
VILLAGE OF MONTPELIER, OHIO



REQUEST FOR PROPOSAL COMPREHENSIVE PLAN UPDATE & IMPLEMENTATION

APPROVED BY COUNCIL: October 14, 2019

PROPOSAL DEADLINE: Monday, November 4, 2019

Proposals must be received no later than 4:00 PM on Monday, November 4, 2019. Late proposals will not be accepted.

Proposals are to be submitted to:
Village of Montpelier
Attention: Jason Rockey, Village Manager
P.O. Box 148
Montpelier, Ohio 43543

Contact Information:
Jason Rockey, Village Manager
(419) 485-5543
JRockey@montpelieroh.org
www.montpelieroh.net

A. Purpose

The Village of Montpelier is soliciting proposals from a qualified planning consultant or team (herein referred to as “consultant”) to lead the Village in the preparation and adoption of an update to the comprehensive plan. The Village 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 development of future land use policy.

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 and must ensure that the final document reflects the desired vision for the community as determined by citizens, elected/appointed officials and other key stakeholders. The Village is seeking an innovative plan with a novel approach to the comprehensive planning process. Proposals must reflect the ability to provide a full range of expertise in all areas needed to develop a complete comprehensive plan. Proposals must identify experience with public outreach, facilitation of public meetings and public relation campaigns.

The plan should be designed in a way that allows for it to be used to update the Village’s Planning and Zoning Code in order to ensure that the goals of the Plan can be accomplished. The update to the Village’s Planning and Zoning Code is not a part of this RFP.

The Comprehensive Plan shall:

- A. Serve as the principal planning document for future development, redevelopment and revitalization of the Village;
- B. Contain practical strategies, guidelines, and policies which will promote the physical development of the community in a coordinated, consistent manner;
- C. Contain practical incentive strategies for new development / re-development;
- D. Identify potential funding sources for these strategies.

B. Community Description

Montpelier is located in Williams County in the extreme northwest corner of the state. The village was platted in 1845 and incorporated in 1875.

As of the census of 2010:

- A. 4,072 people, 1,649 households, and 1,055 families residing in the Village.
- B. Population declined since 2000, when the population of the Village of 4,320.

According to the 2017 American Community Survey:

- A. Population 3,918
- B. Households 1,690
- C. Occupations
 - i. 40.1% Production, transportation, and material moving occupations
 - ii. 23.4% Management, business, science, and arts occupations
 - iii. 16.8% Sales
 - iv. 11.5% Service
 - v. 8.2% Natural Resources, construction, maintenance
- D. Income
 - i. Median Household Income \$43,955
 - ii. Percentage below the poverty level 16.6%

E. Housing	2000	2010	2017
i. Units	1,866	1,843	1,895
ii. Owner-Occupied		1,041 (56.5%)	1,211 (71.7%)
iii. Renter-Occupied		608 (33.0%)	479 (28.3%)
iv. Vacant		194 (10.5%)	205 (10.8%)
v. Built	before 1939 37.7%	before 1979	84.1%

The existing Central Business District / Downtown is comprised of approximately 72 historic downtown buildings along 4 blocks of West Main Street. While several buildings have been substantially renovated or updated, the basic ages of building infrastructure range from 1870s through 1940's with only a few buildings built since 1950. Most of these buildings are split commercial on the first floor and residential (apartments) on the second floor. The downtown suffers from high vacancy. Condition of the downtown buildings is highly mixed – from well-maintained to blighted.

The Village is served by a public school system, Montpelier Exempted Village School District, with nearly 1,000 K-12 students in a relatively new, single facility which was completed in 2005.

The Village has a strong industrial base including several manufacturers of plastic injection parts and others including metal stamping, precision tools, and building materials

C. Scope of Work

The scope of this project is to produce an updated Comprehensive Plan to direct the future growth and development of the Village of Montpelier into 2030. The Village will finalize the scope of work with the selected consultant prior to contract authorization. The Village is open to suggestions other than those items listed which the consultant believes will be of value in producing a viable comprehensive plan that will have practical applications for day to day planning activities.

C.1. Emphasis

In addition to reviewing the existing Comprehensive Plan for accuracy and relevance, particular emphasis shall be placed upon the following areas of the existing Comprehensive Plan:

Housing and Neighborhoods

- Review and confirm/revise trends and conditions of housing stock and neighborhoods in the Village as described in the existing Comprehensive Plan.
- Develop recommendations for new neighborhood design, redevelopment of existing neighborhoods, and housing types that may be needed or advantageous for future development in the Village.
- Provide relevant and comparable examples of successful implementation of new development / re-development strategies that can be viewed/visited and emulated.

Central Business District / Downtown

- Review and confirm/revise trends and conditions of the existing Central Business District / Downtown.
- Evaluate the viability of the existing Central Business District / Downtown.
- Develop recommendations for redevelopment of the existing Central Business District / Downtown.
- Provide relevant and comparable examples of successful implementation of new development / re-development strategies that can be viewed/visited and emulated.

