JEROME TOWNSHIP, UNION COUNTY, OHIO
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES TO PERFORM A
COMPREHENSIVE PLAN UPDATE

ISSUED: Friday, April 8, 2022
QUALIFICATIONS DUE DATE: Friday, May 27, 2022

Qualifications must be received no later than 4pm on Friday, May 27, 2022. Late submittals will not be accepted.

Qualifications are to be submitted to:

Jerome Township Zoning Department
9777 Industrial Parkway
Plain City, OH 43064
Attn: Zoning Inspector

Contact Information:

Eric Snowden, Zoning Inspector
esnowden@jerottomtownship.com
614-873-4480, x102
www.jerottomtownship.us

I. REQUEST FOR QUALIFICATIONS

The Jerome Township Board of Trustees, Union County, Ohio, is seeking written responses to this Request for Qualifications (RFQ) from qualified consulting firms for professional services to perform an update to the Township’s Comprehensive Plan. The Comprehensive Plan update will be completed with input from the Board of Township Trustees, Zoning Commission, Township employees, and interested citizens, including stakeholder groups. The primary objectives of the Comprehensive Plan update are to create comprehensive and implementable strategies to guide land use decisions within the Township. It is envisioned the Comprehensive Plan update process will include a robust public engagement strategy to gather input from citizen stakeholder groups and present ideas prior to adoption of the plan.
II. OVERVIEW

Jerome Township is located in the Columbus Metropolitan Region, specifically in the southeast portion of Union County. Located along and bisected by US Highway 33, the Township is about 20 miles north of the Columbus Central Business District, and approximately 5 miles south of Marysville, Ohio Central Business District.

The township has experienced significant growth in the past 25 years. According to the US Census Bureau, Jerome Township’s population increased 102% from the 2010 Census (4,347 people) to the 2020 Census (8,774 people). Jerome Township offers a variety of development opportunities for businesses throughout several commercial corridors and continues to be a popular destination for residents. Jerome Township is poised to be a significant player in the region’s growth and development with some exciting projects on the horizon.

In 2008, and in response to significant growth in the years prior, Jerome Township adopted its first Comprehensive Plan. A copy of that plan can be obtained from the Township’s website at https://jerometownship.us/zoning/, by contacting the Township Zoning Department, or by contacting L-U-C Regional Planning Commission. In addition, a series of county-wide plans have been drafted by LUCRPC for adoption by Union County, most recently in 2014. The County is currently engaged in a comprehensive plan update process conducted by LUCRPC staff.

Due to continued growth and economic changes within the Columbus Metropolitan Region, the Township must continue to manage new development and redevelopment efforts; provide pedestrian and multi-use trail connectivity; preserve open spaces, and other natural features; and plan for the appropriate uses of land in the appropriate areas. Furthermore, the Township has the opportunity to align any plan update with plans under development by LUCRPC and Union County.

III. QUALIFICATION CONTENTS AND SUBMITTAL REQUIREMENTS

Each consultant who responds to this Request for Qualifications is required to submit the information listed below. Please submit one (1) electronic and seven (7) hard copies of all requested materials.

1. Submit a cover letter or letter of transmittal.

2. Describe the firm(s) qualifications, with emphasis on work related to the preparation of comprehensive plan updates.

3. Describe a minimum of three (3) comprehensive plans or other pertinent planning projects your firm has completed within the last five (5) years, and provide the following information for each:
a. The location of the project.

b. The client name and the names and telephone numbers of contact persons for each project.

c. A description of the general intent/scope of that project including a list of deliverables requested by the client.

d. A projected and actual project timeline for each.

e. A proposed and actual project budgets for each planning project, indicated as both an actual amount and percentage.

4. If a joint venture, details of the proposed responsibilities or expertise of each firm.

NOTE:

1. Consultant firms will not be reimbursed for any cost associated with the preparation of written responses to this Request for Qualifications and any subsequent responses, submissions or presentations.

2. All submittal materials will be treated in accordance with the Township’s Public Records Policy and applicable law.

3. Please do not include any prospective pricing information for the proposed Comprehensive Plan update.

IV. SELECTION CRITERIA

The qualification evaluation and selection criteria are as follows:

1. A high level of professional competence and a proven record of accomplishment in the preparation of comprehensive plans, master plans, general plans, specific plans, environmental reports, and the implementation of public participation programs.

2. Demonstration of professional and technical expertise and experience of the principal personnel assigned to the project.

3. Relative proximity/location of the consultant team(s) office headquarters to the Township Hall, or a demonstration that the consultant has engaged in travelling similar distances to engage in professional projects.

4. If a joint venture, the records of accomplishment of team members’ experience working together.

5. The submission clear demonstrates the consultants understanding of the Township’s overall objectives in the Comprehensive Plan update process.

6. Ability to produce high quality documents and graphics that are user friendly.
7. Ability to make high quality oral and visual presentations.

8. Ability to listen, be flexible, and follow and/or implement direction and/or ideas or concepts.

9. The interaction of consulting team with the selection panel.

10. Ability of consulting team to demonstrate initiative, motivation and knowledge of Jerome Township.

11. Ability to complete the project within an appropriate timeframe (9 – 12 months).

12. Review of references and work products.

V. SELECTION PROCEDURE

Selection of the consultant will be made by a panel of Township representatives, including, but not limited to a Township Trustee, a Zoning Commissioner, a BZA member, the Director of Departments, employees of the Zoning Department, and other residents/stakeholders. The panel will review submitted materials and interview firms or consulting teams with the top qualifications. Firms deemed to be well qualified by the panel after the preliminary submittal and review process may be invited to submit a formal proposal. The number of firms selected to submit a formal proposal shall be at the sole discretion of the panel. The panel will select and recommend the top qualified firm or consulting team to the Zoning Commission for recommendation, and to the Board of Township Trustees for final review and contract/funding approval.

NOTE:

1. The selection of a consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. Jerome Township is an Equal Opportunity Employer and encourages submittals from qualified minority and woman-owned businesses. The selection process shall be in compliance with applicable law.

VI. SUBMITTAL OF QUALIFICATIONS

Please submit one (1) electronic and seven (7) hard copies of your firm’s qualifications and supporting materials by 4pm on Friday, May 27, 2022. Late submittals will not be accepted.

Deliver to: Jerome Township Zoning Department
9777 Industrial Parkway
Plain City, OH 43064
Attn: Zoning Inspector

Please contact the Zoning Inspector in advance of the deadline for a submittal appointment. The Township reserves the power to accept or reject any submittal packet for any reason.
VII. TENTATIVE CONSULTANT SELECTION SCHEDULE

Issue Request for Qualifications – **Friday, April 8, 2022**

Deadline to submit responses to Township – **Friday, May 27, 2022**

Consultant Interviews with Panel – **June 2022**

Top RFQ Respondents invited to submit Formal Proposals – **June 2022**

Formal Proposals Presented to Panel – **July 2022**

Top Consultant Presented to Zoning Commission for Recommendation – **August 2022**

Board of Township Trustees approves Contract – **August 2022**

Contract Signed/Executed & Notice to Proceed, Project Begins – **September 2022**