



# CITY OF PICKERINGTON

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## CITY OF PICKERINGTON, OHIO REQUEST FOR PROPOSALS COMPREHENSIVE PLAN UPDATE

ISSUED: December 4, 2019  
PROPOSAL DEADLINE DATE: January 10, 2020

Contact Information:  
Dave Gulden, AICP  
Economic Development Director  
614-837-3974  
dgulden@pickerington.net

### I. Purpose & Background

The City of Pickerington, a growing city located within northwestern Fairfield County with a population of approximately 21,000, 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 City’s comprehensive plan. The City seeks a consultant that will guide the creation of a community vision, growth and development policies and implementation strategies for several years into the future. The plan should provide guidance and serve as a framework for the development of future land use policy.

The City of Pickerington has doubled in population since the last comprehensive plan update, and there has been significant annexation and subdivision activity along with new road and infrastructure construction. Local and regional central Ohio growth pressure continues to affect the City of Pickerington.

The most recent comprehensive plan for the City was adopted in 2001 and may be found here along with other related documents: <https://www.ci.pickerington.oh.us/departments/planning-zoning/planning-zoning-documents/>



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## II. Scope of Work

The plan needs to provide a flexible blueprint to guide decision-making by the City, businesses, community organizations, and private individuals and entities relating to development. The bullet points below outline the minimum components which should be included in the scope of work. The City is open to suggestions other than those items listed. City staff will finalize the scope of work with the selected consultant prior to contract authorization.

A long term (10 plus years) comprehensive plan that addresses each of the following:

- Goals and Objectives
- Issues and Opportunities
- Citizen Participation
- Population
- Land Use and Comprehensive Land Use Map
- Housing
- Utilities and Public Service
- Natural Resources and Conservation
- Transportation (*does not take the place of thoroughfare and access management plans*)
- Economic Conditions (*does not take the place of an economic development strategy*)
- Community Facilities
- Recreation (*does not take the place of a parks & rec plan*)
- Implementation

### Project Timing:

It is critical that this project be as efficient as possible while being appropriately inclusive and thorough. An overriding requirement of this effort is to have the plan completed six to nine (6 to 9) months from contract execution, and the plan adopted no later than twelve (12) months from contract execution.

## III. Qualifications

All statements of qualifications should include 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 main 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.



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- 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, or updates to plans that your firm has completed within the last five years. Plans may be referenced 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.

### **IV. Submission Criteria**

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

- 1. Letter of Interest. This single page letter will summarize, in a brief and concise manner, the consultant's understanding of the scope of work.
- 2. Qualifications as stated in Section III.
- 3. Approach to the Project. Provide a narrative describing the firm's approach to accomplishing the project.
- 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.
- 5. Please submit three (3) hard copies of the proposal and one electronic copy.

### **V. Selection Process**

The City of Pickerington will select a consultant based upon a review of the merits of the proposals received. After evaluating the proposals, the City may contact consultants for follow-up interviews.

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 an interview.



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## VI. Miscellaneous

Questions regarding the RFP must be submitted by email to Dave Gulden, Economic Development Director, at [dgulden@pickerington.net](mailto:dgulden@pickerington.net), no later than January 3, 2020. All questions and answers will be posted on the City's website within 3 business days of receiving the question.

NOTE: Questions should be limited to procedural issues related to the application. The purpose of this RFP is to field multiple proposals from multiple vendors with varied ideas and plans.

*The City reserves the right to reject any and all proposals.*

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

*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 Pickerington.*



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