Action Steps

- Develop goals and strategies for new development in the Village.
- Develop goals and strategies for re-development of existing areas of the Village.
- Develop guidelines for changes to existing ordinances to accomplish the above.
- Prioritize objectives in terms of short- and long-term improvements for the Village.
- Provide suggestions for incentives for new development / re-development.
- Identify potential funding sources for short-term priorities.

C.2. Community Engagement

It is the Village's desire that there be meaningful community participation in the preparation of the plan. The Village is seeking a consultant that will engage the public, stakeholders and elected/appointed officials through various methods including presentations, workshops, and social media. The consultant shall develop a public involvement/engagement and public relations campaign with suggestions for outreach opportunities, meeting concepts and information gathering techniques.

C.3. End Product

The Plan will be presented in a format and language that is user-friendly and easily comprehended and accessible to the general public. The consultant should make an effort to minimize the use of technical planning jargon. The extensive use of maps, graphics and other devices that will enhance the readability and ease-of-use of the Plan is required. At the completion of the Plan process, the consultant must provide a Plan complete with all maps, graphs and tables.

The final report shall be submitted in three formats:

1. 50 printed, bound, color copies;
2. An unbound reproducible original copy;
3. CD-ROM of the text and all computer graphics, compatible with those programs utilized by the Village.

C.4. Implementation

The Village is seeking a consultant that will assist the Village in implementing the strategies identified in the Comprehensive Plan. Provide references on experience in procuring funding (grant funds, capital budget funds, low-interest loan funds, etc.). Also provide a cost structure for pursuing those funds (lump sum, retainer, administration fee, etc.).

D. Applicable / Related Documents

- 2011 Williams County Economic Adjustment Strategy (available from Village)
- 2012 Comprehensive Economic Development Strategy (CEDS)
(<http://www.mvpo.org/comprehensive-economic-development-strategy.html>)
- 2015 Rural Long Range Transportation Plan 2015-2040
(<http://www.mvpo.org/transportation.html>)
- 2017 Village of Montpelier Active Transportation Plan (available from Village)
- 2018 WEDCO Housing Opportunities Assessment
(http://www.wedco.info/wp-content/uploads/2018/08/Williams-County-Housing-Assessment-8_16_18.pdf)

E. Timeline for RFP Process

Approved by Council	Monday, October 14, 2019
Proposals Due	Monday, November 4, 2019
Staff/Committee Review Complete	Tuesday, November 26, 2019
Interviews with Consultants	to be announced
Recommendation to Village Council	to be announced

F. Submittal Requirements

Each proposal shall use 8 ½ x 11" sheets (foldouts are acceptable for charts, sample plans, etc.).

Five (5) copies of the proposal shall be submitted, each with the following information included:

- 1) Cover Letter: contained in the letter, should be: the name, address, and phone number of the person who will serve as the firm's principal contact with the Village and shall identify individuals who will be authorized to make presentations on behalf of the firm.
- 2) Qualification of Firm: provide names, titles, responsibilities and experience of key personnel who will be responsible for the management and completion of this project.
- 3) Scope of Work:
 - a. Include methodology, approach and tasks needed to accomplish this project.
 - b. Provide options for the Village of Montpelier to reduce the overall budget requirements for the project.
- 4) Public Participation: clearly describe strategy to engage public participation and stakeholders into the planning process.
- 5) Preparation: describe the strategy and/or plan for preparation of the Comprehensive Plan along with a schedule to reach the final deliverables.
- 6) References: provide three (3) references of projects of similar size and scope.
- 7) Previous Work: provide, at least, three (3) Comprehensive Plans your firm has produced for similar-sized communities and/or small area plans.
- 8) Fee Proposal: provide a detailed (not-to-exceed) cost estimate for all work to be performed, itemized by task (Comprehensive Plan Update & Implementation) and a total cost of the project.

G. Selection Process

Proposals will be reviewed by the Planning Commission. The Commission reserves the right to request additional information from consultants submitting proposals. The following criteria will be considered in the evaluation of the proposals.

- 1) Qualifications and previous related work of key personnel and firm, particularly with regard to working with municipalities of similar size, government structure, and issues.
- 2) Project Manager providing direct oversight and contact with Village staff.
- 3) Understanding of project goals and general approach to the project. Although the Village has identified the general nature of services required, the consultant has flexibility toward the approach to the methodology of the project and final product format.
- 4) Proposed Schedule to complete the work and demonstrated ability to meet proposed schedules and budgets on past projects.
- 5) Quality of sample materials and proposal package submitted.
- 6) Cost of the Comprehensive Plan.

After Planning Commission completes reviews of submittals, the Commission will interview firms. Key personnel to be assigned to the project shall be present at interviews. The Commission will make a recommendation to Village Council. Council will make final selection and establish the schedule under which the effort will proceed.

Request for Proposals

Update to 2001 Comprehensive Plan & Implementation
Village of Montpelier, Ohio

Planning Commission and Village Council reserve the right to exclude any proposal due to inconsistency.

H. Contacts

For questions or clarifications in preparing Proposals contact:

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