

CITY OF



Trenton

OHIO

Request for Proposal
Comprehensive Plan Update

Issued: 2-19-2020

Proposal Deadline: 4-3-2020

Proposals must be received no later than 4:00 PM on Deadline. Late Proposals will not be accepted.

Purpose

The City of Trenton is soliciting Request for Proposals (RFPs) from a qualified planning consultant or team (herein referred to as “consultant”) to lead the City in the preparation and adoption of an update to the comprehensive plan. The City seeks a consultant that will guide the creation of a community vision, growth and development policies and implementation strategies. The plan should provide clear and defined guidance and serve as a framework for the development of future land use policy. The purpose of this RFP is to provide guidelines for the submission of proposals. The process to establish the comprehensive plan will be critical to its success and must ensure that the final document reflects the desired vision for the community as determined by citizens, elected/appointed officials and other key stakeholders. The City is seeking an innovative plan with a novel approach to the comprehensive planning process. Proposals must reflect the ability to provide a full range of expertise in all areas needed to develop a complete comprehensive plan. Proposals must identify experience with public outreach, facilitation of public meetings and public relation campaigns. The plan should be designed in a way that allows for it to be used to update the City’s Planning and Zoning Code in order to ensure that the goals of the Plan can be accomplished. The update to the City’s Planning and Zoning Code is not a part of this RFP.

Background

The most recent comprehensive plan for the City was adopted in 2005. A copy of it can be found here:

<https://www.ci.trenton.oh.us/reports/documents/Trenton2025ComprehensivePlan.pdf>

Year	Population	% Change
1980	6,401	--
1990	6,189	3.31%
2000	8,746	41.31%
2010	11,869	35.71%
2018	13,012	9.63%

Top Ten Employers in Trenton		
Employer	Nature of Business	Number of Employees
Edgewood Board of Education	Education	233
Magnode LLC	Manufacturing	211
City of Trenton	Government	155
Rosen Management (Skyline Chili)	Restaurant	73
Lee’s Famous Recipie	Restaurant	69
Noah’s Ark	Child Care	60
Ohio Logistics	Manufacturing	50
Todd’s IGA	Retail	46
Walgreens	Retail	35
Couch’s Campers LLC	Retail	34

Scope of Work

The following section describes the minimum components which should be included in the scope of work. City staff will finalize the scope of work with the selected consultant prior to contract authorization. The City is open to suggestions other than those items listed which the consultant believes will be of value in producing a viable comprehensive plan that will have practical applications for day to day planning activities.

1. Review the current comprehensive plan and identify relevant sections that should remain, be reviewed or removed. In addition, review existing plans and studies to determine what goals or topics can be implemented in the new plan.
2. Themes of the plan may include, but are not limited to the following:
 - Existing conditions of the built environment
 - Community character -architecture, design, public spaces, etc...
 - Growth and Future land use
 - Infrastructure -utilities, roads, pedestrian/bike connectivity, etc.
 - Housing – trends, needs, future demands
 - Services needed – (medical, retail, lodging, etc.)
 - Economic impact
 - Implementation – priorities
3. Provide a broad based participation plan to solicit input from the public. See Community Engagement Section for detailed information.
4. Define a feasible land use plan for future development within the City.
5. Conduct an analysis of residential zoned land to determine the number of single-family and multi-unit dwellings that can be built and the associated improvements required to be made to public utilities.
6. Identify City amenities, such as parks and trails. Explore methods of preserving natural vegetation and other natural features such as streams and wetlands, greenspace, open space, mature trees and etc.
7. Identify viable redevelopment areas within the City including infill development and adaptive reuse opportunities, and determine redevelopment strategies to initiate the process.
8. Provide strategies to strengthen the gateways into the City and improve the overall identity throughout the City.
9. Review trends and conditions of the existing Downtown Commercial District and Business District. Evaluate the viability of the existing Downtown Commercial District. Develop recommendations for redevelopment of the existing Downtown Commercial District. Provide relevant and comparable examples of successful implementation of new development/redevelopment strategies that can be viewed/visited/emulated.
10. Provide small area plan for the following area in the City:
 - A. Parks

If it is determined by the City to not engage in services for this plan, the Consultant is to include this area as part of the general review and study for the comprehensive plan.

