PurPOSE:
The Clinton County Regional Planning Commission (CCRPC) is soliciting Request for Proposals (RFPs) from a qualified planning consultant or team (consultant) to lead the CCRPC in the preparation and adoption of an update to the comprehensive plan. The CCRPC seeks a consultant that will guide the creation of a community vision, growth and development policies and implementation strategies. The plan should provide clear and defined guidance and serve as a framework for the overall development of the community. The purpose of this RFP is to provide guidelines for the submission of proposals. The process to establish the comprehensive plan will be critical to its success. The CCRPC is seeking an individualized and innovative plan to the comprehensive planning process. Proposals must reflect the ability to provide a full range expertise in all areas needed to develop a complete comprehensive plan. The plan should be created in a way that allows it to be used to update the County's Zoning Code and Subdivision Regulations to ensure that the goals of the Plan can be accomplished. However, updates to the Zoning Code and Subdivision Regulations are not part of this process.

COMMUNITY BACKGROUND:
Situated nearly equidistant to Cincinnati, Dayton, and Columbus, Clinton County, Ohio, is where rural and urban ideas mix, offering unique opportunities for enriching quality of life. Wilmington, with a population of 12,401 (2019) serves as the county seat for Clinton County, with a population of 41,969 (2019). Together, the city and county typify a community poised for growth and confronting the challenges of merging rural and urban ideals with mutual respect and the core values of yesterday.
The Clinton County Regional Planning Commission (CCRPC) was founded in 1970 as a commission comprised of residents and elected officials tasked with: “preparing plans on long range programming; promoting understanding of and recommending administrative and regulatory measures to implement plans; contracting if needed to facilitate planning activities; reviewing, evaluating and making comments on amendments to the Comprehensive Plan and zoning amendments; providing planning assistance to other units of local government; and, administering the County Subdivision Regulations.”

The Clinton County Regional Planning Commission shall embody the slogan “Communities Working Together.” Today, there are 20 members on the CCRPC representing every municipality, and several townships in Clinton County. The CCRPC is an agent of regional cooperation and interagency dialogue, a guardian for the future and efficient utilization of resources and, as noted in our charter Resolution, an advocate for the “physical, social and economic development” of the County and its residents.

**PLAN OBJECTIVES:**

The result of this new planning effort will be an updated, long-range vision for the County, with corresponding policy and guidance for implementation of the plan over the next 10 years. The anticipated product will be a new stand-alone document, the new Comprehensive Plan, reflecting new and retained policies, land use plans, and other tools supporting a refreshed vision for the County. The plan should be the following:

**Foundational.** The plan should set the stage for policy implementation, strategic action, potential development, and should set a clear direction for the County.

**Flexible.** The plan should be specific enough that it captures the desired vision for the County but general and comprehensive enough to be adapted for unanticipated change and shifts in the County.

**Bold and innovative.** The plan should be a unique and forward thinking plan specifically tailored to the County.

**User-friendly.** The plan should not be a traditional looking document. The plan should be shareable, enjoyable, and accessible for all community members.

**Collaborative, community approach.** The plan should involve all stakeholders throughout the County and be a community-led process.

**PLAN SCOPE:**

Review the current comprehensive plan and identify relevant sections that should remain, be reviewed or removed. In addition, review existing plans and studies to determine what goals or topics can be implemented in the comprehensive plan update.

- Conduct broad, comprehensive public and stakeholder engagement to determine visionary goals.

Themes of the plan should include discussion on evolution of present conditions and future trajectories for the community. Themes of the plan should at least include but aren’t limited to the following:

**Community profile.** Include an overview of the demographics and relevant existing conditions of the community as it pertains to the understanding of the comprehensive plan’s goals and objectives.
Existing and future land use. Identify existing land use patterns and define a feasible land use plan for future development within the County.

Infrastructure. Explore topics such as public utilities, roads, transportation, public facilities, and quality of life infrastructure (e.g. pedestrian connectivity, parks and open space.) Update the County’s Thoroughfare Plan.

Natural resources. Identify natural resource amenities and conservation efforts to protect and enhance resources within the County.

Housing assessment. Assess the state of housing in the County and identify trends, needs, and future demands.

