
CITY OF FAIRFIELD, OHIO



REQUEST FOR PROPOSAL

COMPREHENSIVE PLAN UPDATE

ISSUED: February 2, 2018

PROPOSAL DEADLINE DATE: March 2, 2018

Proposals must be received no later than 4:00 PM on Friday, March 2, 2018. Late proposals will not be accepted.

Proposals are to be submitted to:

Development Services Department
Attention: Erin Donovan-Lynn
City of Fairfield
5350 Pleasant Avenue
Fairfield, OH 45014

Contact Information:

Erin Donovan-Lynn, Planning Manager
(513) 867-5345
elynn@fairfield-city.org
www.fairfield-city.org

I. Purpose

The City of Fairfield 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.

II. Background

The most recent comprehensive plan for the City was prepared internally by City staff and adopted in December, 2009. A copy of it can be found at <http://www.fairfield-city.org/201/community-plans>.

Located in southwestern Ohio, about 20 miles north of Cincinnati, the City of Fairfield is home to 42,097 residents. Incorporated in 1955, Fairfield saw strong residential growth in the 1960s and 1970s. By the 1980s, the explosive population growth began to slow as less land was available for new development. Today the City is a maturing community that is largely built out, which brings about new challenges and opportunities.

The City is situated along the northern loop of I-275, conveniently positioned within minutes of a variety of recreational, cultural and business areas. There are four nearby interstate connections that provide convenient access to I-275 and I-75. Fairfield is a prime business address featuring more than 1,200 businesses, including the corporate headquarters for Cincinnati Financial Corporation and other major businesses such as Mercy Hospital, Liberty Mutual, Veritiv and the original Jungle Jim’s International Market.

III. 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...
 - future land use
 - infrastructure -utilities, roads pedestrian/bike connectivity
 - housing - trends, needs, future demands
 - economic impact
 - implementation – priorities
3. Provide a broad based participation plan to solicit input from the public. See Section IV: Community Engagement 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 dwellings that can be built and the associated improvements required to be made to public utilities.
6. Identify viable redevelopment areas within the City including infill development and adaptive reuse opportunities, and determine redevelopment strategies to initiate the process.
7. Provide small area plans for the following areas in the City:
 - A. Route 4 Corridor – most recent plan completed in 1999
 - B. South Gilmore/ Mack Roads quadrant – existing Planned Unit Development (PUD) adopted in 1995 for southwest quadrant
 - C. Town Center – most recent plan completed in 1996
 - D. John Gray Road/ Pleasant Avenue northern quadrantIf it is determined by the City to not engage in services for these plans, the Consultant is to include these areas as part of the general review and study for the comprehensive plan.
8. 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.

IV. 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 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.

V. 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 examples of comprehensive plans that your firm has completed within the last five 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.

VI. 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 Section V.

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 12 months if the Consultant determines that additional time will be required based on the Scope of Work. The estimated start date is June 1, 2018.
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 City has budgeted up to \$100,000 for consultant services and project expenses. The small area plans listed in Section III, “Scope of Work” shall be listed as alternates.
5. Please submit three (3) hard copies of the proposal and one electronic copy.

VII. Selection Process

The City of Fairfield will select a consultant based upon a thorough review of the merits of the proposals received. 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.

VIII. Miscellaneous

Questions and clarifications regarding the RFP must be submitted in writing via email to Erin Donovan-Lynn, Planning Manager, at elynn@fairfield-city.org. All questions must be submitted no later than February 23. All questions and answers will be posted on the City’s website (<http://www.fairfield-city.org/162/Development-Services>) within two (2) business days after receiving question.

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

Please Note: 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 Fairfield.