11. Determine an implementation plan for short and long term actions. Prepare priorities, goals and objectives and make recommendations for policies and strategies for plan implementation.

Community Engagement

It is the City's desire that there be meaningful community participation in the preparation of the plan. The City is seeking a consultant that will engage the public, stakeholders and elected/appointed officials through various methods including but not limited to presentations, workshops, and social media. The consultant shall develop a public involvement/engagement and public relations campaign with suggestions for outreach opportunities, meeting concepts and information gathering techniques.

Qualifications

All statements of qualifications should include, at a minimum, the following information:

1. **Project Team Composition.** Provide a description of the team that will be assigned to the project including resumes for all team members. Identify the capacity in which team members will be used and identify the Project Manager, who will be the point of contact during the comprehensive plan process. Any work intending to be subcontracted must be disclosed, including the name of the subcontractor and specific tasks that will be subcontracted. The City expects the principal staff person(s) listed will not change and will follow through the entirety of the project.
2. **Firm Background.** Provide a brief description of the firm including the range of professional services, office locations and staff size. This shall apply to all sub-consultants.
3. **Firm Experience.** Outline the experience of the firm and other credentials that illustrate qualifications to undertake this project. Provide at least three (3) examples of comprehensive plans that your firm has completed within the last five (5) years. Plans may be submitted electronically. Plans should be based on similar sized communities. Also, list recent projects on which the principal staff have worked and describe their responsibilities.
4. **References.** Provide a minimum of three references for services comparable to this project. Include a contact person, title, address, telephone number and email address. In addition, provide the time period when the services were rendered and a description of services rendered.

Submission Criteria

For evaluation purposes, each proposal submission shall include, at a minimum, the following items in the order listed below.

1. **Letter of Interest.** This letter will summarize, in a brief and concise manner, the consultant's understanding of the scope of work.
2. **Qualifications** as stated in the previous section.
3. **Approach to the Project.** Provide a brief narrative describing the firm's approach to accomplishing the project. **Timeline.** Provide an outline of an expected timeline and major milestones for the scope of work. The desired completion date for the comprehensive plan is twelve (12) months from the date of the signed, "Notice to Proceed" form. The time line may be extended beyond the twelve (12) months if the Consultant determines that additional time will be required based on the Scope of Work.
4. **Cost and Compensation.** Provide a detailed outline of cost for completing the scope of work. This should include material costs and a not to exceed figure as well as all other costs that may be incurred for the delivery of services requested. The small area plan listed in "Scope of Work" shall be listed as alternates.

5. Please submit four (4) hard copies of the proposal and one electronic copy.
6. The City of Trenton reserves the right to accept or reject any qualifications packet received.

Selection Process

The City of Trenton will select a consultant based upon a thorough review of the merits of the proposals received. Members from the Planning and Zoning Department, Finance Department, Economic Development Department and City Manager will review submitted materials. Consultant will be chosen on the basis of their ability to best meet the overall expectations of the City. After evaluating the proposals, the City will select the top 2-3 consultants for follow-up interviews. Key consultant members who will be directly responsible for the work should participate. Based upon results of the interview, the City will select a consultant. Upon selection, the consultant will be contacted to finalize a contract, which will include fee structure, project time frame and any additional scope of services that may result from the interview. The City reserves the right to reject any and all proposals.

Miscellaneous

Questions and clarifications regarding the RFP must be submitted in writing via email to James Foster, Economic Development Director at jfoster@ci.trenton.oh.us .

Please Note:

Questions should be limited to procedural issues related to the application.

All material submitted regarding this RFP is public property and is subject to Ohio Public Record laws. All RFPs submitted will become the property of the City of Trenton.

Consultants will not be reimbursed for any cost associated with the preparation of the RFP.