

ROBERT F. BRENEMAN
Mayor

JOEL MONTGOMERY
Director of Administration



VINCE MARION
Planning & Zoning Manager
330-263-5238

CITY OF WOOSTER
DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION
P.O. Box 1128
538 N. MARKET STREET
WOOSTER, OH 44691

Comprehensive Plan Update REQUEST FOR PROPOSALS 2022

PURPOSE

This Request for Proposals is seeking competitive proposals from qualified individuals or firms interested in carrying out a Comprehensive Plan Update for the City of Wooster, Ohio. The Comprehensive Plan Update will serve as a guide in considering changes in policy, infrastructure planning, transportation, zoning, and land use planning in the City of Wooster.

BACKGROUND

Wooster is a City of approximately 27,000 located in northeast Ohio. The City serves as the county seat of Wayne County and is home to the College of Wooster and The Ohio State University College of Food, Agriculture, and Environmental Science. Wooster supports several large national retailers and large industrial businesses. The downtown is thriving with an active Main Street program. The City of Wooster strives to balance economic development with agricultural, historic, and environmental preservation while continuing to be a comfortable and vibrant community for its residents, offering an exceptionally high quality of life. The most recent Comprehensive Plan for the City was completed in 2014, a copy of which can be found at [Wooster Comprehensive Plan.pdf \(woosteroh.com\)](http://woosteroh.com/WoosterComprehensivePlan.pdf).

RESPONSIBILITIES

The City of Wooster is requesting proposals to lead the community in the preparation and adoption of an update to the Comprehensive Plan. The City seeks a consultant that will guide the creation of a community vision, growth and development policies, and implementation strategies. The consultant will have the following responsibilities with the assistance and cooperation of City staff:

1. The overall management of the Comprehensive Plan process
2. The inclusion of public participation in the planning process
3. The development and support of a steering/advisory committee
4. The analysis of existing conditions, documents, plans, and policies
5. The creation and assessment of future development, city services, policies, and planning alternatives
6. The preparation of all draft and final plan documents

COMPREHENSIVE PLAN ELEMENTS

The scope of this project is to guide the preparation of a Comprehensive Plan and Policies that will act as a blueprint to direct the future growth and development of Wooster. The resulting plan should be both a physical and policy-based plan, provide implementation actions and strategies, and include illustrative maps, tables, and concept graphics. The Comprehensive Plan should integrate all of the City's existing plans.

Elements of the Comprehensive Plan should include, but need not be limited to:

1. Statement of purpose and a community vision
2. Comprehensive Plan process
3. General existing conditions including demographics, economy, land use, historic districts, transportation, utilities, parks and open space, environmental features, etc.
4. Analysis of the effectiveness of the current Comprehensive Plan
5. Analysis of zoning classifications/districts and recommendations based on current best practices, national and state policy, and local needs
6. Housing analysis to determine future needs and type
7. Current land use analysis and future land use plan
8. Transportation assessment and Thoroughfare and bike path/pedestrian plan
9. Services, community facilities, and infrastructure assessment and plan
10. Identify areas for utility extension
11. Emergency services/public safety assessment and plan
12. Mini master plan for Parks, Recreation and open space
13. Identification and plans for priority areas of economic development and residential growth
14. Implementation policies and framework

DELIVERABLE PRODUCTS

The consultant should provide 20 hard copies of the final Comprehensive Plan, including color maps to the City upon adoption of the Plan and digital copies in Microsoft Word, Adobe PDF, and .epub format. All data and information that has been collected through the process shall also be provided in hard and digital copies. All relevant maps shall be provided in GIS format, including their associated data.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals shall be submitted to the City of Wooster Planning and Zoning Division, as noted below. There shall be ten hard copies of the proposal and one electronic copy. Proposals should include:

1. Completed RFP Cover Sheet and Professional Design Services Register form
2. Cover letter
3. Statement of project understanding
4. Qualifications of firm/project team
5. Strategy and implementation plan
6. Services provided
7. Organization, staffing plan, and approximated distribution of work hours
8. Timeline
9. References for at least three similar projects completed during the past five years
10. 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.

PROPOSAL DEADLINE

Proposals are due by October 7, 2022, at noon to:

City of Wooster attn.: Vince Marion
Planning and Zoning Division
538 N. Market Street
P.O. Box 1128
Wooster, OH 44691

EVALUATION CRITERIA

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. A firm will be selected on the basis of its ability to best meet the overall expectations of the City. The City reserves the right to reject any and all submittals. The following parameters will be used to evaluate the submittals (in no particular order of priority):

- Responsiveness of submittal to the RFP
- Basic knowledge of the community
- Understanding of the project and the objectives
- Experience in integrating land use, transportation, environmental conservation, affordable housing, economic development and implementation strategies
- Consensus building experience working with diverse communities
- Necessary resources
- Required skills and demonstrated capability
- Cost estimate/range

Please direct questions regarding proposals to:

Vince Marion
Planning and Zoning Manager
City of Wooster
538 N. Market Street
P.O. Box 1128
Wooster, OH 44691
(330) 263-5238