

Request for Proposals/Qualifications

The City of Orrville is requesting proposals from qualified, planning firms with considerable experience for professional services to re-write the City's Zoning Code and Subdivision Regulations. The City completed an update to its existing Comprehensive Plan in 2012 and it was determined that the Zoning Code and Subdivision Regulations need to be updated in order to implement the City's vision and be consistent with the current comprehensive plan's goals and objectives.

The selected firm will work with key City staff, along with input from the Planning Commission, the Board of Zoning Appeals, the Design Review Board, the Mayor and City Council, as well as residents and community stakeholders.

The planning process shall include public meetings to gather input and present key concepts and policies prior to adoption of the new Zoning Code and Subdivision Regulations.

Sealed responses to this RFP will be received at the City of Orrville, 207 North Main Street, Orrville, Ohio 44667 to the attention of Steven Wheeler, Safety-Service Director until **5:00 PM on November 22, 2017**. All proposals should be clearly marked **Request for Proposal for Planning Services**. All submitted proposals shall be retained by the City of Orrville and cannot be returned.

The City of Orrville reserves the right to waive any informalities or minor irregularities, reject any and all statements that are incomplete, conditional or obscure, accept or reject any all proposals with or without cause. Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this RFP. The City reserves the right to obtain financial data or other supplemental information concerning the firm and/or its subcontractors, if relevant. The City of Orrville reserves the right to accept the proposal deemed most advantageous and in the best interest of the City.

Proposals must address all the issues reflected in the attached requirements and the proposal price summary attachment to be considered responsive.

OVERVIEW:

Orrville is the second largest community in Wayne County with a population of 8,380 (2010 Census). Eleven miles northeast of the county seat of Wooster, Orrville is located on State Route 57, which joins U.S. Route 30 at its terminus three miles south of the municipal limits. Interstates 71, 76, and 77 can be easily accessed within thirty minutes driving time.

We are home to many industries, including the J.M. Smucker Company, the Smith Dairy Products Company, the Will-Burt Company, the Quality Castings Company, Bekaert, Venture Products, the Schantz Organ Company, and Orvillon. In addition to our strong industrial base, Orrville is fortunate to have an award-winning library, a modernized school campus, Wayne College – a branch of the University of Akron, Aultman Orrville Hospital, a wonderful park system and many other amenities for our residents.

The City's current Zoning Code was last revised in the 1990's while the current Subdivision Regulations were revised in 2006. Both have been updated and added to since then, as needed. The existing Comprehensive Plan was adopted by City Council in 2001 and its Comprehensive Plan Update was adopted by City Council in 2012. These documents are available for review on our website at www.orrville.com or are available upon request.

Requested Services:

The City of Orrville is requesting an update to their existing Zoning Code and Subdivision Regulations that are organized, clear and concise. This update should provide for (a) public participation, (b) evaluation of the existing Zoning Code and Subdivision Regulations, (c) evaluation and development of an updated Zoning Code and Subdivision Regulations, and (d) an implementation strategy for their adoption.

Meeting Materials:

Proposals should note whether presentation boards, PowerPoint presentations and/or other materials will be used at public meetings, with City staff, presentations with elected officials, and the final product. All deliverables shall be provided in a digital format for the City's use following completion. All text, graphics, negatives, digital files, and other draft and final products shall be provided to the City of Orrville as public record and become the property of the City.

Submission Requirements:

Seven (7) of the following should be submitted for consideration:

- Cover letter;
- A general description of the firm and any subcontractors;
- The location of the primary office where the bulk of the work will be performed;
- The current staffing of the primary office, broken down by number of professional planners, engineers, technicians, and other specialists;
- A listing of current projects similar in nature that are in process in the primary office;
- Staffing that may be provided by other offices or subcontractors;
- Identification of the proposed project manager, with resume detailing projects similar in nature;
- Identification of other key professionals, including subcontractors, proposed to be involved on the project, including resumes and their respective involvement in projects similar in nature;
- A detailed description of the firm's approach to this project and appropriate methods to complete the updated Zoning Code and Subdivision Regulations within an appropriate timeline and in a cost-effective manner;
- Proposed timeline and/or phasing plan for completion of the updated Zoning Code and Subdivision Regulations;
- A general description of how the firm will coordinate with City Staff, the public, City Council and/or any potential subcommittees during the process;
- A listing of references for similar type projects completed in the last three years by the firm and subcontractors;
- Any additional information specific to the parameters of this RFP that will assist the City in the overall consideration of the proposal, and

- Proposed fee.

Selection Process:

1. Submitted proposals will be forwarded to and reviewed and evaluated by staff members for content, appropriateness, timeliness, cost effectiveness, and creativity of the project approach. The proposals will then be short-listed for further consideration.
2. Short-listed firms shall be scheduled for interviews and presentations to City Administration and Council members. A final recommendation will then be made for the authorization of the Safety-Service Director to negotiate a contract for services.

General Selection Criteria:

As part of the RFP process, firms will be generally evaluated according to the following:

1. General description of the firm and subcontractors, including staff members from each who will be assigned to this project, **25 points**
2. The project manager and relevance of his/her experience to this project, **25 points**
3. Ability and track record of project personnel, especially the project manager, to organize and lead effective and productive public meetings as well as to work well with staff for in-house meetings, **20 points**
4. Ability and track record of project personnel, especially the project manager, to control costs and complete the project in a timely manner, **20 points**
5. References and previous work by project manager, firm, and subcontractors, **10 points**

Any questions on this RFP should be directed to Kristin Endsley, Planning & Community Development Manager, at (330) 684-5003 or by email at KEndsley@Orrville.com. General information for the City of Orrville, may be obtained on-line at www.orrville.com.