507.03 – Equal Employment Opportunity clause.

- b. During the performance of this contract, the contractor agrees as follows:
 - 1. The contractor shall not discriminate against any employee or applicant for employment because of race, age, handicap, religion, color, sex, national origin, sexual orientation or gen respondent identity. The contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, national origin, military status, sexual orientation or gen respondent identity. As used herein, the word "treated" shall mean and include without limitation the following: recruited, whether by advertising or other means; compensation, whether in the form of rates or pay or other forms of compensation; selected for training, including apprenticeship; promoted; demoted; upgraded; downgraded; transferred; laid off; and terminated. The contractor agrees to and shall post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting officers setting forth the provisions of this nondiscrimination clause.
 - 2. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor; state that all qualified applicants will receive consideration for employment without regard to race, age, handicap, religion, color, sex, national origin, military status, sexual orientation or gen respondent identity.

(Ord. 153-2012. Passed 9-24-12.)

3. The contractor shall send to each labor union or representative of workers, with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the contractor's commitments un respondent the equal opportunity clause of the City; and he shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor shall submit in writing to the City his affirmative action plan, and each subcontractor and supplier of equipment or supplies shall submit to the general contractor his affirmative action plan. The responsibility for securing these affirmative action plans falls upon the general contractor and shall be on file at the office of the general contractor. The contractor shall furnish all information and reports required by the City or its representative pursuant to this chapter, and shall permit access to his books, records, and accounts by the contracting agency and by the Executive Secretary for purposes of investigation to ascertain compliance with the program.
5. The contractor shall take such action with respect to any subcontractor as the City may direct as a means of enforcing the provisions of this equal opportunity clause, including penalties and sanctions for noncompliance; provided, however, that in the event the contractor becomes involved in or is threatened with litigation as the result of such direction by the City, the City will enter into such litigation as is necessary to protect the interests of the City and to effectuate the City's equal opportunity program and, in the case of contracts receiving Federal assistance, the contractor or the City may request the United States to enter into such litigation to protect the interests of the United States.
6. The contractor shall file and shall cause his subcontractors, if any, to file compliance reports with the City in the form and to the extent prescribed by the City or its representative. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the contractor and his subcontractors.
7. The contractor shall include the provisions of this equal employment opportunity clause in every subcontract or purchase or respondent, so that such provisions will be binding upon each subcontractor or vendor.
8. Refusal by the contractor or subcontractor to comply with any portion of this program as herein stated and described will subject the offending party to any or all of the following penalties:
 - A. Withholding of all future payments under the involved public contract to the contractor in violation, until it is determined that the contractor or subcontractor is in compliance with the provisions of this contract.
 - B. Refusal of all future responses for any public contract with the City or any of its departments or divisions, until such time as the contractor

of subcontractor demonstrates that he has established and shall carry out the policies of the program as herein outlined.

- C. Cancellation of the public contract and declaration of forfeiture of the performance bond.
- D. In cases in which there is substantial or material violation or the threat of substantial or material violation of the compliance procedure or as may be provided by contract, appropriate proceedings may be brought to enforce these provisions, including the enjoining within applicable laws of contractors, subcontractors or other organizations, individuals or groups who prevent, directly or indirectly, or seek to prevent, directly or indirectly, compliance with the policy as herein outlined.

(Ord. 179-74. Passed 6-17-74.)

Section V: Specifications



Request For Proposals

Downtown Housing Market Analysis – July 6, 2026

Peter K. Zahirsky, JD, MPA, EDFP
Director of Economic Development
City of Canton – Office of the Mayor
Department of Economic Development
218 Cleveland Ave. S.W, 8th Floor
Canton, OH 44702

Request for Proposals

Downtown Housing Market Analysis



Prepared For

Consulting Team/Firm(s)

with Strong Economic Development Expertise

By

The City of Canton

Mayor's Office | Department Economic Development
218 Cleveland Avenue SW, 6th Floor
Canton, Ohio 44702

Peter K. Zahirsky JD, MPA, EDFP
Director of Economic Development

And

The Department of Purchasing
218 Cleveland Avenue SW, 4th Floor
Canton, Ohio 44702

Andrew Roth *Director
of Purchasing*

1.0 Background



The Mayor’s Office, Department of Economic Development is tasked with attracting new jobs and investment to the City of Canton, and helping existing businesses to grow and expand.

Economic development happens across a broad spectrum; sometimes it happens through attracting large industrial employers that take up significant tracts of land, and sometimes it happens through support for local small businesses that invest in spaces and help keep neighborhoods and downtowns vibrant.

Quality housing options across a range of price points and type are a crucial foundation for any community that wishes to sustain and grow its economic activity. The goal of this Request is to identify a firm to undertake a study looking specifically at downtown Canton and adjacent, underutilized space to lay the groundwork for a development plan that will both fill a gap in the housing market in Canton and leverage existing downtown developments toward a more sustainable and economically robust future.

