



P.O. Box 280, Clayton, OH 45315-0280
Phone: 937.836.3500 | Fax: 937.836.6773
Offices Located at Taywood & Old Salem Roads

CITY OF CLAYTON COMPREHENSIVE PLAN REQUEST FOR QUALIFICATIONS

July, 2016

Proposals Due: Friday, August 19, 2016

The City of Clayton, Ohio (population approx. 14,000) is seeking a qualified and experienced consultant(s) to assist with a new Comprehensive Plan to replace the City's 1999 Land Use Plan (Comprehensive Plan). The City's proximity to Dayton, good schools, low housing costs, connection to the I-70/I-75 Interchange and recreational amenities make Clayton a desired location for residents and businesses.

The new Comprehensive Plan will be forward thinking and address anticipated growth and redevelopment in a way that preserves and develops small town character, reduces sprawl, maximizes infrastructure, enhances multi-modal opportunities, considers environmental impacts, and improves quality of life. The process will include the inventory, analysis, and synthesis of information which will be organized into a series of planning elements (Land Use, Transportation, Infrastructure, etc.). The selected consultant(s), with direction from the City, will engage the community in participatory process; facilitate public meetings; prepare the proposed plan for review by the City; and, based on this collective information and input, finalize the updated Comprehensive Plan. The Comprehensive Plan will be adopted by the City Council in order to provide direction to City officials, staff, residents, businesses, and the development community to implement the City's goals.

Project Scope

Responders must prepare a preliminary scope of work and project schedule to achieve the following requirements. A preliminary scope of work must be included in the overall response. The City and the selected consultant(s) will determine the final scope of work following selection. This is a high-priority project, and as such, an aggressive schedule towards completion is anticipated. The selected consultant will, at minimum:

1. Develop a timeline for completion of the Comprehensive Plan, with clear deadlines and specific action items identified for each task or phase identified in the scope.
2. Establish and implement a community outreach and information strategy to ensure appropriate resident, business and City staff involvement is present throughout the planning process. The community outreach efforts will help to establish and prioritize goals and strategies to meet the community's vision.
3. Evaluate the existing Comprehensive Plan approved in 1999 as well as current City goals for inclusion in the updated plan. Examples of existing plans and policies include

the 2014 City Council Adopted Goals, 2016 5-year Economic Development Plan, as well as plans from the Miami Valley Regional Planning Commission.

4. Research and analyze existing land use patterns, development patterns and projects, environmental constraints and regulatory codes to establish existing conditions as well as identify issues and opportunities. Data should be used to prepare estimates, projections, and forecasts. Analysis should include identification of future growth areas.
5. Prepare an analysis of existing public facilities (facilities may include but are not limited to water, sewer, wastewater, and City streets) and land availability to determine deficiencies and make recommendations for public improvements or policy changes that will accommodate projected growth and development.
6. Prepare for and present at workshops for citizens, property owners, and stakeholders; conduct workshops and visioning sessions with residents, business owners and City officials; and, present formally to the Planning Commission and City Council for public input, plan consideration and final adoption. A minimum of two public input sessions are anticipated; one to gather input and a second to present the results and solicit comments. Specific focus groups may be established to identify visions and priorities for specific issues.
7. Hold meetings and calls with City staff (a steering committee) to provide updates on progress and solicit input. Monthly meetings are expected.
8. Research and analyze existing land use patterns, development patterns and projects, environmental constraints and regulatory codes to establish existing conditions as well as identify issues and opportunities. Data should be used to prepare estimates, projections, and forecasts. Analysis should include identification of future growth areas.
9. Prepare an analysis of existing public facilities (facilities may include but are not limited to water, sewer, wastewater, and City streets) and land availability to determine deficiencies and make recommendations for public improvements or policy changes that will accommodate projected growth and development.
10. Provide necessary data, inventory and analysis to support the goals, objectives and policies for each Element of the Comprehensive Plan.
11. Formulate and recommend objectives using goals set by City Council, direction in other City plans, the results of the participatory process, and data inventory and analysis.
12. Recommend policies and strategies for plan implementation. Each recommendation should include time frame, action steps, responsible parties, estimated costs, and means of funding. The intent is to develop an action-oriented plan.

