***ATTENTION: New Russia Township Board of Trustees is Seeking the Following:***

**REQUEST FOR QUALIFICATIONS (RFQ)**

**TECHNICAL ASSISTANCE FOR NEW RUSSIA TOWNSHIP ZONING UPDATE**

***Deadline: Noon, September 1, 2022***

**Introduction:**

The New Russia Township Board of Trustees **("*Township*”)** is seeking qualified professionals for consultant services ("***Consultant*** "), to provide technical assistance to the Township in updating the Township Zoning Resolution. This includes but is not limited to modernizing zoning language and standards, updating the resolution to better reflect the land use plan, reducing redundancies and language not pertinent to township zoning, consolidating and updating permitted and conditionally permitted uses, identifying locations which would be better suited to another zoning classification, and updating any policies and procedures to administer the code consistent with Ohio Revised Code. Consultants will be expected to produce a timeline of production and implementation, submittal of narrative reports and not to exceed cost estimates to prepare draft zoning text (“***Technical Assistance***”) described below in this Request for Qualifications ("***RFQ***"). Respondents must be able to demonstrate experience with the type of project described herein. The submitted proposal should include the firm’s qualifications, project team, scope of services/tasks, schedule and/or not-to exceed costs for completing the project specified below.

**Background**:

New Russia Township is located in Lorain County surrounding the City of Oberlin. The Township is primarily agricultural with traditional road frontage residential lots. The Lorain County Airport is located in New Russia and Carlisle Townships. The airport is in an Enterprise Zone where the Township and the County would like to encourage industrial growth. Sewers are currently unavailable in most of the Township, but the County currently has a line to the airport.

New Russia Township would like to maintain their rural atmosphere, but realizes that if there is industrial growth at the airport residential growth will follow. The Township would like to encourage smart growth and open space development in order to continue the rural feel of the community.

**Project Description:**

The Township is seeking technical assistance to update their zoning resolution. The Consultant will be responsible for analyzing the existing resolution and developing language to support the Township’s goals and objectives identified in the Land Use Plan. The Consultant will gather and compile the required components into a finalized zoning resolution. The Township and County will assist with the education/outreach portions with the local community.

The Consultant will then write the revised zoning sections and incorporate them into the resolution using the same formatting as the existing manual. The Consultant will be expected to provide draft language in manageable segments for the Township to review and attend meetings to discuss the amendments. The Consultant shall work closely with Township and County staff.

The following Scope of Services is the minimum expectations and description of the Technical Assistance needed.

**Scope of Services:**

1. **Review of Existing Zoning Resolution:**

Identify outdated language, develop replacement language and update committee.

1. **Review Existing Zoning Map**

Evaluate existing districts and make and discuss suggestions for more effective districting with the committee.

1. **Present and Document Findings**

Prepare and finalize both zoning resolution and map following discussion with the committee and present both to the Township for adoption.

**Anticipated Schedule:**

It is the intent to begin the Consultant Services immediately upon execution of a contract with the chosen Consultant and complete the project by June 2023, if the consultant can do so earlier, please indicate in response. The completion dates are as follows:

Contract Begins, October 2022

Review of Existing Zoning, October - December 2022

Presentation to Township Committee, January 2023

Present Revisions in Draft Sections, January – March 2023

Submission of Draft Resolution to Township, April 2023

Completion of Revisions &/or Amendments as requested by Township, May 2023

Submission of Final Zoning Resolution and Map, June 2023

**Instructions to Qualified Candidates:**

**Contract Document**

Contract discussions and finalized Scope of Work will begin as soon as the qualified candidate is chosen. All proposals or contracts must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, unless called for or that contain irregularities of any kind may be rejected.

**Clarifications**

The Township reserves the right to make clarifications, corrections, or changes in this RFQ at any time prior to the time proposals are opened. All prospective firms will be informed of said clarifications, corrections, or changes.

**Submittal of Qualifications**

Please submit **two (2) paper copies** of your qualifications which include your firm’s scope of work or proposal to the Township **no later than 12 P.M., September 1, 2022**. The **overall not-to-exceed cost will be discussed with the selected candidate.** In addition, **please submit one (1) digital copy (CD or Flash Drive) of your qualifications/proposal.** Qualifications may be delivered by mail, email, or in person. If submitting by email, please follow up with a phone call to ensure we have received it. Qualifications received after the time specified above will be returned.

**Freedom of Information Act**

All information submitted to the Township in response to this Request for Qualifications shall be deemed a public record and will be subject to disclosure under the Ohio Freedom of Information Act subsequent to the selection of the applicant.

**Preferred Qualifications**

Qualifications demonstrated may result in a selection and/or result in discussions of budget and scope of work adjustments. Ultimately, the Township reserves the right to contract with the firm that is, in its judgment, the best and most qualified for the project and the interests of the Township.

**Evaluation of Qualifications:**

Consultant qualifications will be reviewed/selected based upon factors including the following:

1. Experience on similar zoning updates and other relatable projects. Project descriptions, references, and notable accomplishments within the last three years would be appreciated.
2. Firm Information (size, location, history, resources, etc.); and firms exemplifying a local and State of Ohio perspective.
3. Qualifications of personnel assigned to work on the project (project team), organizational chart, etc.
4. Experience with and knowledge of Ohio Township Zoning will provide additional consideration.
5. Ability to work with the Township and County staff to adjust scope as needed in order to stay within the budget as well as meet project deadlines (check with provided schedule with work items/staff hours needed, critical path items, etc.).
6. Completeness of project approach (detailed scope of services/tasks, etc.)
7. Any additional services/tasks not identified in this RFQ that the Consultant believes will improve the project, reduce costs and time, and meet the needs/suggestions by the Zoning Committees.
8. The most appropriate Qualifications and Scope of Work for this zoning resolution update.

\*Follow-up discussions may be conducted with several firm(s) to resolve any questions as a means to recommend final selection to the Board of Trustees.

**Consultant Services Contract**:

The Township will enter into a simple standard Contract (with appropriate services/schedule) for the consultant services with the chosen firm. **Any additional items that the consultant plans to request be included in the standard Contract should be noted up front.** The Township will take these requests under consideration. Once the Consultant is selected, final negotiated scope of work and not-to-exceed costs will be included in the contract.

**By Request:**

The existing Township Zoning Resolution can be viewed by any interested parties at newrussiatownship-oh.gov.

**Questions:**

If you have any questions or need additional information regarding this RFQ, contact Dan Jarven, New Russia Zoning Inspector, at [djarvennrt@oberlin.net](mailto:djarvennrt@oberlin.net).

**BY ORDER OF: NEW RUSSIA TOWNSHIP BOARD OF TRUSTEES**

**Lisa Akers, Fiscal Officer**