The City of Canton seeks proposals from qualified consulting firms to prepare a comprehensive downtown Canton housing market analysis, housing gap assessment, and mixed-use development capacity study (“the Housing Study”). The Housing Study will be part of a larger Downtown Strategic Plan (“the Strategic Plan”) being undertaken by the Planning Department. The Housing Study will focus on the area bounded by Cherry Avenue NE, Walnut Avenue NE, 6th Street NE, and Tuscarawas Street E (“the Development Area”) and will provide the City with an evidence-based framework for future housing and mixed-use development decisions.

The selected consultant shall possess expertise in housing economics, market analysis, urban planning, redevelopment strategy, demographic forecasting, GIS analysis, and financial feasibility modeling. The Housing Study will quantify existing and future housing demand and identify supportable development opportunities.

The 2024 countywide housing analysis completed by the Stark Economic Development Board identified a large gap in the availability of medium-income housing across Stark County. The purpose of this Housing Study is to evaluate the feasibility of mixed-use development in the Development Area that will help fill that gap.

1.1 Administration

The Downtown Strategic Plan shall be administered by the City of Canton’s Director of Planning. The Director of Economic Development will administer the Housing Study component and subsequent development of the Development Area and will be the point of contact for the selected consultant.

The selected consultant shall coordinate regularly with City staff and designated stakeholders.

1.2 Partnership

The consultant shall engage City departments, economic development organizations, downtown stakeholders, major employers, housing providers, and development partners as necessary to complete the Housing Study. These include but are not limited to the Mayor’s Office, Departments of Economic Development, Planning, Community Development, and Engineering. The consultant will also collaborate with members of City Council and other local stakeholder entities outside of the City government integral to the Study including the Downtown Canton Partnership, Downtown Canton Land Bank, and Stark Economic Development Board. All engagement will be coordinated with the Director of Economic Development.

1.3 Overview

The City of Canton is located in northeast Ohio, and is the county seat of Stark County. Founded in 1805 alongside the Middle and West Branches of Nimishillen Creek, Canton became a heavy manufacturing center because of its transportation net-work and numerous railroad lines. With a population of approximately 70,000 and an area of 26 square miles Canton is the 8th largest city in the State of Ohio.

Downtown Canton is experiencing an urban renaissance through new public improvements, storefront reinvestment, and adaptive reuse projects including new residential development. To support downtown’s economic momentum, the City has put several tools in place: it has established Special Improvement, Innovation, Renovation, and Cultural Districts, a Designated Outdoor Refreshment Area, and the downtown Canton census tract is designated as an Opportunity Zone.

The City faces a shortage of housing across all types and income levels. In order to both sustain downtown viability and meet the need for new housing options, the City wants to attract dense, mixed-use construction to the Development Area which is immediately adjacent to the downtown core and will leverage downtown’s amenities to drive demand. In order to present this area to the market for development opportunities, the City seeks a detailed understanding of current housing demand and redevelopment potential to guide future investment decisions.

1.4 Purpose and Goals

The purpose of the Housing Study is to determine the size of the existing housing gap in downtown relative to the rest of the market, evaluate redevelopment opportunities, and estimate the amount of mixed-use residential development supportable by the market. The Housing Study should consider the

broader dynamics of Stark County and Canton as a whole as well as the downtown core and the adjacent Development Area.

Specific goals for the Housing Study include:

1. Quantifying demand
2. Evaluating market feasibility of mixed-use development
3. Estimating supportable unit counts
4. Recommending implementation strategies.

1.5 Study Area and Site Conditions

The Development Area to be evaluated in the Housing Study is directly east of the downtown core. Walnut Ave. is the western boundary and Cherry Ave. is on the east. Tuscarawas St. E is the southern boundary and 6th St. NE is on the north. The area comprises approximately 15 acres.

Within the Development Area the consultant shall inventory existing land uses, buildings, vacancies, parking resources, existing utility infrastructure, infrastructure conditions, and potential development constraints.



2.0 Description and Deliverables

The Housing Study shall produce a comprehensive housing market and redevelopment capacity analysis designed to support public and private investment decisions in the Development Area. It will provide the City with a detailed understanding of existing housing market conditions, current and projected residential demand, redevelopment opportunities, and the financial feasibility of future mixed-use development within the Development Area. The Housing Study will serve as a decision-support tool for public officials, property owners, developers, investors, and implementation partners and will become a key component of the City's broader Downtown Strategic Plan.