Economic development/local economy. Assess the local economy and provide an analysis of its current strengths and weaknesses. Identify potential opportunities for future growth.

Community development. Identify opportunities within the community to provide a better quality of life for residents.

Implementation strategy. Determine practical and implementable short, medium, and long range strategies and objectives.

QUALIFICATIONS:

Interested parties should submit their proposal to the CCRPC. The CCRPC assumes no responsibility or liability for costs incurred by the consultant in preparing its proposal or in responding to any further requests for interviews or additional materials and information. Upon Submission, all proposals and related materials become the property of the CCRPC and will not be returned to bidders. All proposals shall conform to the following guidelines:

Content

1. Letter of Introduction.

2. Relevant Project Experience. Previous project experience and summaries, including reference and contact information relevant projects of similar scope and scale which demonstrate experience in the last 5 years.

3. Team Composition and Performance. Consultant team organizational profile including background and experience of the team and project manager who will be assigned to work directly on the project. Including sub consultants and partners.

4. Local Knowledge and Experience. Show how the consultant team provides a good understanding of the community’s rural profile.

5. Proposed Project Scope. Description of the consultants’ proposed approach to the project.

6. Public Engagement. Description of the consultants’ proposed approach to the public engagement process, include approaches that take into account appropriate social distancing during COVID-19.

7. Proposed Budget. Cost estimates and typical billing rates, including an estimate of costs and expenses.

8. Proposed Timeline. Provide a detailed project timeline.
SUBMITTAL AND SELECTION PROCESS:

Interested consultants shall submit five (5) copies of their submittal packet and one digital copy.

The CCRPC will evaluate each submission and prioritize them. The CCRPC will negotiate with the preferred consultant to obtain a mutually satisfactory agreement. Should negotiations with the preferred consultant and CCRPC fail to produce an agreement; the CCRPC will negotiate for an agreement with the second most qualified consultant, and so on, to reach a mutually satisfactory agreement.

The County will afford disadvantaged businesses an equal opportunity to perform work on this project and will not discriminate on the basis of race, color, sex, religion, disability or national origin.

In accordance with Opinion No 2012-036 of the Ohio Attorney General, the SOQ statements are competitive sealed proposals that do not become a public record available for public inspection or copying until after a contract is awarded.

The CCRPC reserves the right to accept or reject any or all submissions without further action.

Submissions are due no later than 4:00 p.m. on August 21, 2020. The envelope containing the submission packet must be sealed and clearly marked as “RFP for Clinton County Comprehensive Plan Update.” The envelope shall be addressed and delivered to:

The Clinton County Regional Planning Commission
69 N. South Street
Wilmington, Ohio 45177

COST AND PAYMENT:

As this is the first comprehensive plan in 16 years, the Clinton County Regional Planning Commission places a great deal of value on this project. The CCRPC is willing to make a significant investment in this process. The CCRPC is aware of industry expectations but the primary focus will be to create the highest quality comprehensive plan for the community.

COMMUNICATION REGARDING RFP:

Questions can be emailed to Emily Long, Associate Director of the Clinton County Regional Planning Commission at elong@clintoncountyrpc.org. Questions and answers will be posted on https://www.clintoncountyrpc.org/
EXHIBIT A
CONTRACTOR’S AFFIDAVIT OF REQUIRED CERTIFICATIONS

I, the undersigned, _____________________________, the duly authorized representative of _____________________________ do hereby certify that I have examined the following bid and/or contract stipulations.

As Bidder and potential Contractor, I affirm that I am in compliance with and shall adhere to each of these provisions for the life of the contract. Where appropriate, the Bidder also agrees that upon the award of this contract he/she shall incorporate the requirements of this affidavit in all subcontracts on this project regardless of tier.

1. STATE EEO CERTIFICATION CLAUSE
The hiring of employees for the performance of work under this contract shall be done in accordance with Ohio Revised Code §153.59 and §153.591, the Governor’s Executive Order of January 27, 1972, including Appendices “A” and “B” and the Governor’s amended Executive Order 84-9 of November 30, 1984. The successful contractor shall not discriminate against or intimate any person hired for the performance of the work by reason of race, color, religion, national origin, ancestry, sex or handicap. For any violation the contractor shall suffer such penalties as provided for in Ohio Revised Code §153.60, the Governor Executive Order of January 27, 1972. The bidder also agrees that upon the award of this contract he shall incorporate this certification in all subcontracts on this project regardless of tier.

