



HOUSING ADVISORY COMMISSION AGENDA:

September 3, 2026

Courthouse

5:00 PM

Approval of Agenda

Approval of Minutes

1. Minutes from the June 4th, 2026 Meeting

New Business

1. Review the Draft RFP for the Development of the 47 Acres

Adjournment



**MINUTES
OXFORD HOUSING ADVISORY COMMISSION
COURTHOUSE
THURSDAY, JUNE 4, 2026 AT 5:00 PM**

Approval of Agenda

Members Present: Mary Piper, Ann Fuehrer, Anne Bailey, Jason Bracken, Shana Rosenberg, Roxanne Ornelas

Staff Liaison: Jessica Greene

Called to Order at: 5:02 PM

Approval of Agenda:

First: Roxanne

Second: Anne

Amendments: Add in Public Comment & Membership Review

Approved

Approval of Minutes

Approval of Minutes:

First: Roxanne

Second: Jason

Approved

1. Minutes from the May 7th, 2026 Meeting.

Old Business

New Business

Membership Review:

Jessica updated the commission regarding membership. Shana Rosenberg is now the Planning Commission Representative, Roxanne is the Councilor Representative, and Jason Bracken is serving as a community member at large. Anne Bailey has also announced that she will not be reapplying for the commission, and so this is her last meeting.

Public Comment:

Jenny Bailer with the Oxford Winter House shared that they have started a formal 501 c 3 named Sheltering Oxford. They intend to operate an emergency shelter again for winter 2026-2027 and are hoping for some city financial support.

1. Review Council Goals and Research Topics

The commission reviewed Council goals and discussed recommendations.

For sheltering and building the affordable housing trust fund:

A Motion by Jason Bracken to ask the City Council to

- Fund \$50K for winter 2026/2027 and winter 2027/2028 for the emergency winter shelter
- And to in 2027:
 - Transfer ARPA remaining interest into the Affordable Housing Trust Fund
 - Dedicate staff time to research the development of a warming/cooling center in conjunction with the winter shelter project.
 - Dedicate staff time to research and explore collaborations that will lead to transitional housing or permanent supportive housing in Oxford.

Seconded by Shana Rosenberg

Discussion: Mary shared that PSH is losing funding at the federal level and so voiced support for exploring transitional housing options.

Vote: Passed- all in favor

For the development of 47 acres:

Ann F. shared that the development of the 47 acres needs to be in line with the past design charettes and economic development strategic plan.

Roxanne voiced support for intergenerational housing development and asked questions about the zoning.

Public Comments:

Chris Skoglund – shared concern that if we are targeting affordable housing, then public transportation in that area needs to be addressed.

Reece Moore- shared information on an intergenerational housing development in Portland, OR, Bridge Meadows, as a good example.

Roxanne then asked questions about proper zoning.

Jessica clarified that the zoning of the 47 acres is currently single-family housing and that the new zoning code is unlikely to be finished by the end of the year. One option would be to wait

for new zoning language, rezone, and then release an RFP for development.

This was generally not supported by the commission.

Jessica then shared that she could have a draft ready for an RFP by September, but needed to know our project goals. She shared the results of the 2020 Housing Needs study.

The commission expressed interest in an RFP for the sale of land and the development of market-rate housing. With listed priorities that could be added in for scoring, these priorities include

- How closely it aligns to goals expressed in the 2019 Design Charettes and uses the PUD process.
- Inclusion of Universal Design to allow for aging in place
- 10% affordability set aside
- The ability to scale the project -all the land or some of the land

The group expressed willingness to try an RFP, but if no suitable developers responded, we could try again under new zoning.

The HAC requested that funds raised from the sale of this land be used to support affordable housing development, likely by placing them in the affordable housing trust fund. This would be a recommendation to City Council.

Jessica stated that she would share this update with Council.

2. Recommendations to City Council

3. Announcements and Communications from HAC Members

Housing Rights Training on June 15th at 5pm as part of the Interact for Health Grant. Please help spread the word.

Habitat for Humanity Groundbreaking June 9th 10am. Please join us.

