

**REQUEST FOR PROPOSALS
FOR THE PREPARATION OF
AN UPDATE TO THE COMPREHENSIVE PLAN FOR
MILLCREEK TOWNSHIP
UNION COUNTY, OHIO**

Board of Township Trustees of Millcreek Township
Website: <http://millcreektwpohio.us/>

General Information:

Definition: For the purpose of this Request for Proposals (RFP), “Proposer” shall mean contractors, consultants, respondents, organizations, firms, or other persons submitting a response to this RFP.

Purpose: This RFP provides guidelines for the submission of proposals to assist the Township in updating the current comprehensive plan for Millcreek Township, Ohio. Submitted proposals should be sent to:

Keith Conroy Trustee
Millcreek Township
10181 Watkins Road
Marysville, Ohio 43040

Invitation to propose: The Board of Township Trustees of Millcreek Township, Ohio (“the Township”) solicits proposals from Proposers to assist the Township in updating the current comprehensive plans for Millcreek Township.

Millcreek Township is nestled between Dublin, Marysville and Delaware, in Southern Union County. With attractive homes, friendly neighbors and a rich tradition of farming and agriculture, our community takes pride in education, sports and our long history. In 2010, Millcreek Township had approximately 1,305 residents. The area of Millcreek Township is 21.6 square miles, with frontage on both U.S. 33 and U.S. 42. Based on its location, Millcreek Township over the last decade has faced increased development pressure.

Budget: The Township has budgeted \$35,000 for consultant services and project expenses including software, postage, notices, public and committee meetings, mapping, graphics, and copies related to this update.

Contract Awards: The Township anticipates entering into a contract with the Proposer who submits the proposal judged by the Township to be the most advantageous. The Township anticipates awarding one contract, but reserves the right to award more than one if it is in the Township’s best interest. By virtue of submitting a proposal, the Proposer acknowledges that this RFP does not constitute an agreement or a contract with the Proposer. An official contract or agreement is not binding until proposals are reviewed and accepted by the Township. The Township reserves the right to reject all proposals, to waive any informalities, and to solicit and re-advertise for other proposals. All proposals become the physical property of the Township upon receipt. All work product prepared by the selected consultant for this project shall be the property of the Township.

Right to Modify, Rescind, or Revoke RFP: This RFP does not commit the Township to select a consultant or to award a contract to any Proposer. In addition, the Township reserves the right to modify, rescind or revoke this RFP, in whole or part, at any time prior to the date on which the authorized representative of the Township executes a contract with the selected consultant. Proposals not meeting the Township’s stated minimum terms and submittal requirements may be rejected by the Township as non-representative or irregular. The Township, at its own discretion, also reserves the right to waive any irregularities, technicalities or informalities in any

proposal, and to reject any and all proposals without cause. The Township reserves the right to reject the proposal of any Proposer in arrears or in default upon any debt or contract to the Township, or who have failed, in the opinion of the Township, to faithfully perform any previous contract with the Township or another governmental jurisdiction.

- Addenda: If revisions become necessary, the Township will provide written addenda no later than June 8, 2016 and post it on the Township's Website at <http://millcreektwpohio.us/>.
- Oral Presentations: At its discretion, the Township may require any Proposer to make an oral presentation of the proposal. These presentations provide an opportunity for the Proposer to clarify the proposal for the Township. The Township will schedule any such presentations.

Time Tables:

The Township and the Proposers shall adhere to the following schedule in all actions concerning this RFP:

- On **May 16, 2016** the Township issues the RFP.
- The Township must receive all final proposals by **6:00pm on June 18, 2016**.
Submitted proposals should be sent to:
Keith Conroy Trustee
Millcreek Township
10181 Watkins Road
Marysville, Ohio 43040
- From opening time, the Township will review and evaluate the proposals in a timely manner.
- Some consultant teams may be invited to give an oral presentation and respond to questions from the Township and/or steering committee; key members of the consultant firm who will be directly responsible for the work must participate.
- The Township may enter into a contract after conducting negotiations and obtaining appropriate approvals. The Township will notify unsuccessful Proposers at this time.
- The duration of this project is anticipated to be no longer than 6 months from the date of the signed contract between the Township and the successful proposer. The Township may allow for reasonable extensions.

To facilitate processing, please mark the outside of the submittal, ***Comprehensive Plan Update***. The submittal must also bear the Proposer's return address. Proposers shall submit six (6) hard copies of the proposal and one (1) electronic copy (thumb drive, CD, etc.) in person or by mail, to the address noted above. **THE TOWNSHIP MUST RECEIVE ALL PROPOSALS BY 6:00 P.M. ON JUNE 18, 2016.** Due to the irregularity of mail service, the Township cautions Proposers to assure actual delivery of proposals to the Township prior to the deadline set for receipt of proposals. Proposals, once opened, become the property of the Township and will not be returned to the Proposers. Upon opening, proposals become "public record" and shall be subject to public disclosure in accordance with Ohio law.

Township Links and Resources:

Millcreek Township has worked hard to be proactive with regards to growth and development. This plan is intended to be an update and to build upon past work. Proposer may find the following links helpful:

- **Millcreek Development & Growth Plan, 2005**
<http://millcreektwpohio.us/pdfs/2005plan.pdf>
- **Millcreek Development & Growth Plan, 2010 Supplement**
http://millcreektwpohio.us/pdfs/2010_Development_&_Growth_Plan_Supplement.pdf
- **Millcreek Zoning Resolution (.pdf)**
http://millcreektwpohio.us/Zoning_Resolution_CURRENT.pdf
- **Millcreek – Marysville JEDD**
<http://www.millcreektwpohio.us/pdfs/MillcreekMarysvilleCDA.pdf>
- **ODOT US 42 Access Management Plan**
https://www.dot.state.oh.us/districts/D06/projects/Documents/US42AMStudy_AppendicesOnly_Nov2015.pdf (Millcreek’s specific US 42 Study has not yet been completed, but will be shortly)
- **Union County Comprehensive Plan**
http://media.wix.com/ugd/540e57_c8491f07fa104eb5b5b55dd6d69b20320.pdf

Scope of Work:

The Board of Township Trustees of Millcreek Township, Ohio, desires to update, expand and build upon its current comprehensive plans for the Township. This scope of services is required to be completed by a competent, Proposer. Its successful completion will likely not require specialized services such as transportation, economic modeling, laboratory work, or services obtained from specialists such as fiscal consultants or utility engineers.

