



**REQUEST FOR PROPOSAL**  
**CITY OF TWINSBURG ZONING CODE UPDATE**

ISSUED: NOVEMBER 15, 2022

PROPOSAL DEADLINE: DECEMBER 5, 2022

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Proposals must be received no later than 4:00 PM (EST) on Monday, December 5, 2022. Late proposals will not be accepted.

Proposals are to be submitted electronically via pdf to:

Rebecca Ziegler, Economic Development Director  
rziegler@twinsburg.oh.us

Contact Information:

Rebecca Ziegler, Economic Development Director  
City of Twinsburg  
10075 Ravenna Rd.  
Twinsburg, OH 44087  
www.mytwinsburg.com  
330-963-6154

## **INTRODUCTION**

The City of Twinsburg (City) is seeking proposals from qualified and experienced planning consultants (Consultant) to prepare a comprehensive update of the City's Zoning and Development Regulations (Zoning Code). The current Zoning Code has seen many and varied additions and revisions since 1989, but these updates haven't established a Zoning Code framework that supports a more user-friendly, modern and unambiguous document.

## **PROJECT PURPOSE AND BACKGROUND**

The City seeks a comprehensive update to its Zoning Code that is rooted in a vision for a dynamic central area, supports business development, increases the potential for sustainability and maintains an emphasis on a small-town quality of life. The City anticipates the update process to include extensive public outreach with a focus on performance standards, permitted and accessory uses and internal processes related to development applications. A Consultant that recognizes the importance of public outreach is highly desired. The City is envisioning an up-to-date Zoning Code that is supported by the Twinsburg community.

The City is seeking proposals from qualified Consultants with zoning and planning expertise to work with the City's Planning, Economic Development, Building, and Law Departments to identify essential updates to the Zoning Code. Attending public meetings with residents, community stakeholders, Twinsburg's City Council, and the Planning Commission will be an important component of the process.

Interested consultants are advised to carefully review the information outlined in this RFP and respond accordingly. All proposals must be received no later than 4:00pm EST on Monday, December 5th, 2022.

## **COMMUNITY PROFILE**

The City of Twinsburg, in Summit County Ohio, is located 25 miles southeast of Cleveland and covers an area of approximately 14 square miles. The U.S. Census Bureau estimates the City's 2021 population at 19,328. The median value of owner-occupied homes is \$220,200 and median household income is \$92,403. Twinsburg is a family-friendly community offering an exceptional quality-of-life for its residents, an excellent education system, and a vibrant business community.

## **SCOPE OF WORK**

The City is requesting proposals from qualified consultants to lead the community in the preparation and adoption of an extensive update to the Zoning Code. The consultant will have the following responsibilities with the assistance and cooperation of City staff:

- Efficient contract management of the Zoning Code update process;
- The thorough analysis and incorporation of existing conditions, documents, related plans, and policies;
- Develop a plan for implementing an extensive public participatory process;
- Zoning code updates and preparation of all draft and final documents;
- Presentations to City Council, stakeholder meetings, and Planning Commission

The Consultant selected for this assignment will work closely with the Planning and Economic Development Departments, the Law Director, and other city and board representatives as deemed necessary to identify sections of the Zoning Code that need to be updated and or/modified.

The project will entail a comprehensive update of the existing Zoning Code to address concerns, functional needs, conflicts, errors, and response to legislative changes that have occurred over time.

The following tasks outline the work deliverable by the Consultant:

### **OBJECTIVE 1: EFFICIENT CONTRACT MANAGEMENT**

#### *Task 1.1: Quarterly Progress Reports:*

The Consultant contract management responsibilities will include conference calls and meetings, quarterly progress reports, monthly status reports, and technology transfer. The Consultant will participate in periodic conference calls and project meetings as needed to gauge project status and verify the completion of project milestones. The Consultant will prepare and submit progress reports within 30 days after the end of each quarter. Each quarterly progress report will provide:

- A summary of progress and accomplishments, including a discussion of major tasks and deliverables;
- An explanation of contract management activities completed, including hours worked, hourly rate, staff person, and title;
- Discussion of any major issues or problems encountered during the prior quarter, deviations from schedule and budget, and other issues related to the successful outcome of the project.