Thank you to Anne Bailey for her years of service on HAC.

No meetings in July or August. Next meeting September 3rd.

Adjournment

Motion to Adjourn at 6:25 AM

First: Jason

Second: Shana

Approved



Jessica Greene
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Oxford, OH 45056
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Western Knolls Planned Development Request for Development Proposals (RFP)

DRAFT

Contents

Project Introduction:	3
Project Background:	4
About Oxford, Ohio:	4
Oxford Tomorrow Comprehensive Plan	7
Oxford Housing Needs Assessment	8
Western Knolls Design Charette Exercise.....	9
Site Preparation:	9
Design Criteria:.....	12
Submission Requirements:	15
Team Information	15
Respondent's Proposed Purchase Price / Financial Return to the City (25 points).....	15
Team Qualifications and Experience (10 points)	15
Team Financial Capacity to Implement the Proposed Project:	15
Development Concept & Comprehensive Plan Alignment (25 points)	15
SELECTION PROCESS:	17
• Purchase Price / Financial Return to the City (25 points)	17
• Team Qualifications and Experience (10 points).....	17
• Development Concept & Comprehensive Plan Alignment (25 points).....	17
• Housing Mix & Homeownership (15 points)	17
• Financial Capacity & Project Feasibility (10 points)	17
• Sustainability / Environmental Design (5 points)	17
• Connectivity / Public Realm / Green Space (5 points)	17
• Schedule & Ability to Execute (5 points)	17
SUBMISSION PROCESS:	17

Project Introduction:

The City of Oxford, Ohio, invites qualified development teams to submit proposals for the purchase and development of approximately 47.44 acres of City-owned property known as Western Knolls. The City's objective is to create a distinctive, high-quality, year-round residential neighborhood that substantially expands Oxford's housing supply and homeownership opportunities while advancing the goals of the Oxford Tomorrow Comprehensive Plan, including Housing Opportunities for Everyone, a Thriving and Resilient Year-Round Economy, and Environmental Sustainability.

The City seeks a development incorporating a variety of housing types and price points, thoughtful transitions in residential density, high-quality and durable design, meaningful open space, connectivity to the Oxford Area Trail System (OATS) and surrounding neighborhoods, and environmental stewardship. Oxford strongly prioritizes housing that serves year-round residents and employees of Oxford-area institutions and employers.

The site for this project is a 47-acre parcel of City-owned property.

[Property location.](#)

The vision for this project is as follows:

- Housing:
 - The creation of an inclusive neighborhood where individuals and families can thrive. Our goal is to increase housing supply overall and advance diverse housing options. We envision that this development will include mixed types of market-rate housing of variable density.
 - Please note that this development is not intended for undergraduate housing.
- Neighborhood place making:
 - Support pedestrian-friendly design and provide access to the Oxford Area Trail System
 - Include engaging green space amenities.
- Design Sustainability
 - Demonstrate accessibility to Oxford residents of diverse backgrounds and abilities
 - Model superior design and building quality throughout.
 - Support the City of Oxford Climate Action Plan, which establishes a goal of carbon neutrality by 2045. The Western Knolls development should demonstrate best practices in sustainable development for a more equitable, livable, and resilient community. Respondents should identify measurable sustainability commitments, as applicable to their concept, including building energy performance, all-electric or high-efficiency systems, renewable-energy readiness or generation, EV readiness, stormwater management, tree canopy, native landscaping, heat-island

reduction, water conservation, construction-waste reduction, and preservation of environmentally sensitive areas.

- Financial
 - The City intends to sell the property to the selected development team and enter into a Development and Purchase Agreement establishing purchase terms, development commitments, phasing, infrastructure responsibilities, performance milestones, and other obligations associated with the project.
 - The City intends to select the proposal that provides the greatest overall public value, considering purchase price, development quality, financial feasibility, housing outcomes, alignment with City plans and policies, and the respondent's demonstrated ability to successfully complete the project. The City is not obligated to select the proposal offering the highest purchase price.
 - Respondents will be scored on their purchase proposal for the land and the quality of their project proposal, and its alignment with city goals.
- Timing:
 - The City's goal is for development activity to commence by 2029 and for the overall development to be substantially completed by 2034. Respondents should provide a realistic phased schedule identifying due diligence, entitlements, infrastructure construction, vertical construction, anticipated residential completions by phase, and substantial completion. Alternative schedules may be proposed with supporting rationale.

