

**REQUEST FOR PROPOSALS**

**COMPREHENSIVE PLAN  
UPDATE**

**CITY OF WAPAKONETA, OHIO**

**Deadline for Submissions: September 25, 2023**

### Summary:

The City of Wapakoneta, Ohio is seeking proposals from qualified planning consulting firms to prepare an update to the city's existing comprehensive plan. The purpose of the comprehensive plan is to navigate a Vision and implementation strategy for growth, development, and quality of life enhancements over the next twenty (20) years.

The Update process will include community-wide involvement from the City Council, city staff, residents, stakeholders, and the business community. With the adoption of the current Comprehensive Plan in 2008, the city has successfully implemented various planned measures and initiatives including: street reconstruction, utility infrastructure expansion, downtown redevelopment, new commercial and industrial development, new sidewalks, parks and recreational facilities, and job creation.

### Community:

Located in West Central Ohio, Wapakoneta is the county seat and largest community in Auglaize County. Its 2020 population estimate is 9,954 and has a workforce of approximately 5,000. The median family income is \$45,456. Within the corporate limits, there is developable non-residential land within the West Central Ohio Industrial Center.

The Downtown Wapakoneta Partnership, Chamber of Commerce, and city leaders have had success in downtown revitalization including the start-up of new businesses and the construction of the destination-oriented Legacy Parkplatz.

Current efforts in economic development and job creation for the city are coordinated through the Wapakoneta Area Economic Development Council. Information on land availability, development opportunities, and the West Central Ohio Industrial Center can be found at: [www.whywapakoneta.com](http://www.whywapakoneta.com)

Information on this community can be found by visiting the City's website at: [www.wapakoneta.net](http://www.wapakoneta.net). In addition, Wapakoneta has been an active and participatory "Tree City USA" member for 36 years.

### Project Description:

This Comprehensive Plan update will include revised socio-economic data to be used in the plan analysis. The City Council and community stakeholders

understand the need to provide an update to the 2008 Plan to assist in meeting community goals and expectations for job creation, land sustainability, expansion of its regional marketplace status, new residential growth, and continuing tourist development.

The selected firm shall oversee the comprehensive plan development process through communications with city councilors and various parties. This will include the preparation of a Comprehensive Plan document including an implementation strategy. The plan will consider a 20 years horizon.

The selected firm shall provide all professional consulting services and materials required for completion of the Comprehensive Plan Update. The selected firm is expected to submit monthly reports of activities to the city.

#### Major Projects and CIP Initiatives:

The City of Wapakoneta annually adopts a 5 -Year Capital Improvement Program (CIP). The current 2023 – 2027 Program identifies major capital and infrastructure jobs critical to long term growth, development, and sustainability. These include both funded and unfunded/planned projects. The CIP document can be found on the City’s website.

Among the current infrastructure projects in the planning or construction pipeline include:

- recently completed new Water Treatment Plant
- under construction Water Reclamation Facility/WWTP
- reconstruction of N. Water Street (underway)
- reconstruction of the SR198/SR501 intersection in 2026
- install a new 3-million gallons elevated water storage tank along with the construction of an accompanying water main/line loop
- new splashpad installation and facility enhancements at Veteran’s Park

#### Scope of Services:

- a. existing conditions - update the existing conditions information from 2008 and consider socio-economic data from the 2020 census and other sources.
- b. zoning and land use analysis – examine the city’s geographic quadrants to determine how future growth should occur by land use type. Review the current zoning map and identify appropriate changes in zoning classifications necessary for long term land sustainability.

- c. roadway network – will examine the city’s roadway network and identify new corridors that can spurn new growth and development opportunities.
- d. utilities – work with the city in identifying water, wastewater, and electric utility capacity expansion needs.
- e. community engagement and public meetings – the selected consulting firm shall schedule and coordinate community engagement meetings with the city council and stakeholders. This will include identifying specific plan development tasks, data measures, and target dates.
- f. land development & growth - work with the city in identifying and assessing locations in the community best suited for development and growth. This shall include residential, commercial, and industrial land use types. Emphasis on the Bellefontaine Street commercial corridor, West Central Ohio Industrial Center, and expansion of residential development.
- g. preparation of the comprehensive plan update document.
- h. implementation plan – prepare action activities, projects, and programs on a short-term basis in consideration of the findings of the study analysis and communication from all stakeholders.

**Project Response Narrative:**

Interested and qualified planning consulting firms shall prepare a response narrative outlining the company’s Statement of Qualifications (SOQ), background in urban planning, and experience in preparing municipal comprehensive plans. This information shall be used by the city in assessing the capabilities of the respondent to coordinate and develop the Comprehensive Plan Update for the City of Wapakoneta.

The narrative should include a brief response specific to the completion of the identified “Scope of Services” for the update. Additionally, the names of project team members within the firm along with their experience in preparing municipal comprehensive plans.

**RFP Proposal Requirements:**

Each proposal shall contain five (5) bound copies and an electronic copy via email or USB flash drive. Format of the paper submittal must be compatible to print on 8” x 11” paper.

The proposal must contain the following:

- cover letter
- narrative (*see “Project Response Narrative” information above*) including a “Statement of Qualifications” (SOQ) to perform such work
- identification of consultant project team members and their qualifications
- references from local government entities in Ohio
- Insurance requirements:
  - consulting firm’s workers comp coverage
  - employer’s liability insurance of at least \$1 million/occurrence
  - professional liability insurance of \$1 million/occurrence; \$2 million aggregate
  - automobile liability insurance coverage with limits of at least \$1 million/accident
  - commercial general liability insurance of at least \$ 1 million/occurrence; \$2 million aggregate

**Submittal Information and Deadline:**

Firms submitting a response and SOQ must be able to provide evidence of the firm’s experience and technical expertise in preparing municipal comprehensive plans.

Firms interested in being considered for a contract to provide the required services must reply in writing with a statement of qualifications and response package no later than 3:00 pm on September 25, 2023. Statements received after this will not be considered.

Sealed response and SOQs shall be sent by regular U.S. Mail, recognized overnight delivery service, or via hand delivery to:

Michael Brillhart, Safety Service Director  
City of Wapakoneta  
701 Parlette Court  
Wapakoneta, OH 45895

Firms responding with a proposal will be evaluated and ranked in the order of their qualifications. All submitted responses and SOQs will become a public record in accordance with ORC Section 149.43, and the property of the City of Wapakoneta. Following this evaluation, the city may enter contract negotiations, with the most highly ranked firm.