

REQUEST FOR PROPOSALS

FOR PUBLIC

ENGAGEMENT FOR

AN UPDATE TO THE COMPREHENSIVE LAND

USE PLAN FOR ORANGE TOWNSHIP,

DELAWARE COUNTY, OHIO SEPTEMBER 21,

2026



Orange Township Board of Trustees

1680 E. Orange Road

Lewis Center, OH 43035

(740) 548-5430

Website: www.orangetwp.org

General Information:

Definition: For the purpose of this Request for Proposals (RFP), “Proposer” shall mean contractors, consultants, respondents, organizations, firms, or other persons submitting a response to this RFP.

Purpose: This RFP provides guidelines for the submission of proposals to assist the Township in updating the current comprehensive plan for Orange Township, Delaware County, Ohio.

Issuing office and location of proposal opening:

Orange Township Board of Trustees
1680 E. Orange Road
Lewis Center, Ohio 43035

Invitation to propose: The Board of Township Trustees of Orange Township, Ohio (“the Township”) solicits proposals from Proposers to assist the Township in updating the current comprehensive plan for Orange Township. Located in southern Delaware County, Orange Township is a thriving suburban community of approximately 35,000 residents. The Township boasts a high quality of life, attracting skilled professionals and families to the area. Its excellent school system, beautiful parks, and recreational facilities contribute to a strong sense of community and a high standard of living.

As part of one of the fastest-growing areas in the state of Ohio, Orange Township’s has nearly tripled since the year 2000. The most recent Comprehensive Land Use Plan for the Township was adopted in 2018. The Township intends to update the Comprehensive Land Use Plan in order to provide guidance to decision-makers when it comes to land use decisions in a rapidly growing community. The Township is seeking a qualified Proposer primarily for public engagement for the Comprehensive Land Use Plan update, however, the Proposer may submit a proposal for both public engagement and the task of updating the document, so long as it meets the Budget of the project. Proposers are encouraged to provide and incorporate creative and modern techniques into their proposals.

Budget: The Township anticipates a budget of up to \$50,000 for consultant services and project expenses including software, postage, notices, meetings, copies and maps related to this update. Expenses shall be itemized.

Contract Awards: The Township anticipates entering into a contract with the Proposer who submits the proposal judged by the Township to be the most advantageous. By virtue of submitting a proposal, the Proposer acknowledges that this RFP does not constitute an agreement or a contract with the Proposer. An official contract or agreement is not binding until proposals are reviewed and accepted by the Township. The Township reserves the right to reject all proposals, to waive any informalities, and to solicit and re-advertise for other proposals.

Inquiries: Proposers shall email or submit written inquiries for interpretation of this RFP to Robin Duffee, Director of Development and Zoning, rduffee@orangetwp.org, 1680 E. Orange Road, Lewis Center, Ohio 43035. The Township will respond to phone, email or written

inquiries until October 16, 2026. The Township will record any responses to inquiries, and any supplemental instructions in the form of a written addendum as appropriate. If written addenda are issued, the Township will email / post to the Township's website such addenda at least five (5) days prior to the date fixed for receiving proposals. This schedule will be adhered to even if the opening date must be postponed in order to observe this time requirement. The Township will send all written addenda to all Proposers to whom it has sent this RFP.

Time Tables:

The Township and the Proposers shall adhere to the following schedule in all actions concerning this RFP:

1. On **September 21, 2026** the Township issues the RFP.
2. From **September 21, 2026 to October 16, 2026** the Township will receive and answer inquiries by mail or email.
3. The Township must receive all proposals by **4:00pm on October 16, 2026.**
4. From opening time, the Township will review and evaluate the proposals in a timely manner
5. Addenda: If revisions become necessary, the Township will provide written addenda no later than October 9, 2026 to all Proposers who received the RFP. This will be adhered to even if the opening date must be postponed in order to observe these time requirements.
6. Some consultant teams may be asked to give an oral presentation and respond to questions from the Township and/or steering committee; key members of the consultant firm who will be directly responsible for the work must participate.
7. The Township may enter into a contract after conducting negotiations and obtaining appropriate approvals. The Township will notify unsuccessful Proposers at this time.
8. The duration of this project is anticipated to be no longer than 12 months from the date of the signed contract between the Township and the successful proposer. With the goal of completion in December 2027.
9. Proposal Submission and withdrawal: The Township will receive proposals at the following address:

1680 E. Orange Road
Lewis Center, OH 43035

To facilitate processing, please mark the outside of the submittal, ***Comprehensive Land Use Plan Update***. The submittal must also bear the Proposer's return address. Proposers shall submit three (3) copies of the proposal and one (1) digital copy, in person or by mail, to the address noted above. THE TOWNSHIP MUST RECEIVE ALL PROPOSALS BY 4:00 P.M. ON **OCTOBER 16, 2026**. Due to the irregularity of mail service, the Township cautions Proposers to assure actual delivery of proposals to the Township prior to the deadline set for receipt of proposals. Telephone confirmation of timely receipt of a proposal may be made by calling (740) 548-5430 or email to rduffee@orangetwp.org before proposal opening time. Proposals received after the established deadline will be returned unopened to the Proposer. Proposers may withdraw their proposals by notifying the Township in writing at any time prior to the opening. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide a signed receipt for the returned proposal. Proposals, once opened, become the property of the

Township and will not be returned to the Proposers. Upon opening, proposals become “public record” and shall be subject to public disclosure in accordance with Ohio law.