1. The 2016 new land use growth plan should build on the Land Use Growth Plan of 2005 and the 2010 Land Use Growth Plan Supplement in a single document that is more user friendly and intuitive as well as easier to reference document for the Zoning Commission, BZA, the Zoning administrator, as well as the residents and businesses.
2. Given Millcreek’s increased growth pressure in coming years, propose updates and improvements to the LAND USE PLAN and UPDATE based on community feedback, professional recommendations and best practices.
3. Review the Township’s development trends and recommends changes to the Township’s land use regulations to better accommodate those trends.
4. Review and recommend how the Township’s commercial, manufacturing and business districts in terms of how current zoning, design standards, etc. could be revised to better contribute to the overall goals of the community, including, but not limited to how the Township can best manage growth, while ensuring a long-term diversified tax base.
5. Reviews the Township’s current zoning districts as well as overlay zoning districts and suggests modifications, improvements and/or recommendations. In addition discuss ways to encourage greater use of overlay zoning districts in the future.

6. Developing an action-oriented, implementation plan which will include goals for the Township based upon the need to maintain and/or improve various elements identified during this Comprehensive Planning process. This will include providing a framework and benchmarks to track progress during the execution of the implementation plan.
7. Ensuring opportunities for public participation. Millcreek Township has committed residents and business owners who are involved in our community through various committees, partnerships and volunteerism. A component of this 2016 Comprehensive Plan Update should include public engagement.
8. The final document should be a realistic, publicly accepted, and implementable plan for Millcreek Township.
9. Other recommended changes or improvements to future township planning such as, but not limited to environmental conservation and joint planning overlap with bordering townships.

Final Deliverables: Draft and Final Project Delivery shall include:

- An electronic copy, in a Microsoft Word file format, of the DRAFT Plan and all supporting documents, maps, graphs and attachments shall be submitted at least two (2) weeks prior to a scheduled final public meeting so it can be posted on the township website for public review.
- Following the incorporation of all final revisions by the selected consultant, the Proposal will provide final electronic copy in Microsoft Word file format of document and all supporting documents, maps, graphs and attachments plus any excel spreadsheets, databases, all PowerPoint, and GIS shapefiles shall be provided upon completion of the project, plus up to twenty (20) hard copies.

Proposal Format:

At a minimum, the proposal should include the following:

- **Cover Letter** - A brief cover letter shall be provided that summarizes the key points of the applicant's proposal and confirms an understanding of the scope of work described above in the Scope of Work and agrees with the general requirements of this RFP. The letter shall provide the Proposer's full name, mailing address, phone number, primary contact person and e-mail address. (Maximum 2 Pages)
- **Project Personnel and Qualifications** - A narrative shall be provided by the Proposer (and any subcontractors) for the proposed project, including types of services for which the applicant is qualified. The narrative or an organization chart describing the roles and responsibilities of each individual assigned to work on this project, including the names of principals and key personnel from the applicant firm (and subcontractors) assigned to work on this project, along with their role for this project, titles with their respective firm, experience, and their qualifications. (Maximum 3 Pages)

- **Project List and References** - Provide at least three (3) similar projects completed by the Proposer that demonstrate similar competencies that are required by this project. Include name, address, phone number and email of individual(s) who can be contacted for references. (Maximum 1 Page)
- **Work Sample:** Provide a copy of a relevant work sample that highlight the Proposer's abilities for a similar type project. (No maximum page length, but would prefer electronic copy, web link, etc.)
- **Project Approach and Work Program** – Provide a detailed description of the applicant's approach to the project separated by individual tasks and list of deliverables. Include a narrative on any innovative ideas used in other similar projects, which the applicant feels may be applicable to this project. (Maximum 3 Pages)
- **Project Schedule** - Include a proposed timeline for the performance of the work program, including the completion of all tasks, key milestones and the delivery of all materials for each phase as well as any overlap of various phases, and deliverables. (Maximum 2 Pages)
- **Cost Proposal** - The cost proposal must be on a flat-project fee "not to exceed" basis and shall contain the total proposed price detailed by task for the completed project. It is important to note that the Township specifically disclaims responsibility and/or liability for any and all costs, expenses, or claims relating to or arising out of the consultant's participation in this RFP process, including, but not limited to, cost incurred as a result of preparing, copying, shipping, presenting, and/or clarifying the proposal and the information relevant to the proposal. (Maximum 2 Pages)

Selection Criteria

The selection criteria that will be used to evaluate consultant proposal shall be based on the following:

- Completeness of the proposal in addressing the scope of work and the proposed format of a Comprehensive Plan.
- The consultant's prior experience in the field planning development, specifically of communities of similar size or scope.
- The consultant's prior experience in developing and integrating community involvement programs and resolving conflict.
- Examples and references, especially of projects that have been officially implemented by Proposer's client communities.
- Qualifications of the company and personnel assigned to the project based on the qualifications package and the reference checks of current and past clients.
- Time estimate for project completion.
- Cost estimate for project completion.

END OF RFP