2. NON-DISCRIMINATION/COMPLIANCE WITH APPLICABLE LAWS
The Contractor, as a term of the Contract, shall comply with Civil Rights Act of 1964, the Federal Rehabilitation Act of 1973, any and all applicable Federal Executive Orders, any and all applicable Ohio Governor Executive Orders, and any and all other statutes, rules and regulations pertaining to non-discrimination. The Contractor further agrees that he/she is in compliance with the requirements of Ohio Revised Code §125.111.

3. UNRESOLVED FINDING FOR RECOVERY
The Contractor affirmatively represents to the Owner that the Contractor is not subject to a finding for recovery under Ohio Revised Code §9.24 by the Auditor of State of Ohio or that the Contractor has taken the appropriate remedial steps required under §9.24 or otherwise qualifies under that section. The Contractor agrees that if this representation is deemed to be false, the contract shall be void.

4. CERTIFICATION OF PERSONAL PROPERTY TAX
In accordance with Ohio Revised Code §5719.042, the Contractor certifies that he/she was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property in Clinton County, Ohio or that attached is a list of all delinquent taxes charged against the Contractor.

5. WORKERS’ COMPENSATION
The Contractor shall be in compliance with all State and Federal laws pertaining to the type of service requested, such as Workers’ Compensation. The County is hereby released from any and all liability for injury received by the Contractor, the Contractor’s employees, agents, or subcontractors, while performing tasks, duties, work, or responsibilities as set forth in this contract. The Contractor agrees that such Workers’ Compensation coverage shall be continued, without lapse, until said project has been accepted by the Owner.

6. DRUG-FREE WORKPLACE
The Contractor certifies, to the best of his/her ability, that the Contractor’s employees on this project will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs, in any way, while working on county property. Failure to comply will result in immediate termination of any contract awarded.
7. OHIO ETHICS LAW
In accordance with Executive Order 2007-01S, the Bidder, by signature on this Invitation to Bid certifies:
(1) he/she has reviewed and understands Executive Order 2007-01S, (2) has reviewed and understands
the Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those laws and
this order. The Contractor understands that failure to comply with Executive Order 2007-01S is, in itself,
grounds for termination of this contract and may result in the loss of other contracts with the State of Ohio

8. POLITICAL CONTRIBUTIONS
The Contractor hereby certifies that all applicable parties listed in Division (I)(3) or (J)(3) of the Ohio Revised
Code §3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of the Ohio Revised Code §3517.13.
The Contractor understands that knowingly making false statements with regard to the aforementioned
certification is, in itself, grounds for the rescission of the contract and may result in the loss of future
contracts.

9. NON-COLLUSION AFFIDAVIT
In accordance with Title 23 United States Code, §112 and Ohio Revised Code Chapter 1331 et.seq:
and §2921.11 and §2921.13, the Bidder hereby states, under penalty of perjury and under other such
penalties as the law provides, that the Bidder or his agents or employees have not entered either directly or
indirectly into any agreement, participated in any collusion, or otherwise taken any action in restraint of free
competitive bidding in connection with this proposal.

10. SUSPENSION AND DEBARMENT
The Bidder certifies that upon entering into a contract with the Owner, he/she is not on the Excluded Parties
List System (www.epls.gov). The Contractor certifies that he/she and any subcontractor covered by this
agreement are not suspended or debarred from doing business with governmental entities (reference OMB
2 CFR §180), have not been convicted within the preceding three years of any of the offenses listed in OMB
§180.800 or have not had one or more public transactions terminated within the preceding three years
for cause or default. The Contractor is responsible for verifying that his/her subcontractors are not on the
Excluded Parties List. Verification may be obtained by checking the EPLS website.

_______________________________
Signed

_______________________________
Company

_______________________________
Date

Subscribed and sworn to before me this ____ day of _________, 20___.

(Seal of Notary)   Notary’s Signature

My commission expires