

UNION TOWNSHIP, LICKING COUNTY, OHIO
REQUEST FOR QUALIFICATIONS
PLANNING SERVICES

COMPREHENSIVE DEVELOPMENT PLAN

1. Overview and Project Description:

Union Township, Licking County, Ohio, is seeking the services of a qualified planning firm to provide professional services to review the current Comprehensive Development Plan, in conjunction with the updated Union Township Zoning Resolution, and provide an updated plan that will address and determine the Township's priorities and guide the future growth of Union Township.

2. Scope of Work/Objectives:

Union Township is seeking an update on its current Comprehensive Development Plan that reflects the Township's vision for its quality of life and future growth. Union Township is located in central Licking County in the Central Ohio region and is part of the One Columbus regional economic development organization. Union Township has an opportunity to capture substantial industrial development, but also needs to be sensitive to developing a quality of place for the community. Union Township is comprised of 21,035 acres. The Township is located at the crossroads of Old State Route 79 and U.S. 40 (National Road). It includes State Route 37 and Interstate 70 within its boundaries as well. Union Township is approximately 25 miles east of Columbus, Ohio.

3. Submittal Requirements

Responses should provide the following:

- A) Transmittal Letter
- B) Description of Principal/Team Providing Services
- C) Description of Relevant Experience
- D) Breakdown of Scope
- E) Fees
- F) References

4. Schedule:

Monday, December 5, 2022 @ 3:00 pm

Responses due: _____

Interviews: ***Tentative, week of December 6, 2022***

Tentative Selection Date: ***December 19, 2022***

Contact for Information:

Paula Greene
Union Township Administrator
Email: paula@uniontownship-licking.com
Telephone: (740)-929-3111

Electronic copies of the RFQ are available on the Township website:
www.uniontownship-licking.com

5. *Submittal Instructions/Deadline:*

Both email and hard copies are due no later than 3:00 p.m. on Monday, December 5, 2022.

Please submit both electronic and hard copies of your response; send electronic responses to: paula@uniontownship-licking.com

3 unbound hard copies to:

**Union Township
Attn: Paula Greene
1380 Beaver Run Road
P.O. Box 1208
Hebron, OH 43025**

6. Selection Criteria

The Township will use the following criteria to evaluate responses:

- Prior experience providing high-quality planning consulting services to local governmental agencies
- Ability to tackle issues with innovative and up-to-date approaches
- Proven track record in meeting deadlines for deliverables
- Ability to effectively work with community groups, elected officials, and stakeholders
- Fees

7. Selection Process

The Township may select either one preferred consultant based upon the Selection Criteria or a “short list” of consultants for additional consideration.

The Board of Trustees of the Township will be the final decision-maker regarding selection of the consulting firm/team and it reserves the absolute right to reject any and all proposals. Individual submittals will not be returned and the Township will bear no cost associated with responses.

ATTACHMENT A
REQUIRED SUBMITTAL ELEMENTS

1. Transmittal Letter

Please include the following in the transmittal letter:

- Name, address, telephone number, etc., for the lead firm or business entity
- Contact information for the person designated as the primary contact (including telephone number and email address)
- Names and relationships of any consultants included in the proposal

2. Team Summary

Please provide the following information in two (2) pages or less (excluding resumes):

- Describe the key roles of key team members and attach resumes for staff assigned to this consulting project. Please identify any sub-consultants or advisors that will assist in the consulting assignment.

3. Description of Relevant Experience

Please describe **relevant planning consulting work performed within the prior five (5) years.** Please include the following:

- Description of consulting work, including names of clients, scope of services provided, and key staff/team members
- Examples of key deliverables (reports, analyses, presentations)
- Current status of comprehensive development plan consulting projects

4. Breakdown of Scope

Please provide the following:

- Brief overview of strategy
- Timeline of key events

5. Fees

Please provide the following:

- A detailed lump sum fee with a breakdown by activity/deliverable, although the Township is not bound to select the consultant who proposes the lowest fees
- Township reserves the right to negotiate fees or rates and payment schedules with the successful consultant

6. References

Please provide **three (3)** references from county, city and/or other political subdivisions. Please include names, titles, telephone numbers, and e-mail addresses for individuals who have firsthand knowledge of the consulting work.