The selected consultant will be responsible for collecting and analyzing demographic, economic, real estate, land use, infrastructure, and development data necessary to evaluate the market potential of the Development Area. The Housing Study shall identify opportunities and constraints affecting redevelopment, quantify unmet housing demand, estimate supportable housing absorption, evaluate mixed-use development opportunities, and recommend implementation strategies capable of facilitating investment and construction activity. The Housing Study should be grounded in current market realities while also evaluating future development opportunities over short-term, intermediate, and long-term planning horizons. Recommendations shall be actionable, financially realistic, and designed to support sustainable economic growth and housing production within Downtown Canton.

The consultant will be expected to prepare a series of technical analyses and planning documents that collectively establish a framework for future development activity within the Development Area. Deliverables shall include an executive summary, existing conditions report, demographic and economic analysis, housing market analysis, housing gap assessment, development capacity analysis, financial feasibility report, GIS-based maps, and final study report.

The final Housing Study shall clearly identify the existing housing supply and demand conditions affecting downtown Canton, quantify the current housing gap, estimate supportable residential unit counts and absorption rates, identify redevelopment-ready sites, evaluate mixed-use development feasibility, and recommend specific implementation actions capable of advancing future investment.

Indicators of success for this engagement shall include the consultant's ability to quantify unmet housing demand, establish supportable residential development projections, identify redevelopment opportunities within the Development Area, evaluate investment readiness, and provide practical implementation recommendations that can be utilized by the City, development community, and economic development partners.

The completed Housing Study shall serve as a roadmap for future housing production, redevelopment activity, and public-private investment decisions and shall provide the City with a defensible, market-supported strategy for expanding housing opportunities within downtown Canton.

2.1 Scope of Services

Task 1 – Project Initiation and Data Collection

Task 2 – Existing Conditions Assessment

- a) Parcel inventory
- b) Land use inventory
- c) Vacancy analysis
- d) Infrastructure review

Task 3 – Demographic and Economic Analysis

- a) Population trends
- b) Household formation
- c) Income trends
- d) Employment analysis
- e) Migration patterns

Task 4 – Housing Market Analysis

- a) Existing housing inventory
- b) Rental market analysis
- c) Ownership market analysis
- d) Competitive supply analysis

Task 5 – Housing Gap Assessment

- a) Workforce housing demand
- b) Market-rate demand
- c) Missing-middle housing demand
- d) Demand by income segment

Task 6 – Mixed-Use Development Capacity Analysis

- a) Buildable acreage
- b) Site constraints
- c) Density scenarios
- d) Development capacity calculations
- e) Redevelopment opportunity mapping

Task 7 – Financial Feasibility Analysis

- a) Conceptual pro formas
- b) Construction cost assumptions
- c) Revenue projections
- d) Incentive analysis
- e) Public-private partnership opportunities

Task 8 – Implementation Strategy

- a) Phasing strategy
- b) Incentive inventory
- c) Regulatory recommendations

2.2 Plan Deliverables

The final report shall include the following:

- a) Executive Summary
- b) Existing Conditions Report
- c) Housing Market and Demand Gap Analysis
- d) Development Capacity and Financial Feasibility Analysis
- e) Recommended product mix
- f) Supportable mixed-use development program
- g) Funding and incentive recommendations
- h) Implementation roadmap

2.3 Indicators of Success

Indicators shall include:

- a) Quantified housing gap
- b) Supportable residential unit counts
- c) Estimated absorption rates
- d) Redevelopment site readiness
- e) Investment leverage potential
- f) Recommended implementation actions

2.4 Fee

Consultants shall provide a lump-sum fee proposal with detailed scope assumptions, staffing plan, schedule, and reimbursable expenses.

3.0 Requirements for Submission

Consultants shall submit qualifications, project understanding, methodology, work plan, staffing plan, references, schedule, and fee proposal.

Proposals shall include:

- a) Cover Letter
- b) Executive Summary
- c) Firm Qualifications/Relevant Experience
- d) Project Team
- e) Methodology
- f) Schedule
- g) Deliverables
- h) References
- i) Fee Proposal

3.1 Overview

The City seeks experienced firms with demonstrated expertise in housing market studies, downtown redevelopment, and mixed-use development feasibility analysis.

3.2 Selection Procedures

Selection may include proposal review, interviews, reference checks, and final contract negotiations.

3.4 Schedule

Suggested Schedule:

- a) RFP Issued
- b) Questions Due
- c) Proposals Due
- d) Consultant Interviews
- e) Selection and Award
- f) Notice to Proceed
- g) Final Report Delivery (within six months of authorization)

3.5 Evaluation Criteria

- a) Experience and Qualifications – 20%
- b) Project Management Plan – 20%
- c) Methodology and Work Plan – 20%

- d) Relevant Housing Market Expertise – 20%
- e) Schedule and References – 10%
- f) Fee Proposal – 10%



Peter K. Zahirsky, JD, MPA, EDFP

Mayor's Office | Department of Economic Development

218 Cleveland Avenue SW | 6th Floor | Canton, OH 44702

(330) 438-4302

Peter.zahirsky@cantonohio.gov