

**BATH TOWNSHIP, OHIO
REQUEST FOR STATEMENTS OF QUALIFICATIONS
RELATIVE TO THE SELECTION OF
PROFESSIONAL LAND USE PLANNING SERVICES**

SCOPE OF SERVICES

To provide the Township with an update to Bath Township's Comprehensive Land Use Plan adopted in 1998.

COMMUNITY DESCRIPTION

Bath Township was founded in 1818 and is located on the western edge of Summit County in northeast Ohio. The township is located approximately 20 miles south of Cleveland, Ohio and is contiguous to the cities of Akron and Fairlawn. Bath Township comprises approximately 23 square miles. The 2000 U.S. Census count places Bath Township's population as 9,635. Ohio Townships have only those powers conferred upon them by the State Constitution and state statutes. Bath Township, as well as other townships in the state, is governed by a 3-member Board of Trustees, elected at-large in odd-numbered years, for 4-year overlapping terms. They serve as both the legislative and executive body of the township.

In 1998, a Joint Economic Development District agreement was entered with Akron and Fairlawn that effectively ended further annexations and gave the township control over its land use for 100 years. Bath is regarded as a community that considers local planning and zoning regulation to very important and has determined an update of its comprehensive plan would be beneficial.

OBJECTIVES OF THE PROJECT

Bath Township is seeking the services of a consultant with extensive experience and skills in the development of comprehensive plans and establishing processes to maintain and update comprehensive plans. While the community is pleased with the current plan, we wish to review and update the document in order to maintain its current success. The selected consultant team will work with the Bath Township Comprehensive Land Use Committee, Township Trustees, community stakeholders, other Township departments, and regional inter-agency working groups to develop the plan. It is expected that the consultant will work in cooperation with Township in all aspects of the Plan's development, including development of a public outreach and public participation program.

The objective is to produce an update to our Comprehensive Plan that:

- Provides a framework for shaping and managing future growth
- Is supported by past, current, accurate, and comprehensive data
- Incorporates best practices regarding design, transportation, environmental stewardship, and sustainability
- Addresses the key issues currently facing Bath Township
- Includes implementation measures and strategies
- Understands and recommends changes to current legacy projects
- Suggests new initiatives

- Provides a framework for more detailed long-range plans
- Involves the community in the process
- Is clear and simple
- Maintains a pattern conducive for review, updates, and amendments
- Utilizes applicable laws and ordinances to the benefit of the community.

SELECTION PROCESS

This Request for Qualifications (RFQ) is the first step in a three-step selection process. From the Statement of Qualifications (SOQ) submitted in response to the RFQ, the Township will select three to five firms or teams to interview. Based on the SOQ’s and interviews, the Township will request a formal proposal from one or more of the top ranked firms or teams. Firms submitting formal proposals may be requested to participate in a second interview session.

The Township has created a Comprehensive Land Use Committee of local residents that will be principally responsible for selecting the firm on the basis of qualifications.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications information package should contain the following:

1. Cover Letter. Please provide name and contact information of firm and primary contact. Please provide contact information of team members (firms), if anticipated.
2. List of Relevant Experience. Experience working with Townships in Ohio with similar size to Bath Township will be of particular interest to the committee.
3. Resumes of Key Personnel. The SOQ should identify specifically those personnel most likely to work on the project. Significant changes in personnel at the proposal or contract stage is highly discouraged and may be grounds for disqualification. A proposed project organization chart is required.
4. Innovative Approach. Please identify any unique skills, products, experience, or methods that you have utilized on other similar projects or clients. This could include public participation or communication strategies, progressive zoning or land use policy recommendations, unique uses of technology, and/or distinctive project or team experience.
5. Understanding of applicable laws in the State of Ohio. Please describe how your firm or team has experience and understanding of applicable laws for Townships and how you have proposed zoning or policies in unique or progressive ways.
6. References. Please list three references for projects of similar scope and size that have been completed by your firm in the last five (5) years. Provide all contact information, such as address, telephone numbers and email address.

ANTICIPATED SCHEDULE

Township Trustees formed the Comprehensive Land Use Committee in October of 2008. It is anticipated a timeline of twelve months will be required from the date an agreement is entered into for the completion of the project. The following is proposed time schedule for the Comprehensive Plan update

Request for Qualifications	December 19, 2008
Receive Statement of Qualifications	January 19, 2008
Initial Selection of Short Listed Firms	January 2009

Interviews	February 2009
Final Selection	February 2009
Negotiate Agreement	March 2009
Trustee approval of Agreement	March 2009
Kick-off Meeting	March 2009
Development of Plan	March 2009-March 2010
Present final update to Trustees	March 2010

ESTIMATED BUDGET

The estimated budget for this plan update will be between \$20,000 and \$40,000 depending on the negotiated scope of services.

INFORMATION AVAILABLE

The following information is available on the Township’s website at www.bathtownship.org

- The Current Comprehensive Land Use Plan, adopted 1998
- The Current Bath Township Zoning Resolution
- Bath Township Design Guidelines

In addition, a Natural Resource Protection Study completed in 1999 to advance the goals of the Comprehensive Plan is available.

For your convenience a map of the Township is enclosed with this Request for Qualifications.

SUBMITTAL REQUIREMENTS

Firms must submit their SOQ to the Township by 4pm Monday, January 19, 2008

Fifteen (15) copies of the qualifications must be received to the Township by the date stated above to the following address:

William E. Snow, Township Administrator
 Bath Township
 3864 W. Bath Road
 Akron, Ohio 44333

ADDITIONAL INFORMATION

Additional general information may be obtained by contacting:

William Funk
 Zoning Administrator
 (330) 666-4007
 wfunk@bathtownship.org