

City of Trotwood

Request for Proposals (RFP)

Future Land Use Plan



TROTWOOD
GROWING TOGETHER

Key Dates:

- RFP Release – June 12, 2024
- Questions on RFP Due – June 19, 2024
- Responses to Questions on RFP Due – June 21, 2024
 - RFP Submission Deadline – June 27, 2024
- Consultant Presentations to City Council – July 8 to July 12, 2024
 - Contract Negotiations – July 15 to July 26, 2024
 - Project Kickoff – August 2024
 - Project Completion – December 2024

1. Invitation to Propose

The City of Trotwood invites your firm to submit a proposal to assist in the development of the city's new future land use plan.

Proposals will be accepted by:

City of Trotwood, Attn: Tyler Hauck
3035 Olive Road
Trotwood, Ohio 45426

Proposals must be received on or before June 27, 2024, by 5:00 p.m. Email and fax submissions will not be accepted.

The City of Trotwood requests:

- One digital copy of the proposal on a flash drive
- Five printed copies of the proposal

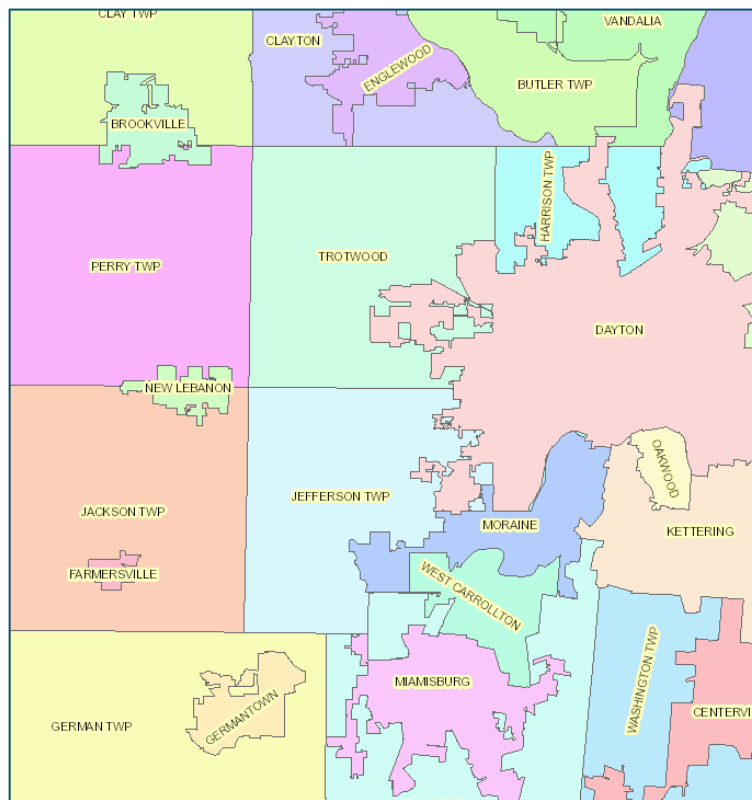
Any questions from your firm regarding this request for proposals must be received by the City of Trotwood before June 19, 2024 at 11:59 pm via email to thauck@trotwood.org.

2. Community Introduction

The City of Trotwood resides to the northwest of the City of Dayton in Montgomery County, Ohio. The city is home to approximately 23,000 residents across 30.5 square miles. In 1996 the City of Trotwood and Madison Township merged into one. This created was a city that now has two identities, an urban core with a substantial amount of farm land and agricultural uses surrounding it. Today the city has a wide mix of residential, ranging from apartment complexes to rural single-family farmhouses. There is also a significant industrial presence that is continuing to grow, with commercial not being as present as it was previously within the community. The Hara Arena was located in Trotwood and was home to sports teams and concerts from 1964 to its closure in 2016; it helped support a large amount of commercial activity along Salem Avenue, such as the former Sears building and the Salem Mall site. The Trotwood City Council enacted moratoriums for the following uses while the new future land use plan is being developed: three and four family dwellings, multi-family development, warehousing, self-storage, and marijuana-related businesses. These moratoriums are set to expire December 31, 2024.