Project Background:

About Oxford, Ohio:

Oxford, Ohio is home to Miami University and is often named as one of the Best College Towns in America. We are home to 23,000 residents, many of whom are university students. We have the vibrancy of a larger city with amazing amenities, including sports facilities, art organizations, festivals, a thriving locally owned business community, numerous parks, and over 17 miles of trails. When the students are on break, we become a quieter and charming small town community for a few months. We are surrounded by a vast rural community, earning us one of the top-ranked farmers' markets in the state.

There is a limited year round residential housing market, as many development areas are geared toward student rentals. It is our goal to create more diverse housing options for year-round residents who want to live in Oxford.

Demographic Factors

A demographic profile of the surrounding area, including population, households, and income data, is

presented in the following table.

Surrounding Area Demographics					
	1-Mile Radius	3-Mile Radius	5-Mile Radius	Cincinnati, OH-KY- IN Metro	Ohio
2025 Estimates					
Population 2020	4,374	25,537	29,014	2,249,797	11,799,448
Population 2025	4,453	25,850	29,463	2,290,416	11,825,255
Population 2030	4,523	26,447	30,166	2,352,402	11,976,689
Compound % Change 2020-2025	0.4%	0.2%	0.3%	0.4%	0.0%
Compound % Change 2025-2030	0.3%	0.5%	0.5%	0.5%	0.3%
Households 2020	2,127	7,256	8,604	887,516	4,808,773
Households 2025	2,156	7,560	8,983	905,978	4,847,522
Households 2030	2,183	7,775	9,251	932,657	4,927,388
Compound % Change 2020-2025	0.3%	0.8%	0.9%	0.4%	0.2%
Compound % Change 2025-2030	0.2%	0.6%	0.6%	0.6%	0.3%
Median Household Income 2025	\$48,894	\$45,716	\$51,515	\$79,735	\$69,741
Average Household Size	2.1	2.3	2.4	2.5	2.4
College Graduate %	56%	56%	50%	37%	31%
Owner Occupied %	43%	37%	44%	66%	65%
Renter Occupied %	57%	63%	56%	34%	35%
Median Owner Occupied Housing Value	\$356,386	\$347,782	\$347,234	\$286,797	\$233,966
Median Year Structure Built	1982	1987	1985	1976	1970
Average Travel Time to Work in Minutes	23	21	22	27	26
Source: Claritas					

As shown above, the current population within a 3-mile radius of the subject is 25,850, and the average household size is 2.3. The population in the area has grown since the 2020 census, and this trend

is projected to continue over the next five years. Compared to the Cincinnati MSA overall, the population within a 3-mile radius is projected to grow at a similar rate.

While our median income is reported as lower than average, it is important to note that this is skewed by the large university student population who do not work more than part-time positions. If you remove the student population, we have a highly educated and professional resident base. Our largest employer is Miami University, followed by Tri Health Medical System and our local Talawanda School District.

Residents within a 3-mile radius have a considerably higher level of educational attainment than those of the Cincinnati MSA, while median owner-occupied home values are considerably higher.

Thriving Economy:

Miami University is located in Oxford, Ohio and is the largest employer in Butler County. They have over 2,900 full time positions and provide regional stability. In working closely with the university, their administration reported to the city that if we had more housing, more employees from Miami would be able to live in the community.

Private sector activity was strong in Oxford in 2025 with \$18.7 million in capital investment across 276 projects, the opening of 13 new businesses.

