

**CITY OF BROOKVILLE COMPREHENSIVE LAND USE PLAN  
REQUEST FOR PROPOSALS (RFP)**

**July 8, 2024**

**Tentative Time Frame for Proposals, Selection Process and Overall Project**

Questions Specific to RFP Due: July 26, 2024

Answers to RFP Questions will be Returned No Later Than: August 2, 2024

**Proposals Due: Friday, August 23, 2024**

Candidate Interviews with Steering Committee: Week of September 2<sup>nd</sup>

Selection of Consultant: Approximately, September 17, 2024

Project Under Contract: End of September 2024

Project Kickoff: October 2024

Public Surveys and Engagement Sessions: Winter 2024/2025

Project Status Update to City Council: Late Spring/Early Summer, 2025

Draft of Document for Public Review: Late Summer, 2025

Final Draft Presentation: Late Fall, 2025

Final Document Approval: End of 2025/Early 2026

**Background**

The City of Brookville, Ohio (population approx. 6,000) is seeking a qualified and experienced consultant(s) to assist with an update to the city's Comprehensive Land Use Plan. The City's proximity to Dayton, great schools (ranked in the top 100 in Ohio), low housing costs, connection to the I-70/I-75 interchange and recreational amenities make Brookville a desired location for residents and businesses. Brookville has traditionally been a bedroom community with one main commercial corridor on Arlington Road, a traditional downtown area with a mixture of commercial and residential uses and two industrial parks. Over the past thirty years the population trend has been relatively flat. Demographic trends have continued to be consistent over the past thirty years, with a mix of young families and seniors/retirees. Three property tax levy initiatives have failed over the past five years. Currently, there are two single family residential and one multi-family project under construction along with two to three additional residential projects in the final approval process or getting ready to begin construction. Brookville also has a new 1.2 million square foot addition currently under construction for GM's Duramax facility which will bring approximately 800 additional employees to Brookville. There are also two other new commercial/industrial construction projects underway. After the DMAX project is complete, they will be the community's largest employer, joining industrial businesses such as Green Tokai and Pak Rite as leading industry

employers in the city. Finally, Brookville has recently annexed approximately 200 acres of land from surrounding communities at the request of property owners. There has been some community anxiety about Brookville growing too fast and expressed concerns about the ability of the city to strategically grow while also maintaining its small town, rural characteristics.

### **Purpose and Need**

Brookville’s current Comprehensive Land Use Plan was last updated and approved in 2004. The updated Comprehensive Land Use Plan will be forward thinking and address anticipated growth and redevelopment in a way that preserves and develops small town character, rural characteristics, reduces sprawl, maximizes infrastructure, enhances multi-modal opportunities, considers environmental impacts, and improves quality of life. The goal of the new update is to include mechanisms for growth to provide necessary revenue and resources for long-term infrastructure and service upgrades while also maintaining the small-town rural charm of Brookville. The new update will also need to identify strategies for the city when considering annexation requests from property owners located in surrounding townships and consider how development on those parcels impacts the long-term viability of Brookville. The process will include the inventory, analysis, and synthesis of information which will be organized into a series of planning elements (Land Use, Transportation, Infrastructure, etc.). The selected consultant(s), with direction from the city, will engage the community in participatory process; facilitate public meetings; prepare the proposed plan for review by the city; and, based on this collective information and input, finalize the updated Comprehensive Land Use Plan.

### **Project Goals and Objectives**

The goal of this project is to develop a consensus around the vision for the future of Brookville while creating strategic and implementable projects to smartly grow Brookville for the next two decades. Specific steps need to be outlined and included with the finished document to assist city staff when considering future community initiatives, infrastructure improvements and proposed development projects. It is important to include significant citizen and stakeholder input opportunities for the city and surrounding township residents/property owners. The plan will include an executive summary which will be highly graphic, illustrative, jargon-free and implementable. A separate “Implementation Plan” to accompany the plan will be preferred.

### **Project Scope**

Response will include the general project narrative description and a preliminary scope of work including proposed project schedule, timeframes, input gathering process and proposed methods of citizen engagement. Include a final list of products produced from the project process. The preliminary scope of work must be included in the overall response and cost estimate. The city and the selected consultant(s) will determine the final scope of work

following selection. This is a high-priority project, and as such, an aggressive schedule towards completion is anticipated. The project is projected to start in the fall of 2024 with final approval at the end of 2025/early 2026.

### **Overall Process**

The City Council will adopt the Comprehensive Land Use Plan to provide direction to city officials, staff, residents, businesses, and the development community to implement the city's goals.

