

**REQUEST FOR STATEMENTS OF QUALIFICATIONS FROM MUNICIPAL
PLANNERS OR ZONING EXPERTS FOR VILLAGE OF PENINSULA LONG RANGE
PLAN UPDATE PROJECT**

To: Qualified Municipal Planners or Planning Firms or Persons or Firms Having Expertise in the Areas of Municipal Zoning and/or the Preparation of Municipal Long Range Plans.

From: The Village of Peninsula, Ohio

Re: Municipal Planning Consulting Services for Long Range Plan Update Project (the ‘Project’)

Date: January 29, 2018

The Village of Peninsula, Ohio (the “Village”) is looking for a qualified person or firm experienced in consulting on and drafting municipal zoning ordinances and long range plans. Persons or firms responding to this Request will have the opportunity, if selected, to meet with the Village to further discuss their suitability for performing this Project.

PROPOSED PROJECT

The Village adopted a Long Range Plan in 2003. Over the past year, the Village’s Long Range Plan Committee, which was appointed by the Planning Commission, met to discuss the Project to update the 2003 Long Range Plan. The Committee engaged in extensive community outreach efforts and conducted a detailed survey regarding issues related to updating the Long Range Plan. At this point, the Village Planning Commission has taken responsibility for the project and moving it toward completion. The Planning Commission is presently engaged in the process of updating demographic and statistical information contained in the 2003 Long Range Plan. The next phases of the Project will be to determine what, if any, amendments are appropriate to the existing Long Range Plan. Upon completion of that work, the Village, through its Planning Commission and Council, will proceed to review the Village’s Zoning Code to determine what, if any, amendments should be made to the Zoning Code to best achieve the goals of the Long Range Plan. It is expected that both phases of this Project will be completed in the 2018 calendar year.

STATEMENT OF QUALIFICATIONS

The Village is accepting Statements of Qualifications from persons or firms qualified and experienced in consulting on and drafting municipal zoning amendments and long range plans. Extra consideration will be given to persons or firms that have specific experience with the type of project outlined above. The Statements of Qualifications shall be a document consisting of no more than ten double sided pages or twenty single sided pages between covers. Any Statement of Qualifications exceeding the page limit will not be considered. Applicants should not feel compelled to

approach the maximum page limit if they feel they can adequately respond to this Request in a more concise manner.

Emphasis should be placed upon providing your relevant experience in the areas of drafting and updating portions of municipal zoning codes and long range plans. You should provide information on what staff members would be involved in the Project, the qualifications and experience of those staff members, work tasks for which any listed team members would be responsible, and your time availability in the 2018 calendar year. The Statements of Qualifications should also include the following information: a brief discussion of your understanding of the Project; a brief discussion of similar projects completed within the past ten years; the location of the office at which a majority of the work will be performed; a schedule listing employee billing rates by classification and any overhead multipliers, expected fixed fees, or profit multipliers; a list of any sub-consultants to be used and the work they would perform; and experience with attending and participating in public meetings. Estimates of costs for this Project should not be submitted as part of your firm's Statement of Qualifications at this time. Statements of Qualifications that are non-responsive to the above directives may be disqualified. Statements shall be signed by the individual submitting the Statement of Qualifications if it is being submitted on behalf of an individual. If the Statement of Qualifications is being submitted on behalf of an entity, the Statement of Qualifications shall be signed by an officer authorized to submit the Statement on behalf of the entity. During the proposal evaluation period, the Village reserves the right to request additional written information to assist in the evaluation of the Statements. The Village also reserves the right to reject, for any reason that is sufficient in the discretion of the Village, any and all Statements, in whole or in part, and to waive irregularities in any of the Statements received. All persons and firms submitting Statements will receive a written response from the Village as to which firms are selected for further consideration.

Consultant services for the Project will begin after a person or entity is selected to perform the Project and a scope of services and fee for the Project is agreed upon between the Village and the person or entity selected.

Interested applicants must submit six copies of the Statement of Qualifications if submitting them by hand-delivery or mail. Only one copy is necessary if you are responding by email. Statements must be received by 3:00 p.m. on Thursday February 22, 2018. Late submissions will not be accepted.

Please submit Statements of Qualifications either in person or by mail to the Village of Peninsula, c/o Administrative Clerk Marty Kuboff, at 1582 Main Street, P.O. Box 177, Peninsula, Ohio 44264 or by email to admin@villageofpeninsula-oh.gov.

Any questions regarding this Request should be addressed to Brad Bryan, Village of Peninsula Solicitor, at 440.686.9000 or bbryan@gbs-llp.com.

The Village of Peninsula appreciates your interest in this Project.