Recent Investments:

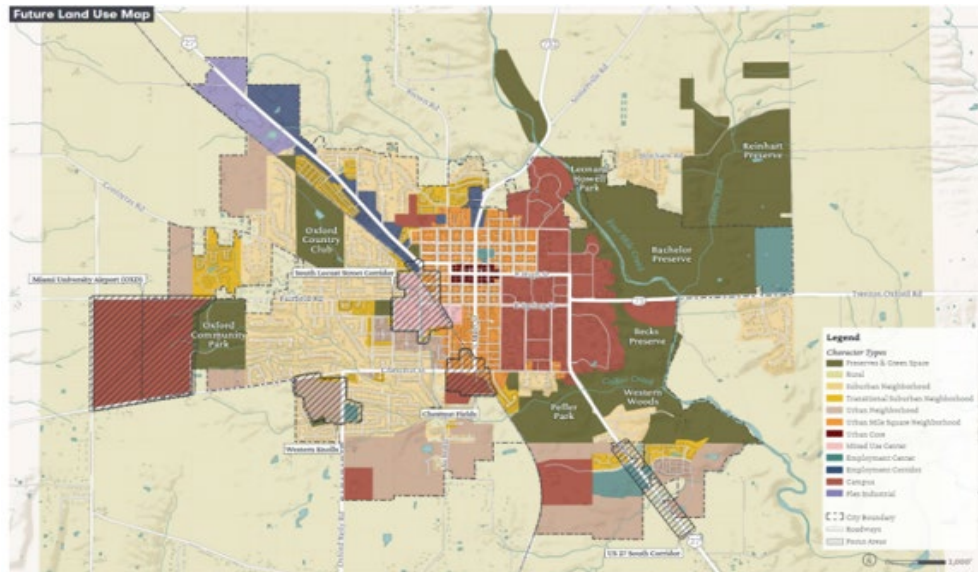
The City of Oxford has been investing in mobility over the past several years and is working to build a nearly 12-mile multi-use trail system around the city. This Oxford Area Trail system is immediately adjacent to this proposed development area. Oxford is also investing in an Amtrak stop and assisting the university in development upgrades at our local OXD airport.

Amtrak is poised to have a stop in Oxford starting in Q4 of 2027. The Chestnut Street Multimodal station offers a multitude of transportation options, including local, regional, and state bus connections, an Amtrak rail stop, and a connection to the Oxford Area Trail.



Oxford Tomorrow Comprehensive Plan

In 2023, the Oxford City Council passed a new Comprehensive Plan, [Oxford Tomorrow](#), establishing goals and guiding principles for the growth of Oxford. The site for this planned development project is identified as the “Western Knolls” within the [Future Use Land Map](#) (pages 50 and 51). Further, this Western Knolls site as been designated as a Focus Area due to its potential for impact and a site for Urban Neighborhood character and design.



As described on page 46 of the Comprehensive Plan, an Urban Neighborhood is characterized by;

- A variety of housing types, including attached and detached single- and multi-family residential.
 - The variety of housing types should address the broad needs of the Oxford community both in housing types and affordability.
- Includes a variety of retail and mixed-use developments that match the characteristics and serve the needs of the residential development.
- Connection to pedestrian pathways, roadways, [Oxford Area Trail System](#), etc. to create a inter-connected neighborhood accessible to the broad community.
- Includes natural areas, parks, and outdoor recreation complimentary to the natural beauty of Oxford.

Oxford Housing Needs Assessment

The [Oxford Housing Needs Assessment](#) was published in 2021 by Bowen National Research outlining the current strains and future demands of housing for the City of Oxford. Our community is poised for growth, with particular need for residential development at both ends of the socioeconomic scale. A snapshot from the Oxford Housing Needs study indicates a high need (or greater) for both high-end upscale, as well as affordable housing options.

PSA (Oxford) Housing Needs Estimates (2020 to 2025)			
Housing Segment		Number of Units*	Priority
Rentals	Low-Income Rental Housing ($\leq$ \$999/Month Rent)	~323	Critical
	Moderate-Income/Workforce Rental Housing (\$1,000-\$1,700/Month Rent)	~69	Moderate
	High-End Rental Housing (\$1,701+/Month Rent)	~135	High
For-Sale	Entry-Level For-Sale Homes ($\leq$ \$160,000)	~92	Moderate
	Moderate-Income For-Sale Homes (\$160,001-\$260,000)	~91	Moderate
	High-End Upscale For-Sale Homes (\$260,001+)	~221	High

The City's goal for this development will be primarily market rate housing, ideally with a mixed variety of styles. The housing should be attractive to employees working in our largest area employers, including Miami University, TriHealth McCullough Hyde Memorial Hospital, Schneider Electric and the Talawanda School District.

