



# REQUEST FOR PROPOSAL

## East Central Avenue Future Land Use Study

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### **Summary**

The City of Miamisburg seeks a qualified team of professionals to conduct a future land use study along the East Central Avenue roadway corridor. The purpose of the project is to engage with the City Council, City Staff, and property owners and residents along E. Central Avenue to develop a land use plan that guides future land use decision-making. The goal is to ensure impending development in the project area meets the vision and objectives of the future land use plan. The budget for this project is \$50,000.

### **Key RFP Dates**

RFP Issued:	July 1, 2024
Consultant Questions Due:	July 8, 2024
Proposal Due Date:	July 31, 2024 @ 5:00pm ET
Estimated Consultant Selection Date:	August 30, 2024
Estimated Contract Signing Date:	September 30, 2024
Estimated Project Start Date:	October 1, 2024

### **RFP Submission Requirements**

RFP documents shall be submitted as follows:

- One (1) electronic copy in PDF format delivered via email.
- Five (5) printed copies delivered via mail or courier.
- Any other information as necessary to effectively evaluate the RFP.

### **Project Contact**

Andrew E. Rodney, AICP  
City Planner  
City of Miamisburg, Ohio  
20 E. Central Avenue  
Miamisburg, OH 45342  
(937) 847-6536  
[andrew.rodney@cityofmiamisburg.com](mailto:andrew.rodney@cityofmiamisburg.com)

Project Website: <https://cityofmiamisburg.com/e-central-avenue-land-use-study/>

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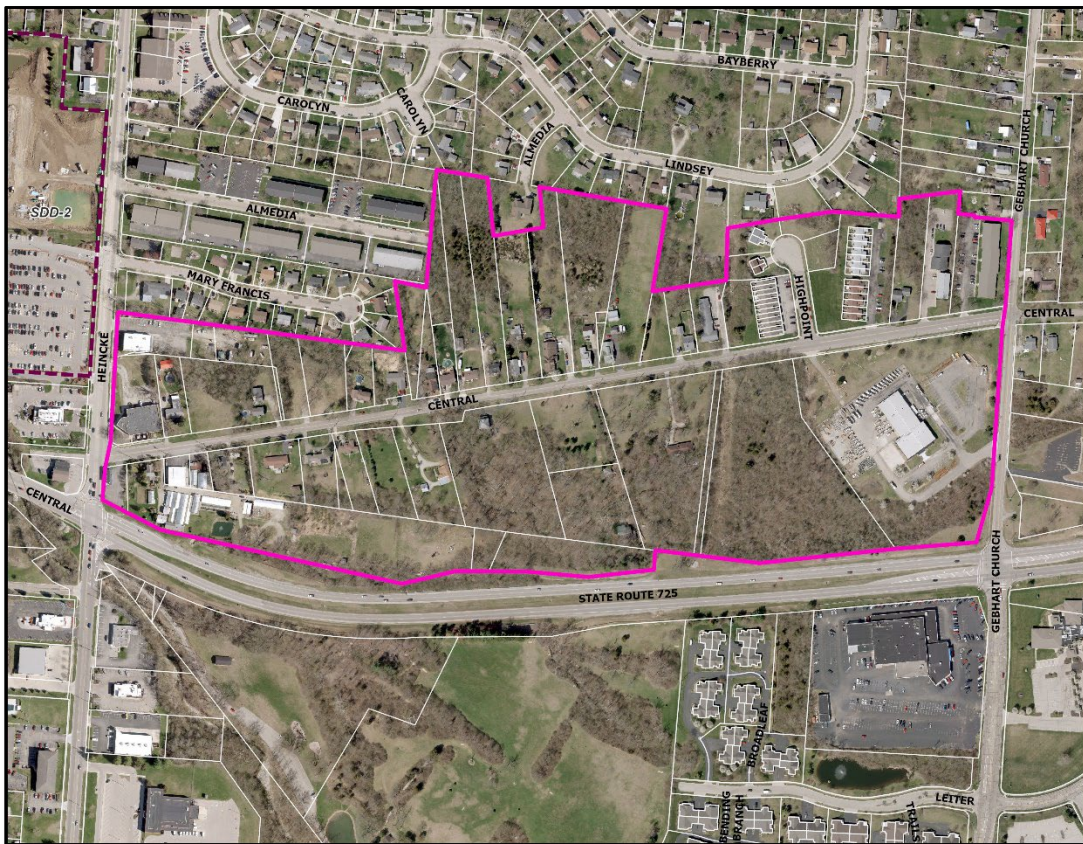
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## **Project Study Area**

The project area encompasses approximately 111 acres (0.17 square miles) across 87 individual land parcels centered along E. Central Avenue, from N. Heincke Road (west boundary) to N. Gebhart Church Road (east boundary) and SR725 (south boundary) to properties fronting on Carolyn Drive, Almeda Drive, and Lindsey Avenue (north boundary). See Figure 1 below.

