

# CITY OF TRENTON

CITY OF TRENTON, OHIO REQUEST FOR PROPOSAL  
UPDATE ZONING, SUBDIVISION AND GENERAL OFFENSE CODES



# **Request for Consultant Qualifications and Statements**

**ISSUED: February 02, 2024**

**PROPOSAL DEADLINE DATE: March 01, 2024**

**Contact information:**

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**Planning and Zoning Administrator**

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## **1. Purpose and background:**

**The southwest Ohio City of Trenton is located between Cincinnati and Dayton Ohio. The city is growing currently with approximately 4,200 single family homes and a population of approximately 13,000. The City of Trenton seeks qualification statements for professional planning and land use services as it relates to updating the City's codes and associated zoning map in conformance with the City's Comprehensive Plan Update, Trenton 2050, adopted in June 2023 ("Comprehensive Plan").**

**The City of Trenton seeks assistance from highly qualified land use planning firms interested in contracting with the City to provide planning, zoning, and subdivision regulations code updates which will include an overall modernization and reorganization of the code to provide clarity, improved functionality, and achieve greater sensitivity to the character of the historic, growing community. The City is seeking firms with prior experience in the development of various codes and design guidelines for other governmental entities.**

## **2. In addition to the primary goal of implementing the Comprehensive Plan throughout the zoning code, the final products of the update should:**

- **Correct conflicts, technical errors, and outdated or irrelevant information within the zoning code.**
- **Enhance usability with tables, reference images, cross-reference links, etc.**
- **Provide direction on areas where the code over-addresses or under addresses particular topics.**
- **Utilize best practices and innovative approaches, including those specific to mixed-use districts or overlay districts if and where warranted.**

**3. Action Items - The selected consultant shall deliver the following planning services:**

- 1. Audit of the current Planning and Zoning Code. Work closely with City staff in producing an assessment of the existing codes, existing zoning map, and correlated sections of the City's Codified Ordinances.*
- 2. Implementation of City Plans. Review and identify the goals, policies and implementation strategies in the Comprehensive Plan to ensure the updated codes and zoning map will be consistent. Review and incorporate as necessary other relevant City plans such as the Parks Master Plan. Review relevant plans of adjacent or similar communities and identify any potential areas of conflict, particularly as it would relate to land uses and zoning designations. Interview City staff, Council, Planning Commission, and Board of Zoning Appeals.*
- 3. Public Participation. Staff at least three (3) public stakeholder meetings, as well as two (2) public hearings (one (1) each at Planning Commission and City Council).*

4. **Draft of Code.** *Submit drafts of code sections and map for review and editing with City staff throughout the process.*
5. **Legal Review.** *Coordinate with the City legal counsel to provide a legal opinion on the enforceability of the updated planning and zoning code and zoning map.*
6. **Production of Related Policy, Procedures, and Practices and related Technical Assistance.** *Revise Planning Commission and Board of Zoning Appeals policies and procedures to align with new regulations, if necessary. Present the final regulations, guidebook, and Planning Commission/Board of Zoning Appeals policies and procedures before the City Council as required under the City Charter. Provide a user-friendly guidebook for each type of development for use staff, officials, and the public. Identify gaps in existing City practices or procedures in implementing the revised code and maps. Provide support for City staff as they implement the code, new procedures, or related activities.*

#### **4. Qualification Statements**

Qualification statements should, at a minimum:

- Include a general description of the firm and key personnel, including qualifications and experience working with zoning, land use, development codes, general offense codes, and building codes.
- Provide examples of comparable services provided for communities of similar size, including a list of client references, including name, address, contact person, email address and phone number for whom such comparable services have been provided.
- A detailed, expected timeline with milestones for services.
- A schedule of fees broken down by work task including a “not to exceed” total estimated cost for services; and

- A list of all deliverables.

Responding firms may be requested to participate in an interview process. The interview will provide an opportunity to clarify any issues within a given proposal and explore the firm's approaches that may be used to satisfy all requirements for the City. The city may directly negotiate with the best qualified firm on final scope and fee.

The city may investigate the qualifications of any firm or individual under consideration, require confirmation of information provided, and require additional evidence of qualifications described in this request. The city reserves certain rights, including, but not limited to, the right to reject any or all qualification statements, issue subsequent requests for qualifications, cancel the request for qualifications, solicit best and final offers from any responding firms, waive informalities or irregularities in the request for qualifications, or award without discussion. Selection will be based upon a determination as to which proposal is in the best interest of the city. Any decision made by the city shall be final and is not subject to appeal.

This RFQ shall not, in any manner, be construed to be an obligation on the City to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFQ or in anticipation of any contract.

**Below are links to our existing codes to update:**

**[https://codelibrary.amlegal.com/codes/trenton/latest/trenton\\_oh/0-0-0-30400](https://codelibrary.amlegal.com/codes/trenton/latest/trenton_oh/0-0-0-30400) Title Two-Subdivision Regulations.**

**[https://codelibrary.amlegal.com/codes/trenton/latest/trenton\\_oh/0-0-0-31525](https://codelibrary.amlegal.com/codes/trenton/latest/trenton_oh/0-0-0-31525) Title Four – Zoning.**