Respondents should provide proposed housing types, approximate unit sizes, anticipated sale-price ranges and/or monthly rents, target markets, and anticipated absorption or lease-up assumptions. This information will be used to evaluate how effectively the proposal expands housing opportunities for year-round Oxford residents and area employees.

Western Knolls Design Charette Exercise

In 2018 a group of Oxford's elected officials, City staff, and members of the general public engaged in a [design charrette](#) exercise exploring the potential for the Western Knolls site. Teams of these Oxford stakeholders developed five separate scenarios of potential development concepts.

While each team created their own unique scenario, several common elements were present in the majority of the conceptual developments.

A mixture of residential dwelling types, including:

- Detached and attached single-family units.
- Medium density multi-family units.
- Higher density multi-family units.

Ample greenspace and natural areas.

- Creating a natural barrier between dissimilar development types and areas.
- Creating areas for outdoor recreation and park development.



New development in the area should also be taken into consideration. Phase 4 of the [Oxford Area Trail System](#) has been completed. This section provides recreation and multi-modal transportation options along the eastern border of the site. The OATS also provides connectivity from the Western Knolls to our local Talawanda Middle School to the south and the Oxford Community Park to the west.

Site Preparation:

The property fronts on two major thoroughfares: Brookville Road to the north and Oxford Reily Road (SR 732) to the east. In addition, two local streets in the existing Western Knolls subdivision stub into the property from the west. Water and sewer utility line connections are also nearby. Collins Run, a tributary of Four Mile Creek, runs to the south of the site and is a blue-line intermittent stream.

Topographically, the site slopes downhill from west to east, with a notable ravine/drainage channel to the north.

Butler County Soil and Water District conducted an assessment of this area and has determined that 33.7 of the 47.44 acres is developable.

Site Information and Due Diligence: The City intends to make available, to the extent currently in its possession, relevant site information such as boundary/topographic information, utility locations, environmental or stream information, soil information, known easements, title information, traffic/access information, OATS alignment/easements, the developable-area assessment, and the property appraisal. Respondents remain responsible for conducting their own due diligence and verifying all site conditions and development assumptions.

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Western Knolls Site: Developable Area



 Streams

 Site Boundary



300

Feet

Land Classification



Developable, Prime

Developable, Not Prime

Not Developable, Sensitive

33.7 acres approx.

3.4 acres approx.

10.4 acres approx.

Current infrastructure conditions are:

Insert map from Mike's team.

Design Criteria:

Zoning and Use Expectations:

The 47.44 acres is currently zoned R1-B, Single-Family Medium Density Residential and allows for Planned Developments having up to 5.8 residential dwelling units/acre. Single, Two, Three and Multi-Unit Residential Buildings are permitted. There is a desire for a variety of housing types, price points and variable-density offerings within this area. Ideally, with higher density closer to SR 732 and transitioning to lower density single family style dwellings as you approach the existing neighborhood to the west.

City staff is currently drafting an entirely new Unified Development Code for the entire City. At that time, we expect to have a combined Planned Development and Platting process, such that the desired area for residential zoning of different density would be tied directly to a proposed plat with those exact lot lines.

Urban Connectivity Grid:

The area is expected to have a public street connect through the site. Radiating streets may or may not be public. However, the cost of maintenance and responsibility will be factored in the decision. Trails, sidewalks and paths should be integrated but also allow connectivity to the existing public network. Sensitive environmental areas, such as steep slopes, blue-line streams and ephemeral streams should be accessible for neighborhood enjoyment but not impacted or altered because of the development. Mass transit integration should be considered during development, even if it is not currently available.