According to U.S. census data, the following is a breakdown of demographics in the City of Trotwood:

<i>Race</i>	<i>Percentage</i>
<i>White</i>	28%
<i>Black or African American</i>	65%
<i>Asian</i>	0.2%
<i>Native Hawaiian and Other Pacific Islander</i>	0.1%
<i>Two or More Races</i>	6.1%
<i>Hispanic or Latino</i>	1.8%



City of Trotwood Planning Documents:

- [City of Trotwood Website](#)
- [Zoning Code](#)
- [1999 Comprehensive Plan](#)
- [2019 Strategic Plan](#)

3. Project Overview

Purpose / Need

The City of Trotwood seeks assistance in developing a future new land use plan that will help guide policy decisions and serve as a development road map for the community, with an emphasis on housing. The planning process shall include robust community outreach and engagement. A steering committee shall be created to bring diverse viewpoints to the decision-making process. The final document should align with other regional planning guidelines but will serve to educate the city's residents, developers, and other regulatory agencies to the city's land use goals and proposed strategies. The city underwent a strategic planning process in 2019 that established goals for business expansion, fostering leadership, and strengthening connectivity as high priorities.

Goals / Objectives

Through open, reasoned, and comprehensive discussion involving all stakeholders, the goals of this project are to build a community-wide consensus on:

- The city's vision for desirable and sustainable land uses
- Long-term strategies for aligning city policies with identified vision, including protocols for reviewing the future land use plan
- An assessment of existing land uses, a critical comparison between existing conditions and existing future land use plan document, and future opportunities, needs, and priorities in the city
- A housing assessment identifying the current breakdown of housing types within the community and how this compares with communities within the Miami-Valley Area. Identifying housing types appropriate for the City of Trotwood from a land use, socioeconomic, and economic development standpoint
- A comprehensive framework for sustainable and fiscally responsible development which provides protection for the city's natural resources while enabling additional residential, commercial, and industrial development
- Strategies for ensuring the land use plan document is viable for at least five years and that future updates to the plan build upon the work done during this update process

The final recommendations from the steering committee will be formatted into a land use plan document which will be forwarded to the Planning Commission for review. The City of Trotwood City Council will be the final decision maker and choose whether to approve and adopt the plan following the Planning Commission review.

It is the City of Trotwood's intention to achieve these goals in a timely manner. The proposed schedule for completion of this project is five (5) months from the time the contract is signed. Close collaboration between the city's staff and the consulting team will be expected from the beginning of the project.

Scope of Services

Identified in this section are important tasks that should be addressed in the proposal. Consider these tasks when defining the best methods to complete the project.

The proposal should outline the overall project approach selected to best accomplish the project and shall include, but is not limited to the following items:

- A narrative description of the approach to be used to accomplish the project goals
- A proposed schedule (such as a Gantt chart)
- Proposed timeframes for meetings between the consultant team and City of Trotwood staff about the progress of the project
- A list of draft and final outcomes to be produced as part of this project

General Process

The city envisions a three-phase process for developing the new land use plan, however this process can be adapted / changed depending on the firm selected.

Pre-Planning (Phase 1)

During this initial phase, the consultant will work with City of Trotwood staff to build community support, research existing conditions, and develop clear strategies for achieving Phase 2 goals. Processes in this phase may include, but are not limited to:

- Identify community leaders in the city who represent a diverse range of stakeholder interests and who will serve on a steering committee. Consultant should clearly define the roles and responsibilities of the steering committee, as well as the size and makeup of the committee
- Identifying discrepancies between our existing land use plan and existing land use conditions. Identify factors that contribute to these discrepancies
- Assessing the existing conditions in the city, including land use analysis, demographic trend analysis, plan audit of existing planning documents, housing type inventory, and comparing housing type inventory with other Miami-Valley communities
- Defining project management milestones and a process for regularly reporting project progress to stakeholders and the steering committee
- Developing an outreach strategy to stakeholders to maximize public engagement with Phase 2 data-collection activities

