



## **NOTICE INVITING REQUESTS FOR PROPOSALS TO UPDATE THE CITY OF STOW, OHIO COMPREHENSIVE PLAN**

### **I. INTRODUCTION**

The City of Stow, Ohio is seeking proposals from qualified consultants to assist in the update of the Comprehensive Plan.

### **II. GENERAL BACKGROUND**

#### **Demographic Trends**

The City of Stow is the third largest city in Summit County with a current estimated population of 34,773. Stow has experienced steady growth in previous decades, but the trend has flattened since 2010. The 34,773 estimate represents an increase of 8.1% since 2000, but between 2010 and the present there has not been an appreciable change in Stow's population. The City of Stow is approximately 85% developed.

In terms of development, it appears Stow has emerged from the Great Recession. The total estimated value of building permits issued in 2015 was \$40.5 million, the highest total in recent history. This was the second year in a row which exceeded \$30 million, the typical building permit level of activity prior to 2009.

#### **Current Plans**

The City of Stow's existing Comprehensive Plan was adopted in 2001, and in 2005, a plan for the development of the area around Stow's City Center was completed. More recently, in 2010, the City completed a significant amount of work in order to update the comprehensive plan including: conducting a survey and series of public meetings/open houses to elicit feedback from the community; compiling development trends and demographics; and other analyses.

### **III. SCOPE OF WORK**

- 1. Analyze/Review Comprehensive Plan** — Working with City staff, the selected consultant shall review the 2001 Comprehensive Plan and subsequent planning studies; synthesize existing data; and provide a critical assessment for the update of the Comprehensive Plan.

2. **Public Engagement** - The selected consultant shall create and implement an inclusive public engagement strategy in order to inform the update. The public engagement plan should include the following minimum components: public open houses or workshops; development of web page(s) on Stow's website and other social media outlets for posting of relevant project documents; project contacts; schedule, and meeting times/dates, etc.
3. **Implementation/Action Steps**— The selected consultant shall develop a list of strategies and implementation measures to accomplish the goals and objectives of the plan.
4. **Document/Exhibits**— Working with City staff, the consultant shall prepare a new Comprehensive Plan Map and supporting documents including graphics, tables, graphs, etc.
5. **Coordination with City Staff** - It is anticipated that City staff will perform tasks as needed i.e. compilation of demographic and development trend data, base mapping, etc. The specific responsibilities will be established in the contract with the selected consultant.

#### **IV. PROJECT BUDGET**

It is anticipated that there will be \$25,000-\$30,000 allocated for this project

#### **V. PROPOSAL CONTENT**

- **Cover Letter:** A letter signed by a principal or authorized representative whom can make legally binding commitments on behalf of the company.
- **Experience/Qualifications:** A profile of the respondents experience, personnel and history respective to the primary objectives outlined above and any variations, additions or modifications to the scope as may be proposed by the respondent.
- **Narrative Description/Outline:** Proposals shall include a narrative description that outlines the proposed process and schedule to complete the project.
- **Work Product Examples:** Proposals should include examples of work products (not entire reports) to provide the selection committee with a representative sample of expertise, artistry, creativity, technique, etc.
- **References:** At least three (3) references to clients whom have had similar work completed within the last five (5) years.
- **Fee:** Proposals shall include a not-to-exceed fee for services and include anticipated hourly fees for personnel and other expected fees.

## **VI. SUBMITTAL DATE / TIMELINE**

Proposals will be accepted until 4:30 pm on **Monday, February 29, 2016**. Proposals should be submitted electronically (.pdf) to the City of Stow to [rkurtz@stow.oh.us](mailto:rkurtz@stow.oh.us). Any questions should be directed to Rob Kurtz, City of Stow Planning & Development Director by telephone 330.689.2811 or by e-mail at [rkurtz@stow.oh.us](mailto:rkurtz@stow.oh.us).

### **Timeline**

Advertise for Consultants	02/02/16
Deadline for Proposal Submission	02/29/16
Review Proposals	02/29/16 (Week of)
Interviews/Contract Negotiation	03/01/16 – 03/04/16
Contract Approval/Execution	March 2016
Project Completion	December 2016