13. Prepare an updated Future Land Use Map for City limits and extra-territorial jurisdiction.
14. Prepare a Comprehensive Plan that incorporates all existing and new plans. The Plan will include an executive summary be highly graphic, illustrative, jargon-free and implementable. The final Comprehensive Plan shall be presented to the Planning Commission and City Council for adoption.

Deliverables

1. Summary report of key issues and priorities.
2. Summary of results from questionnaires or other methods utilized to gather public input.
3. Executive Summary of the Comprehensive Plan.
4. All GIS data and maps utilized in the process.
5. Electronic version of the final Comprehensive Plan in both Word and PDF format.

Submittal Requirements

Interested firms shall limit their proposal to a maximum of 18 pages and are required to submit the following information:

1. A letter of interest.
2. An organization chart of the project team including identification of project manager, professional support staff, principal in charge, and known sub-consultant/contractor relationships.
3. Statements of qualifications and resumes for project team members with specific mention of related projects including their role specific knowledge and experience.
4. A proposed scope of services and timeline to complete the project.
5. A demonstrated record of completing similar projects on schedule and within budget.
6. A list of three references and contacts from past or current client relationships involving similar projects.

Submittal Timeline

Interested firms shall deliver one original hardcopy and one electronic (CD) submittal packaged in a sealed enclosure bearing the name and address of the firm and the project name. **Submittals must be received by the Director of Development no later than 4 p.m. on August 19, 2016.** Responses may be hand delivered, mailed or delivered via

courier. Faxes are not accepted and qualification statements received after the deadline will not be considered.

Point of Contact for Inquiries:

Jennifer Barclay, *City Planner*

6996 Taywood Ave. Englewood, OH 45322

Ph. (937) 836-3500

jbarclay@clayton.oh.us

Criteria for Selection

The evaluation of the proposals for these services will be based on the following considerations and their respective weights for the services listed in the scope of work:

1. 30% - Experience in providing professional planning services.
2. 25% - Education and experience of professional personnel including sub-consultants, if applicable.
3. 25% - Past performance on similar type of projects.
4. 20% - The commitment of the firm, its key project members and proposed sub-consultants to provide requested services in accordance with City of Clayton plans and schedules.

The City of Clayton may choose to short list firms for interview, if determined necessary. The presentations and interviews, if applicable, would be held in September. The City will notify applicants of their status in the selection process by September 1, 2016.

Based on an evaluation of all materials and the potential interview process, the City will identify the most qualified firm by September 23, 2016 and pursue the development of an agreement covering the scope of services, fees, timetable, performance standards, etc. If an agreement cannot be reached, staff will consider another firm.

Once completed, the agreement will be delivered to the City Manager for execution.

Miscellaneous Provisions

1. *Ownership of Proposals.* Upon delivery, all RFQ's will become the property of the City of Clayton.
2. *Right to Reject/Modify.* The City may, at its sole discretion, reject any or all RFQ's or waive any irregularities without disqualifying the proposal. The issuance of this RFQ does not bind the City to award a service agreement for services described herein.

3. *Public Disclosure of All Proposals.* All proposals received in response to this RFQ shall become the property of the City. All proposals shall become a matter of public record, and shall be regarded as public records except for those parts of each proposal which are defined by the proposer as business or trade secrets, provided that said parts are submitted in a sealed envelope and clearly marked as “trade secret”, “confidential” or proprietary.”
4. *Reasonable Inquiry.* The City may conduct any reasonable inquiry to determine the responsibility of the proposer. The submission of a proposal constitutes permission by the proposer for the City to verify all information contained therein. If the City deems it necessary, additional information may be requested from any proposer. Failure to comply with any such request may disqualify a proposer from consideration.