Planning (Phase II)

This phase of the project will focus on gathering data, soliciting input, developing land use goals and priorities, implementation strategies based on the gathered data with the goal of generating the final land use plan document. Processes in this phase may include, but are not limited to:

- Facilitating the creation of the goals, objectives, and strategies to be included in the land use plan using a combination of public input and city staff knowledge
- Determining the community consensus on land use priorities through a series of public engagement sessions, with a special emphasis on housing as well as growth vs growth management policies
- Synthesizing the data gathered during this phase into policy and implementation recommendations which match the city's vision and goals
- Building a final consensus with the steering committee on land use policies and implementation strategies
- Creating the new future land use plan document with the data and findings generated during Phase 2 and generating engaging and informative visualization of gathered data

Wrap Up (Phase 3)

This phase of the project will focus on achieving required approval for the land use plan document and informing the public. Processes in this phase include may, but are not limited to:

- Ensuring the document format is useful and educational to all residents of the City of Trotwood, with emphasis on data visualization.
- Participating in at least one work session with the Planning Commission and one work session with the City Council; reconciling the proposed deliverables with the expectations of both bodies.
- Synthesizing the comments and suggestions generated in this phase into policy and implementation recommendations which match the city's vision and goals.
- Presenting the final land use plan document to the City Planning Commisison and City Council during formal hearings to obtain required approvals.

Deliverables

- All digital working files, including all data files, generated during the project
- Final report (PDF Format), both full length report and an executive summary
- Meeting summary document
- Monthly progress reports
- Monthly invoices tied to progress reports
- All meeting materials utilized in any public engagement sessions
- Presentation slides with summary material for the final report to City Council

4. Submittal Information

General Instructions

Each proposer is expected to examine the proposal specification and the proposal preparation instructions associated with this Request for Proposal (RFP).

Proposals must contain a transmittal letter on the firm's letterhead signed by the contractual officer. The transmittal letter should include:

- The full name of the proposer, its office location, website url, address(es), phone number(s), email address, and the number of years providing the services requested.
- The form of business and state of incorporation in which it is licensed to operate.
- A brief description of the firm, including number of years the firm has been in existence, range of professional services, specific experience, and expertise as it relates to the project scope.

If the proposer consists of a team or joint venture, an authorized representative of each participating organization is required to sign the letter. Respondents must include a chart or diagram explaining the intended form and structure of any proposed partnership or joint venture.

The proposal must meet the following requirements:

- Proposal must be no more than 25 pages in length
- Page numbers at the bottom of each page
- Font size must be at least 10-point

One digital copy of the proposal on a flash drive and five copies of the proposal must be delivered to The City of Trotwood by the time specified in the RFP. If not delivered personally, the sealed envelope containing all materials must be mailed to the following address:

City of Trotwood
Attn: Tyler Hauck
3035 Olive Road
Trotwood, OH 45426

The City of Trotwood will not be responsible for late deliveries. Please ensure all responses to this RFP are received on or before June 27, 2024 at 5:00 pm. Any proposals received the deadline will not be accepted. You will receive a confirmation email when we have received the required materials.

Technical Approach

Explain your method for project development. Highlight any aspects of your method that are unique or innovative. Specify its benefits to the City of Trotwood and / or the project.

Key Personnel

List the key personnel, along with their work experience, that will be assigned to the project, including any specialist outside the firm that will be employed for the project.

- Project Manager (attach resume)
- Other key personnel (attach resume)

Availability and Capacity

Identify the location of the office where the majority of the work is to be performed. Provide a list of the firm's present workload relative to availability and capacity to provide the requested services.

