



**Deerfield Township, Ohio  
Department of Planning & Zoning**

Department of Planning & Zoning  
4900 Parkway Drive, Suite 150  
Mason, OH 45040  
513•701•6964

**RFQ # 2018-0106-001**

**Request for Qualifications for Professional Services to Perform a Comprehensive Plan Update**

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**I. REQUEST FOR QUALIFICATIONS**

Deerfield Township is seeking written Requests for Qualifications (RFQ) from qualified consulting firms for professional services to perform a Comprehensive Plan Update. The Comprehensive Plan will be completed with input from the Board of Trustees, Zoning Commission, Township Staff, and interested citizen stakeholder groups. The primary objectives of the Comprehensive Plan are to create comprehensive and executable strategies to enhance the quality, economic vitality, and sustainability of Deerfield Township. It is envisioned the Comprehensive Plan will include several public meetings to gather input from citizen stakeholder groups and present ideas prior to adoption of the plan.

**II. OVERVIEW**

Deerfield Township is located in the southwest portion of Warren County, Ohio and is the most heavily developed township in the county. The Township is approximately 16.8 square miles with an estimated population of over 38,200 residents.

In 2008, Deerfield Township adopted its first Comprehensive Plan and adopted an update to the plan in 2015. The 2015 update was performed to ensure the comprehensive plan continues to support the vision for the future of the Township. The implementation work plan focused on three main areas: *Regulations and Service Provisions*, *Coordination Efforts*, and *System of Trails and Paths*. The Township has taken the necessary steps/actions to achieve the short-term, long-term goals and ongoing tasks as outlined in the 2015 update.

Deerfield Township has experienced significant growth and change in the past 10 years. According to the Census Bureau, Deerfield's population has increased 41% from the 2000 Census (25,515 people) to the 2010 Census (36,059 people). In 2016, the Census estimated Deerfield to have a population of 38,217 people. Due to the residential and commercial growth, the Township faces the challenge of continuing to (but not limited to): provide a high level of service to its constituents; manage aging commercial areas; manage new development and redevelopment efforts; preserve open spaces, natural vegetation and other natural features like streams and wetlands; and etc. It is critical that the Township review its long range plan and update/create strategies to maintain a high level of service, manage growth, and effectively establish its own identity.

### III. QUALIFICATION CONTENTS AND SUBMITTAL REQUIREMENTS

Each consultant who responds to this Request for Qualifications is required to submit the information listed below. Please submit one (1) electronic and seven (7) hard copies of all requested materials.

1. Submit a cover letter or letter of transmittal.
2. Describe the firm(s) qualifications, with emphasis on work related to the preparation of comprehensive plan updates.
3. Describe the comprehensive plans, and other pertinent plans your firm(s) has completed in the last three years.
4. If this is a joint venture, explain in detail the responsibilities of each firm.
5. Identify the principal staff who will be assigned to this project and describe their responsibilities. Also, list recent projects on which the principal staff have worked and describe their responsibilities. **The Township expects the principal staff person(s) listed will not change and will follow through the entirety of the project.**
6. State the approach you will use on this project, including the following information:
  - a. Overall approach to the project;
  - b. Work Program/Scope of Work;
  - c. Project schedule;
  - d. Project Management/Staff;
7. Include a statement that the firm(s) has sufficient staff resources and the capability to perform the work provided in your firm's Proposal within the specified period.
8. Provide three (3) to five (5) recent project references with names and telephone numbers of contact persons.

#### **NOTE:**

1. *Consultant firms will not be reimbursed for any cost associated with the preparation of the Request for Qualifications for Professional Services to create the Comprehensive Plan Update.*
2. *All proposals will be public information.*

#### **IV. SELECTION CRITERIA**

The qualification evaluation and selection criteria are as follows:

