

REQUEST FOR PROPOSALS



Planning and Zoning Code Update

City of Tallmadge, Ohio

**Proposal Submission Deadline:
3:00 p.m. EST, Friday, August 3, 2018**

INTRODUCTION

The City of Tallmadge, Ohio is seeking statements of qualifications and proposals from consulting firms with zoning and planning expertise to work with the City of Tallmadge Zoning, Planning and Law Departments to identify essential updates to the City's Zoning Code. Attending public meetings with residents, community stakeholders, members of Tallmadge City Council and Planning and Zoning Commission may be an important component of the process.

Revisions to the Zoning Code must accomplish, at minimum, the following:

- Update the terminology and planning concepts used throughout the Zoning Code;
- Identify and remove inconsistencies, redundancies, and antiquated terminology;
- Improve ease of use by clarifying references and connections/cross-references to other sections of the Zoning Code;
- Add diagrams that clarify and enhance understanding of relevant code sections; and
- Recommend revisions in the code structure, implementation methodology and enforcement procedures based on industry standards and best practices.

Interested consulting firms are advised to carefully review the information outlined in this RFP and respond accordingly. All qualification statements must be received no later than August 3, 2018. Specific instructions regarding submission requirements are included in this RFP.

COMMUNITY PROFILE

Tallmadge, in Summit County and Portage County, Ohio, is located 5 miles east of Akron, the county seat, 44 miles west of Youngstown, and 40 miles south of Cleveland. The city of Tallmadge covers an area of approximately 14 square miles.

The U.S. Census American Community Survey (ACS) estimates the city's 2016 population at 17,864. The median value of owner-occupied homes is \$156,400 and median household income is \$59,863. Auto Sales, Inc. (dba Summit Racing) is the City's largest employer followed by Tallmadge City Schools, Steere Enterprises, Inc. and S.D. Myers, Inc.

Tallmadge is a charming, historic community offering an exceptional quality-of-life for its residents, an excellent education system and a vibrant business community. Historically, Tallmadge was a part of the Connecticut Western Reserve, which was a three million acre plot of land in northeast Ohio. In 1807, the Reverend David Bacon founded and organized Tallmadge, placing a square road in the center of town where several other roads met, modeled after New England designs of the time period. The town was named after Benjamin Tallmadge, an American Revolutionary War figure and local landowner. In the nineteenth century, Tallmadge continued to develop around the square as its centerpiece, which years later became a traffic circle named "Tallmadge Circle".

Tallmadge utilizes a Comprehensive Plan, adopted by Tallmadge City Council, as a comprehensive land use and development guide to promote and facilitate a sound development pattern throughout the city. This plan defines a unified set of objectives for the development of all areas of the community and serves as a guide for the delineation of public capital

improvements as well as private development projects. The plan was updated in 2017 and adopted by City Council on December 14, 2017.

SCOPE OF WORK

The professional consulting firm selected for this assignment will work closely with the city planning and zoning staff, the city Law Department, and other city and board representatives as deemed necessary to identify sections of the Zoning Code that need to be updated and provide recommended updates, additions, and modifications.

The project will entail a significant update of the existing Planning and Zoning Code to address concerns, functional needs, conflicts, errors and response to legislative and/or physical changes that have occurred over time. This update is not contemplated as a complete rewrite of the existing Planning and Zoning Code. The city believes the current document provides a solid foundation. Nevertheless, significant updates and enhancements clearly are necessary to correct errors, eliminate inconsistencies, and incorporate zoning code best practices.

The City of Tallmadge is requesting proposals from qualified consultants to lead the community in the preparation and adoption of an update to the Planning and Zoning Code. The consultant will have the following responsibilities with the assistance and cooperation of city staff:

- The overall management of the Planning and Zoning Code update process;
- The development and support of a steering/advisory committee;
- The inclusion of public participation in the planning process;
- The thorough analysis and incorporation of existing conditions, documents, the City of Tallmadge Comprehensive Plan, related plans, and policies;
- The thorough analysis of and recommendations for development of a complete streets policy while taking into consideration any other complete streets studies, audits or policies that may have been developed by other agencies on behalf of the city of Tallmadge;
- The full review and consideration for inclusion of form-based zoning in the updated zoning code;
- The preparation of all draft and final documents;
- Communication with the Planning and Zoning Commission and City Council regarding proposed amendments to the Planning and Zoning Code.

All sections of the City's Zoning Code (Part 11) and related ordinances of the Tallmadge Codified Ordinances (TCO), including but not limited to Part 13, shall be reviewed and analyzed as part of this update process.

The Planning Department will serve as the point of contact throughout the project and will be responsible for coordinating and implementing the proposed updates to the Zoning Code, pursuant to legislative requirements.

DELIVERABLES

The consultant shall provide 20 hard copies of the final Planning and Zoning Code as well as digital copies in Microsoft Word, Adobe PDF and (*any other desired*) format to the city upon adoption. All data and

information collected through this process also shall be provided in hard and digital copies. All relevant and related maps shall be provided in GIS format, including associated data. Throughout the course of identifying proposed updates, the consulting firm will provide draft versions for review at various stages throughout the project period.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals shall be submitted to the City of Tallmadge Planning Director, as indicated below. The applicant shall submit ten hard copies and one electronic copy of the proposal. Proposals, at minimum, should include:

1. A completed RFP Cover Sheet and Professional Design Services Register form;
2. A cover letter;
3. A statement of project understanding;
4. Qualifications of the firm/project team;
5. A strategy and implementation plan;
6. Services provided by the applicant;
7. Organization of the applicant's team, staffing plan and the approximated distribution of work hours;
8. A projected timeline;
9. References of similar projects completed during the past five years;
10. A detailed fee proposal including a complete list of costs per task, expected reimbursable expenses and a total fee for the proposal. Each component of the work program should be itemized and hourly rates, travel, meetings, etc. should be included.

Submission Packet: The entire RFP response needs to be submitted in an envelope marked "City of Tallmadge, Ohio, Zoning Code Update" on the front.

Deadline: Responses to this RFP are due no later than **3:00 p.m., EST, Friday August 3, 2018** and need to be sent or delivered to:

Rita Weinberg
Planning Director / Economic Developer
City of Tallmadge
46 North Avenue
Tallmadge, Ohio 44278

Any questions regarding the information included in the RFP must be submitted, via e-mail, to rweinberg@tallmadge-ohio.org no later than **4:00 p.m., EST, Friday, July 20, 2018**. All questions will be responded to via e-mail no later than Friday, July 27, 2018 and responses will be forwarded to all persons who received a copy of the RFP.

OTHER INFORMATION

The City of Tallmadge reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to, any proposal which does not meet the stated requirements, or any proposal which does not furnish the quality, or offer the availability of materials, or services as required by the specifications, description or scope of work, or proposals from an offeror who lacks experience or financial responsibility, or proposals which are not made to form.

The City of Tallmadge reserves the right not to award a contract to the lowest and most responsive offeror and may require a new request for qualifications. The City of Tallmadge may rescind the award of any proposal within one (1) week when the public interest will be served thereby. Proposals submitted by telephone, email or facsimile machines are not acceptable. Any proposals submitted after the stated due date and time will not be accepted.

The City of Tallmadge is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity or sexual orientation.