Prior Experience

List and briefly describe the experience of the firm's personnel on similar projects that demonstrate facilitation and consensus building. Provide a representative listing of projects performed by the firm that are similar to the proposed project, with an emphasis on cities or areas with diverse communities.

Project Advancement Schedule

Consider the City of Trotwood's proposed project schedule and the time needed for the project development. Provide and discuss your firm's schedule for the various elements of the project to meet the proposed completion date.

List of Customer References

List at least three customers who have contracted with the proposer for comparable services.

The following information should be included for each customer:

- Company name, address, phone number, and company contact
- Brief description of service performed

Cost Proposal

A cost proposal will be submitted by each proposer. The proposer needs to submit two documents: Cost Summary and Detailed Cost Information. The detailed cost information will provide cost information broken down by work items by personnel category that includes hourly rate, total hours, etc. The detailed cost information must be completed separately for each subconsultant as well as the primary consultant.

5. Selection Process

Evaluation of Proposals

The City of Trotwood will evaluate and rank each of the proposals to determine the most qualified firm(s).

Proposals will be evaluated according to the following criteria:

- Responsiveness to submission requirements
- Comparable experience
- Strength of entity members / completeness of team
- The extent to which the overall proposal meets or is likely to meet the city's objectives, as outlined in Scope of Work

The city will select the top three (3) firms to schedule a presentation to the Trotwood City Council. Following the interviews, the city will evaluate and rank the firms to determine the most qualified.

The city reserves the right to undertake such investigation as it deems necessary to evaluate the proposers and to evaluate its submittal. The city further reserves the right to request additional information as part of this selection process.

After reviewing proposals the city may elect to ask for financial information to be submitted, confidentially, from proposers to ensure financial resources and stability prior to further consideration.

Scope of Services Meeting

The highest ranked firm will be invited to the scope of services meeting and may subsequently be requested to submit a revised scope of services and/or cost proposal for the work that reflects scoping refinements resulting from the meeting.

Attendees at the scope of services meeting shall include:

- Representatives of the selected consulting firm
- City of Trotwood staff
- Others deemed appropriate by the City of Trotwood

The aforementioned revisions must be received by the City of Trotwood by the time and date established at the scope of services meeting. Failure to submit revisions by the date discussed may result in the proposal being dropped from further consideration.

The City of Trotwood reserves the right to reject any or all submissions, to waive technical or legal deficiencies, to proceed or not with any proposal or process, and to negotiate such terms and conditions of any proposal, agreement, or other contract that may be in the best interest of the city. The city further reserves the right to terminate or amend this process at any time.

Contract Negotiations

Contract negotiations will take place between the highest ranked firm and the City of Trotwood. If negotiation with the highest ranked proposal fails to result in a mutually acceptable agreement, the City of Trotwood will notify that firm in writing of the termination of negotiations. The next highest ranked proposer, as determined by the earlier technical proposal evaluation, will then be invited to enter negotiations with the City of Trotwood. If negotiations again fail, the same procedure shall be followed, with each next most qualified firm until a contract has been negotiated. If the remaining proposals are considered not to be qualified, the notification and selection process will be repeated.

A “Cost Reimbursement” type contract is envisioned by the City of Trotwood for this project, with a maximum compensation limit not to exceed \$40,000.

6. Key Dates

Submission Deadline

- June 12 - Full RFP sent out by the City of Trotwood
- June 27 at 5:00 pm. - RFP submission deadline

Inquiry Period

- June 19 – Consultant questions regarding RFP
- June 21 – Responses to Consultant questions sent

Review Period

- June 27 to July 3 – Proposals reviewed by the City of Trotwood
- July 8 to July 12 – Presentations by selected firms to City Council

Scope of Service Negotiation with Final Candidate

- July 15 to July 26 – Scope of Service and Contract Negotiation

Project Kickoff

- Beginning of August 2024

Project Completion

- End of December 2024