#### *Deliverable:*

1. Submit progress reports as work is completed within the eighteen-month project timeline, to the Economic Development Director

### **OBJECTIVE 2: COMPREHENSIVE ZONING CODE UPDATE DEVELOPMENT**

#### *Task 2.1: Project Kickoff:*

The Consultant, in cooperation with City Staff and the Zoning Code Advisory Committee (Advisory Committee) shall hold an initial meeting to discuss project requirements, existing conditions, roles and responsibilities, and next steps. The Consultant shall prepare and distribute a brief meeting summary clearly indicating understandings reached at the meeting.

The Consultant will provide all information, meeting announcements, meeting summaries, and approved documents for the City to post on the City's website. The project website will be incorporated into the City's existing website.

#### *Deliverable(s):*

1. Kick-off meeting held with appropriate parties
2. Written meeting summary outlining the update process and timeline
3. Communication materials for website

### *Task 2.2: Existing Conditions Analysis:*

An existing conditions analysis will be informed by a review of relevant planning and zoning documents, and collection of secondary data as needed. The Consultant shall review available materials and needs discussed during the initial project kickoff meeting, and note any issues of consistency or gaps in information required to properly complete a full update to the Zoning Code.

Depending on the Public Engagement Strategy finalized in Task 3.1, the Consultant may be required to organize, host and record public workshops/events to vet and refine the collected existing conditions data.

#### *Deliverable(s):*

1. City staff and Advisory Committee meeting agendas and summaries, and meeting notes
2. List of topics and information gaps to be inventoried and analyzed in existing code;
3. Communication materials for website, public meetings, etc.;
4. Draft Existing Conditions Analysis

## **OBJECTIVE 3: INCLUSIVE PUBLIC ENGAGEMENT**

### *Task 3.1: Preparation of Public Engagement Strategy*

The Consultant, in cooperation with the City, shall prepare a method and process to encourage community participation in the development and implementation of the Zoning Code update. The public engagement strategy shall include a variety of methods to gather public input and present work products, which could include workshops, stakeholder meetings, surveys, focus groups, online tools, and others. The engagement strategy shall identify key individuals, organizations, and entities to be involved, and shall identify the visioning process and the roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of public workshops/events. The City expects that the Consultant will hold a series of public workshops/events throughout the course of the project. All public events will be publicized to the community through the project website, press releases, announcements, individual mailings, and/or other appropriate means. A summary of each public outreach session will be made available in written format following each event, and compiled into a public engagement report at the culmination of the project.

#### *Deliverable(s):*

1. Approved Public Engagement Strategy
2. Summary of Public Engagement Session following each event
3. Final Public Engagement Report

## **OBJECTIVE 4: ZONING CODE UPDATE AND DRAFTS**

### *Task 4.1: Create Priority List of Zoning Updates*

The Consultant shall evaluate the City's current Zoning Code to create a list of priority updates. The Consultant will identify what will be required to achieve the best results possible; whether strategic amendments to existing chapters in the code are sufficient or complete re-writes of chapters are required.

*Deliverable:*

1. List of priority zoning code updates and approach

*Task 4.2: Draft Zoning Code Amendment(s)*

The Consultant will prepare DRAFT proposed amendments to the City's Zoning Code in a format suitable for review and consideration by the City and the public. The amendments should consider any barriers that have been identified.

As part of this task, it is expected that the Consultant will present proposed zoning amendments to the City officials and residents during at least three (3) public workshops. The Consultant will facilitate the workshops, and record minutes and attendance information. Consultant will resubmit the DRAFT amendments showing any comments and feedback from the Advisory Committee and other relevant parties.

*Deliverable(s):*

1. Meeting Minutes
2. Written responses to all substantive comments identifying comments that were incorporated and how, and identifying comments that were not incorporated and why
3. Final Zoning Code Amendments

*Task 4.3: Review by Planning Commission, City Council and Final Zoning Code Amendments*

The Consultant, in partnership with city staff, shall present draft Zoning Code amendments to the Planning Commission, and then to the City Council for discussion.

*Deliverable(s):*

1. Meeting Minutes
2. Written responses to all substantive comments identifying comments that were incorporated and how, and identifying comments that were not incorporated and why
3. Final Zoning Code Amendments

*Task 4.4: Public Hearing and Adoption by City Council*

The Consultant shall facilitate the formal adoption of the proposed Zoning Code amendments by providing the final documents to the City Council for review and final adoption.