Rejection of irregular proposals: Proposals not meeting the Township’s stated minimum terms and submittal requirements may be rejected by the Township as non-representative or irregular. The Township reserves the right to waive any irregularities, technicalities or informalities in any proposal, and to reject any and all proposals without cause. The Township reserves the right to reject the proposal of any Proposer in arrears or in default upon any debt or contract to the Township, or who have failed, in the opinion of the Township, to faithfully perform any previous contract with the Township or another governmental jurisdiction.

Oral Presentations: At its discretion, the Township may require any Proposer to make an oral presentation of the proposal. These presentations provide an opportunity for the Proposer to clarify the proposal for the Township. The Township will schedule any such presentations.

Insurance: The Proposer, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions required by the Township.

Introduction:

The Board of Township Trustees of Orange Township, Ohio, desires to update the current comprehensive land use plan for the Township. This scope of services is required to be completed by a competent, experienced planning firm. Its successful completion does not require specialized services such as transportation, modeling, laboratory work, or services obtained from specialists such as fiscal consultants or utility engineers.

Public Participation:

Orange Township has committed residents and business owners heavily involved in our community through standing volunteer committees and partnerships. Their importance to the health and vibrancy of the Township has been well recognized. A large component of the Comprehensive Land Use Plan Update will be public engagement, not only to those groups heavily involved, but to those that do not always get reached.

At a minimum, the Consultant will perform the following tasks. Bidders are encouraged to provide detail on how each point will be expanded and accomplished and others that have yet to be identified as beneficial in this RFP. A successful proposer will develop unique methods to reach the whole community and develop the update to the Comprehensive Plan. Methods should encourage public participation in the improving process, including consideration of amendments and/or elements to the comprehensive plan and the periodic evaluation of the plan.

Develop a comprehensive public outreach and communication plan that will involve everyone—Resident Stakeholders, Business Owners, Township staff, and the Proposer. The plan should include the following:

- Community messaging program including regularly schedule public meetings and creative ideas for ongoing communication
- Digital and social media campaign (Including Facebook, email, Youtube and other web-based communication, interactive polling)
- Traditional media campaign (Including posters, signs, brochures, Township newsletter)
- Community presentations/promotional events

*For each item in the Public Outreach and Communication Plan, the Consultant will complete a detailed implementation strategy that will include responsible parties, timelines, and communication techniques and estimated budget allocation.

The successful proposer will participate in public meetings, make presentations, further discussion and make assessments on how to progress with this input, since it will be largest part of the update.

General Format and Contents:

The 2018 Comprehensive Land Use Plan can be found on our website, www.orangetwp.org.

The new update does not have to coincide with the order of previous plans, but should follow a somewhat similar format.

Proposal Format:

Letter of Transmittal: This letter will summarize in a brief and concise manner, the Proposer's understanding of the Scope of Work. The letter must name all persons authorized to make representations for the Proposer, such as sub-consultants, and include the titles, addresses and telephone numbers of such persons. An official authorized to negotiate for the Proposer must sign the Letter of Transmittal.

Organizational Profile and Qualifications: This section of the proposal must describe the Proposer, including the size and range of its activities. Each Proposer must be authorized to do business in the State of Ohio, and if it is a corporation, must be incorporated under the laws of one of the states of the United States. Proof of same must be provided. The Proposer must emphasize its expertise in, and experience with, similar programs. The proposal must identify the primary individuals responsible for

supervising the work, and shall provide the Township with the resumes of these primary individuals. The proposal must include recent and pertinent references, contact names, telephone numbers and addresses.

Scope of Work: This section of the proposal should explain the Scope of Work as understood by the Proposer, and detail the approach, activities, phases, draft and final work products and delivery dates.

Additional Data or Information: Any additional information which the Proposer considers pertinent should be included in a separate section of the proposal.

Fees/Proposed Cost: The Proposer must provide the hourly rate for the individuals who will supervise and produce work products. The Proposer must also provide a not-to-exceed cost, broken down by general task, for completing a comprehensive plan outlined by this scope of services.

References: The Proposer must provide references of similar studies or projects.