Architecture and Building Massing:

Separate architectural design review is not required. However, high quality materials of generational life span are expected (30+ years). It is expected that some areas of the development will contain buildings of up to three stories. Current building height limits are 35 feet at slope mid-point. The selected design team will need to develop a design theme that articulates a cohesive look-and-feel for the entire area. The design theme does not need to mimic surrounding neighborhood design styles or any styles within Oxford. The cost of implementation and maintenance of selected building materials need to be factored as influential in final price point for buyers and renters.

Home Ownership:

Expanding homeownership opportunities is a key community goal. The City strongly prioritizes proposals in which a substantial majority of residential units are offered for owner occupancy. Respondents should identify the number and percentage of proposed owner-occupied and rental units and explain how the proposed mix advances Oxford's year-round housing objectives. Proposals approaching or exceeding 80% owner-occupied units will be viewed favorably, but alternative mixes may be proposed when supported by a strong public-benefit rationale.

Mobility, Streets and Parking:

Oxford is highly connected by bicycle and pedestrian infrastructure; however, the City's regional location means automobiles will remain an important transportation mode for many residents. Vehicle storage should not dominate the design or layout. Parking should be centralized, rear-loaded, side-loaded, enclosed, or otherwise visually minimized where practical, while maintaining convenient accessible parking and supporting aging-in-place and home-care needs. Bicycle storage and safe bicycle access should be incorporated as meaningful transportation options.

Streets need to be designed for long term stability, and built to City Engineer specifications. Parking/Vehicle storage areas should be enclosed, covered or placed in the rear of housing facades, when possible. Street width at intersections should be reduced to minimize pedestrian crossing distances.

Responsibilities of the Developer:

The selected developer will be responsible for leading the predevelopment process, including approvals, environmental assessments and testing, and community engagement in partnership with the city. The developer will lead project design, secure financing, oversee construction, leasing and ongoing property management.

Transaction structure:

The city intends to sell the land.

The City will evaluate proposals on overall public value and the criteria stated in this RFP. Respondents will be scored on their purchase proposal for the land and the quality of their project proposal, and its alignment with city goals. The selected developer will enter into a development agreement with the City to purchase and develop the land.

Incentives and Financing

The City of Oxford is willing to consider financial and non-financial incentives commensurate with demonstrated public benefit and subject to all required approvals. Respondents should identify all anticipated City or other public incentives, the requested amount or value, proposed use, timing, and the public benefit expected in return.

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Submission Requirements:

Team Information

Identify the team's single point of contact (preferably executive level) for your organization with whom to communicate during the solicitation process, along with contact information.

Describe your development team. Identify key individuals and provide resumes.

List partners such as architects, engineering, builders etc. and submit their qualifications

Provide an organizational chart describing the project team, entities and key personnel.

If the response is a joint venture or partnership, describe the organizational structure and legal framework by which the work will be carried out.

Respondent's Proposed Purchase Price / Financial Return to the City (25 points)

Team Qualifications and Experience

Describe the teams' overall expertise and description of the portfolio of development projects.

Provide three to five detailed examples of your experience developing projects of similar size, scope and character with emphasis on any projects of similar scope.

Include the following information:

- Project name and location
- Start/end dates of construction, including the phasing plan if applicable.
- Project description. Including residential type and community use
- Gross square footage and unit counts. For residential, note target market.
- Development partners and other involved partnerships
- Photographs and renderings
- Project reference: contact person, phone number and email

Team Financial Capacity to Implement the Proposed Project:

- Demonstrate evidence of your firm's financial capacity to take on this project
- Discuss potential viable financial partners and evidence of their capacity

Development Concept & Comprehensive Plan Alignment

A. Describe the proposed development concept, including:

- Preliminary site plan and design concepts. Renderings/graphic portrayals of the project concept are encouraged but are not required.
- Approx. gross square footage by use and residential unit counts.

