

DENNIS HANWELL
Mayor



JONATHAN MENDEL
*Community Development
Director*
330-722-9023

CITY OF MEDINA
COMMUNITY DEVELOPMENT DEPARTMENT
132 N. ELMWOOD AVENUE
P.O. Box 703
MEDINA, OH 44256
330-722-9023

**Comprehensive Plan Update
REQUEST FOR PROPOSALS
February 14, 2020**

PURPOSE

The purpose of this Request for Proposals is to obtain competitive proposals from qualified individuals or firms, interested in carrying out a Comprehensive Plan Update for the City of Medina, 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 Medina.

BACKGROUND

Medina is a City of approximately 26,000 located in northeast Ohio. The City is the county seat of Medina County. The City of Medina strives to balance economic development with historic and environmental preservation while continuing to be a comfortable and vibrant community for its residents. The most recent Comprehensive Plan for the City was completed on 2007, a copy of which can be found at <http://www.medinaoh.org/about-medina/comprehensive-plan>

RESPONSIBILITIES

The City of Medina is requesting proposals to lead the community in the preparation and adoption of a new 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 and a steering committee in the planning process
3. The analysis of existing conditions, documents, plans and policies
4. The creation and assessment of future development, city services, policies and planning alternatives (generally and area specific).
5. 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 that will act as a blueprint to direct the future growth and development of Medina. 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 when determined appropriate. 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, zoning, land use, historic district/areas, transportation, parks and open space, etc.
4. Current land use analysis and future land use plan
5. Transportation assessment and thoroughfare and bike path/pedestrian plan
6. Recreation, open space and environmental assessment and plan
7. Identification and plans for priority areas of economic development, stabilization and redevelopment with special attention focused on Low and Moderate Income Census Blocks
8. Implementation policies and framework

DELIVERABLE PRODUCTS

The consultant should provide 10 hard copies of the final Comprehensive Plan including color maps to the City upon adoption of the Plan and digital copies in Microsoft Word and Adobe PDF. All data and information 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 Medina Community Development Department, noted below. There shall be ten hard copies of the proposal and one electronic copy. Proposals should include:

1. Cover letter
2. Statement of project understanding
3. Qualifications of firm/project team
4. Strategy and implementation plan
5. Services provided
6. Organization, staffing plan and approximated distribution of work hours
7. Timeline
8. References for at least three similar projects completed during the past eight years
9. 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. Also, provide general charges for scope expansion during the contract period.

PROPOSAL DEADLINE

Proposals are due by Monday, March 16, 2020 at 4:00pm to:

City of Medina
Community Development Department
132 N. Elmwood Avenue
P.O. Box 703
Medina, OH 44256

EVALUATION CRITERIA

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. Firms selected for interviews will be chosen on the basis of their apparent 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 integrating land use, transportation, redevelopment, economic development and implementation strategies
- Consensus building experience working with communities
- Necessary resources
- Required skills and demonstrated capability
- Cost estimate/range

Please direct questions regarding proposals to:

Jonathan Mendel
Community Development Director
City of Medina
132 N. Elmwood Avenue
P.O. Box 703
Medina, OH 44256
Email: jmendel@medinaoh.org
Ph: (330) 722-9023