**SCHEDULE OF PROJECT DATES AND MILESTONES\***

- Advertisement and Release of RFP: November 15, 2022
- Deadline for Submission of Proposals: December 5, 2022
- Review of Proposals and Award of Contract: December 12-30, 2022
- Contract Execution: January 11, 2023
- May 2024: Final Planning Commission Approval
- June 2024: First Council Reading
- July 2024: Second Council Reading
- August 2024: Final Council Approval
- November 2024: Goes on the ballot for voter approval

*\*Schedule is subject to change upon mutual agreement*

## **EXPERIENCE AND QUALIFICATIONS**

- The proposing firm(s) must have significant experience with zoning code updates, preferably in Ohio. Providing three examples and references for Zoning Code projects completed in the last six (6) years;
- The proposing firms(s) must have a demonstrated ability with using visual tools to convey data and other information in a clear and effective manner;
- The proposing firm must have sufficient internal support staff to conduct all necessary work on this project.

## **CITY'S ROLE IN THE PROJECT**

The City will organize the Advisory Committee to steer the project, review interim products, and disseminate information to elected officials and constituents. The Advisory Committee will meet periodically throughout the project. At a minimum, the Advisory Committee will include a member of the Planning Commission, the City Planner, Law Director, two City Council Members, and a resident from each Ward. Members will be required to attend meetings regularly.

The Economic Development Director will serve as the point of contact throughout the project and will be responsible for coordinating and implementing the proposed updates to the Zoning Code, pursuant to legislative requirements.

## **FINAL DELIVERABLES**

The consultant shall provide 20 hard copies of the final Zoning Code as well as digital files in an editable format and Adobe PDF to the City upon completion of the project. All relevant charts, graphics and related maps shall be provided in GIS (if applicable) and PDF format. The Consultant will provide draft versions for review at various stages throughout the project period.

## **PROPOSAL SUBMITTAL REQUIREMENTS**

A PDF of the proposal shall be submitted to the City of Twinsburg Economic Development Director, as indicated below. Proposals, at minimum, should include:

1. A completed RFP Cover Sheet;
2. A cover letter;
3. A statement of project understanding;
4. Qualifications of the firm/project team;
5. A strategy and implementation plan;
6. Services provided by the applicant;
7. Organization of the applicant's team, staffing plan and the approximated distribution of work hours;
8. A projected timeline;
9. Three examples and references of similar projects completed during the past six years;
10. A detailed fee proposal including a complete list of costs per task, expected reimbursable expenses and a total fee for the proposal.

Submission Packet: The entire RFP response needs to be submitted via email in PDF format no later than 4:00 p.m., EST, Monday, December 5, 2022. Email proposals using subject line, "Twinsburg Zoning Code Update 2022" to:

Rebecca Ziegler  
City of Twinsburg, Economic Development Director  
Rziegler@twinsburg.oh.us

## **OTHER INFORMATION**

The City reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to, any proposal which does not meet the stated requirements, or any proposal which does not furnish the quality, or offer the availability of materials, or services as required by the specifications, description or scope of work, or proposals from an offer or who lacks experience or financial responsibility, or proposals which are not made to form.

The City reserves the right not to award a contract to the lowest and most responsive offer or and may require a new request for qualifications. The City may rescind the award of any proposal within one (1) week when the public interest will be served thereby. Proposals submitted by telephone or facsimile machines are not acceptable. Any proposals submitted after the stated due date and time will not be accepted.

The City of Twinsburg is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity or sexual orientation.

## **AWARD**

The City reserves the right to accept any submittal and/or parts thereof and/or to reject any and all submissions, or to waive any irregularities in the submissions if it is determined to be in the best interest of the City. The award of a contract is contingent upon the successful execution of the formal contract agreement.

## **CONTRACT REQUIREMENTS**

The successful firm will be required to enter into a formal contract agreement with the City. The City of Twinsburg may reject any proposal based upon amendments to its standard contract.

## **OWNERSHIP OF WORK PRODUCT**

All work products including digital forms produced or created by the vendor as a result of or related to the performance of work or services under this solicitation will be the property of the City.