The selected consultant will, at minimum:

1. Develop a timeline for completion of the Comprehensive Land Use Plan, in conjunction with the project Steering Committee, with clear deadlines and specific action items identified for each task or phase identified in the scope. Provide expected durations for each identified task or phase.
2. Working with the project Steering Committee, establish and implement a community outreach and information strategy to ensure appropriate resident, business, community stakeholder and city staff involvement is present throughout the planning process. Community outreach efforts will help to establish and prioritize goals and strategies to meet the community's vision.
3. Evaluate the existing Comprehensive Land Use Plan approved in 2004 as well as current city goals for inclusion in the updated plan.
4. Research and analyze existing land use patterns, development patterns and projects, environmental constraints, and regulatory codes to establish existing conditions as well as identify issues and opportunities. Data should be used to prepare estimates, projections, and forecasts. Analysis should include identification of future growth areas.
5. Prepare an analysis of existing public facilities (facilities may include but are not limited to water, sewer, wastewater, and city streets) and land availability to determine deficiencies and make recommendations for public improvements or policy changes that will accommodate projected growth and development.
6. Prepare for and present at workshops for citizens, property owners, and stakeholders; conduct workshops and visioning sessions with residents, business owners and city officials; and present formally to the Planning Commission and City Council for public input, plan consideration and final adoption. A minimum of two public input sessions are anticipated; one to gather input and a second to present the results and solicit comments.

Specific focus groups may be established to identify visions and priorities for specific issues.

7. Provide necessary data, inventory, and analysis to support the goals, objectives, and policies for each element of the Comprehensive Land Use Plan.
8. Formulate and recommend objectives using goals set by the City Council, direction in other city plans, the results of the participatory process, and data inventory and analysis.
9. Recommend policies and strategies for plan implementation. Each recommendation should include a time frame, action steps, responsible parties, estimated costs, and means of funding. The intent is to develop an action-oriented plan.
10. Prepare an updated Future Land Use Map for city limits and extra-territorial jurisdictions.
11. Prepare a Comprehensive Land Use Plan that incorporates all existing and new plans. The final Comprehensive Land Use Plan shall be presented to the Planning Commission and City Council for adoption.

### **Deliverables**

1. Summary report of key issues and priorities.
2. Summary of results from questionnaires or other methods utilized to gather public input.
3. Executive Summary of the Comprehensive Land Use Plan.
4. All GIS data and maps utilized in the process.
5. Electronic version of the final Comprehensive Land Use Plan in both Word and PDF format.
6. Monthly meetings and calls with city staff to provide updates on progress and solicit input. The city manager will be the primary point of contact for staff.
7. Progress reports/meeting summaries after every meeting with the Steering Committee and copies of presentation materials.

### **Submittal Requirements**

Interested firms shall limit their proposal to a maximum of 18 pages and are required to submit the following information:

1. A letter of interest including cost estimate.
2. An organization chart of the project team including identification of project manager, professional support staff, principal in charge, and known sub-consultant/contractor relationships.
3. Statements of qualifications and resumes for project team members with specific mention of related projects including their role specific knowledge and experience.
4. A proposed scope of services and proposed schedule (Gantt Chart is one schedule method) to complete the project.
5. A demonstrated record of completing similar projects on schedule and within budget.
6. A list of three references and contacts from past or current client relationships involving similar projects.

### **Submittal Timeline**

Interested firms shall deliver one original hardcopy and one electronic (thumb drive) submittal packaged in a sealed enclosure bearing the name and address of the firm and the project name. **Submittals must be received by the City Manager no later than 4 p.m. on August 23, 2024.** Responses may be hand delivered, mailed, or delivered via courier. Faxes are not accepted, and proposals received after the deadline will not be considered.

Point of Contact for Inquiries:

Jack Kuntz, City Manager  
301 Sycamore Street, Brookville, Ohio 45309  
Ph. (937) 833-2135 x104  
[jkuntz@brookvilleohio.com](mailto:jkuntz@brookvilleohio.com)

### **Criteria for Selection**

The evaluation of the proposals for these services will be based on the following considerations and their respective weights for the services listed in the scope of work:

1. 30% - Experience in providing professional planning services.
2. 25% - Education and experience of professional personnel including sub-consultants, if applicable.

3. 25% - Past performance on similar types of projects.
4. 20% - The commitment of the firm, its key project members and proposed sub-consultants to provide requested services in accordance with City of Brookville plans and schedules.

The City of Brookville may choose to shortlist firms for interview, if determined necessary. The presentations and interviews, if applicable, would be held in September. The city will notify applicants of their status in the selection process by September 13, 2024.

Based on an evaluation of all materials and the potential interview process, the city will identify the most qualified firm no later than September 17, 2024, and pursue the development of an agreement covering the scope of services, fees, timetable, performance standards, etc. If an agreement cannot be reached, the city will consider another firm.

Once completed, the agreement will be delivered to the city manager for execution.

#### **Miscellaneous Provisions**

1. *Ownership of Proposals.* Upon delivery, all RFP's will become the property of the City of Brookville.
2. *Right to Reject/Modify.* The city may, at its sole discretion, reject any or all RFP's or waive any irregularities without disqualifying the proposal. The issuance of this RFP does not bind the city to award a service agreement for services described herein.
3. *Public Disclosure of All Proposals.* All proposals shall become a matter of public record and shall be regarded as public records except for those parts of each proposal which are defined by the proposer as business or trade secrets, provided that said parts are submitted in a sealed envelope and clearly marked as "trade secret", "confidential" or proprietary."
4. *Reasonable Inquiry.* The city may conduct any reasonable inquiry to determine the responsibility of the proposer. The submission of a proposal constitutes permission by the proposer for the city to verify all information contained therein. If the city deems it necessary, additional information may be requested from any proposer. Failure to comply with any such request may disqualify a proposer from consideration.