1. A high level of professional competence and a proven record of accomplishment in the preparation of comprehensive plans, master plans, general plans, specific plans, environmental reports, and the implementation of public participation programs.
2. Demonstration of professional and technical expertise and experience of the principal personnel assigned to the project.
3. Relative proximity/location of the consultant team(s) office headquarters to Deerfield Township,
4. If a joint venture, the records of accomplishment of team members' experience working together.
5. Public facilitation capabilities and experience working with the public, as well as citizen committees, in diplomatically crafting standards and/or criteria to be incorporated into the Comprehensive Plan.
6. The proposal should clearly demonstrate the firms' understanding of the Township's overall objectives in the Comprehensive Plan Update process.
7. Ability to produce high quality documents and graphics that are user friendly.
8. Ability to make high quality oral and visual presentations using MS PowerPoint.
9. Ability to listen, be flexible, and follow and/or implement direction and/or ideas or concepts.
10. How the consulting team interacts with the public, township staff, and public officials.
11. Ability of consulting team to demonstrate initiative, motivation and knowledge of Deerfield Township.
12. Ability to complete the project within the required timeframe (9 – 12 months).
13. Review of references and work product.

## V. SELECTION PROCEDURE

Members from the Department of Planning & Zoning Department, Public Works Department, Economic Development Department, and the Office of the Administrator will review submitted materials and interview firms or consulting teams with the top qualifications. This group will select and recommend the top qualified firm or consulting team to the Township Board of Trustees for final review and contract/funding approval.

### NOTE:

1. *The selection of a Firm shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. Deerfield Township is an Equal Opportunity Employer and encourages qualifications from qualified minority and woman-owned businesses.*

## VI. SUBMITTAL OF QUALIFICATIONS

Please submit one (1) electronic and seven (7) hard copies of your firm's qualifications and supporting materials by 3:00 p.m., Friday, September 21, 2018. Late submittals will not be accepted.

*Deliver to:  
Deerfield Township, Ohio  
Samuel L. Hill, Planning & Zoning Director  
4900 Parkway Drive, Suite 150  
Mason, Ohio 45040*

Deerfield Township reserves the right to accept or reject any qualification packet received.

## VII. TENTATIVE CONSULTANT SELECTION SCHEDULE

Issue Request for Qualifications – **July 20, 2018**

Qualifications Due to Deerfield Township – **September 21, 2018**

Staff Review of Qualifications – **September 24 – 28, 2018**

Top 3 to 5 Consultant interviews with Staff – **October 15 – 18, 2018**

Staff Selection of Top Consultant – **October 22 – 26, 2018**

Top Consultant Presentation to Board of Trustees (work session) – **November 20, 2018**

Board of Trustees Authorizes Administrator to Sign Contract – **November 20, 2018**

Contract Signed/Executed & Notice to Proceed – **December 31, 2018**

## VIII. SCOPE

The following describes specific minimum components that should be included in the scope of work. The staff will finalize the scope with the selected consultant prior to contract authorization. The Township is open to suggestions other than those listed in this request, which consultants believe would be of value to producing a Comprehensive Plan Update. The completion date for the comprehensive plan update is 9 -12 months from the date the contract is authorized by the Township Board of Trustees. The tentative start date is December 31, 2018.

### **Comprehensive Plan Update Objectives**

1. Prepare a draft work program for the Comprehensive Plan Update process, including the necessary background research and analysis, detailed schedule of dates, Steering Committee/Technical Review Committee (TRC) meeting dates, document delivery dates and review periods, public meeting dates before the Zoning Commission and Board of Trustees, and final review and approval by Board of Trustees.
2. A major component of this planning effort is significant public involvement (Community Outreach/Engagement) including but not limited to surveys, publications, public comment periods, stake holder meetings, steering committee meetings, public meetings and etc.
3. Provide “Placemaking” strategies to enhance the public realm.
4. Explore methods of preserving natural vegetation and other natural features such as streams and wetlands, green space, open space, mature trees and etc.
5. Provide strategies to strengthen the gateways into the Township.
6. Explore methods of enhancing the area which serves as a major gateway into the Township (Mason-Montgomery Road, Fields-Ertel Road, Wilkens Boulevard, Bardes Road and Escort Drive).
7. Identify key focus areas (i.e. streets, corridors, buildings) for redevelopment initiatives.
8. Determine a specific implementation plan for immediate, short and long-term action items/goals.