B. Describe how the proposal meets the city's Development Goals and Objectives and Program Requirements outlined in the RFP, particularly:

- Home ownership units approach and number of units
- Sustainability goals and features
- Design excellence

C. Provide a high-level projected development schedule through completion, including pre-development and phasing.

E. Describe public funds or incentives that may be requested, including type, proposed use, and proposed amount.

F. Provide a financial pro forma in Excel for the project, including:

- Projected itemized estimated development costs, including hard, soft, and financing costs by use, and specify developer and construction management fees.
- Estimated sources and uses of funds, including proposed incentives and subsidies that would be requested.
- Cash flow model including major assumptions for projected residential and commercial rents, parking revenue, vacancy, operating expenses, capital reserve, real estate taxes, annual escalations, and developer IRR, target yield on cost, or other return metrics.
- Specify assumed capitalization rates.
- The required financial model should be appropriate to the proposed ownership structure. For-sale components should include land/acquisition assumptions, infrastructure and vertical costs, financing assumptions, anticipated sales prices, absorption, developer fees/margins, and project return metrics. Rental or commercial components should include rents, vacancy, operating expenses, reserves, real estate taxes, escalations, NOI, capitalization rates, yield on cost and/or IRR, as applicable.
- *The pro forma will be treated and reviewed confidentially.*

SELECTION PROCESS:

Oxford City staff and representatives of City Council, Boards, and Commissions will be responsible for developing a short list of firms based on selection criteria. To narrow the field, selected firms may be invited to make a presentation to the selection committee. The City reserves the right to make the selection based solely on the qualifications submitted without conducting a formal interview. The committee will make a recommendation after conducting further research or interviews with the short-listed firms.

The City intends to select the proposal that provides the greatest overall public value. Purchase price is one factor, but the City will also consider development quality, housing outcomes, financial feasibility, qualifications, sustainability, connectivity, schedule, and alignment with City goals. Subject to all required approvals, the City may select a proposal that does not offer the highest purchase price when another proposal provides greater overall public value.

The selected developer will enter into a development agreement with the City to purchase and develop the land.

Set forth are the criteria on which the selection will be made. The highest total number of points indicates to the reviewers the most qualified firm.

- Purchase Price / Financial Return to the City (25 points)
- Team Qualifications and Experience (10 points)
- Development Concept & Comprehensive Plan Alignment (25 points)
- Housing Mix & Homeownership (15 points)
- Financial Capacity & Project Feasibility (10 points)
- Sustainability / Environmental Design (5 points)
- Connectivity / Public Realm / Green Space (5 points)
- Schedule & Ability to Execute (5 points)

SUBMISSION PROCESS:

Firms / Bidders (“Respondents”) interested in being considered must submit the following:

- Five (5) paper copies of the Technical Proposal
- PDF copy on a USB flash drive.

The sealed envelope/box in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "**Western Knolls Development Proposal**".

The City of Oxford reserves the right to make no award after a review of proposals.

Proposals will be received by the City of Oxford until 5:00 pm (EDT), Insert Month and Day, 2026.

Proposals must be submitted to the City of Oxford, prior to the proposal due date and time. No late submissions will be accepted.

Submit proposals to:

City of Oxford
Attn: Jessica Greene
15 S. College Ave.
Oxford OH 45056
jgreene@cityofoxford.org

All questions must be submitted in writing and should be submitted to Jessica Greene via email at jgreene@cityofoxford.org. Questions will be accepted until 72 hours prior to the proposal deadline. No answers will be given over the phone. Written answers, including any addendums to the request for qualifications, will be forwarded to RFQ holders and posted on the City of Oxford website.

Pre bid webinar will be held on XXXX

The City of Oxford in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all respondents including disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

The City of Oxford shall not be liable for any costs incurred by the respondent in response to this RFQ, or any costs incurred in connection with any discussions, correspondence or attendance at interviews or negotiation sessions. All materials submitted in response to this RFQ shall become the property of the City of Oxford and may be returned only at the City of Oxford's option.

Public Records. Proposals and materials submitted to the City may constitute public records subject to disclosure under Ohio law. Respondents should clearly identify any information they believe constitutes a trade secret or is otherwise exempt from disclosure and provide the legal basis for the claimed exemption. The City cannot guarantee confidentiality of submitted materials and will determine its disclosure obligations in accordance with applicable Ohio law.