**Figure 1: Project Area**



Zoning in the project area is primarily residential, ranging from single-family residential zoning (R-1) to multi-family residential zoning (R-4). At the far western end of the study area adjacent to N. Heincke Road are general commercial (GB-1) and light industrial zones (RO-1). The eastern end of the corridor adjacent to N. Gebhart Church Road is a large area of office zoning (OS-1) occupied by a single land use.

Land use in the central area of the corridor includes single-family homes on large estate lots, several large vacant parcels, and multi-family nearest to N. Gebhart Church Road.

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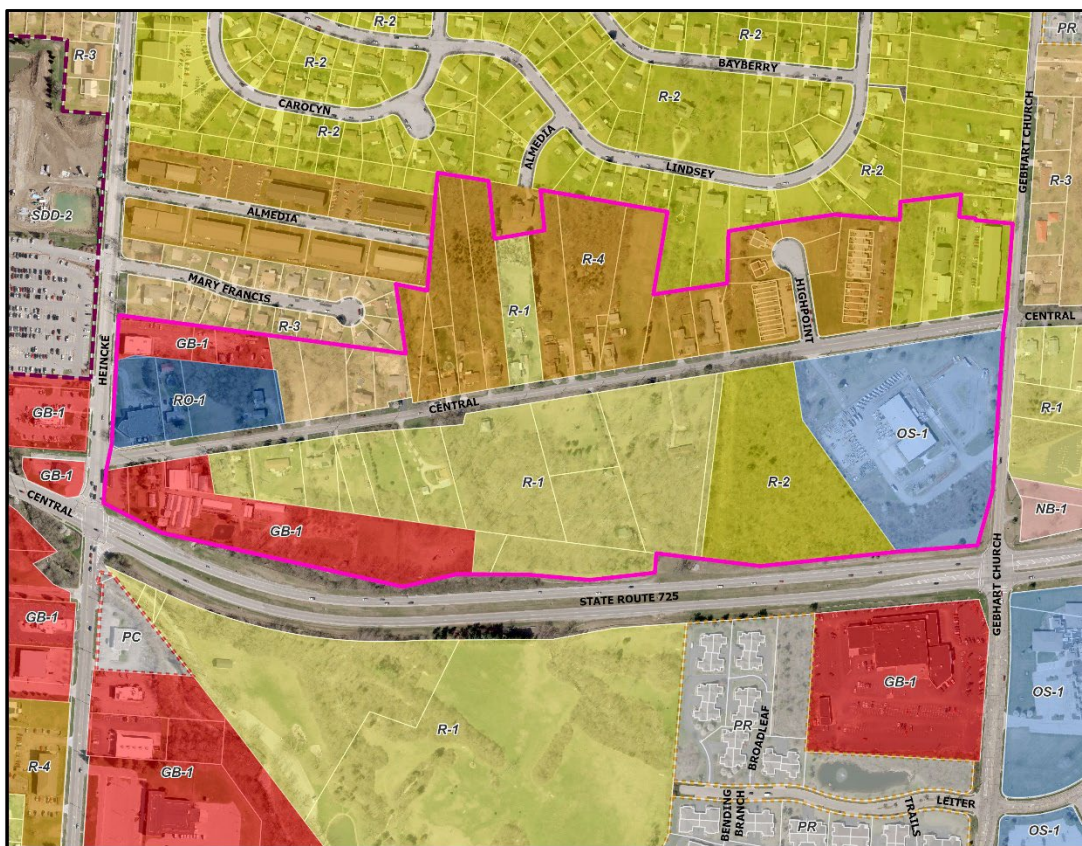
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At the western end is a former landscape nursery, a communications substation, a real estate office, and a 24-hour fitness studio. At the eastern end of the corridor adjacent to N. Gebhart Church Road are the offices and service yard of a large commercial electric contractor. See Figure 2 below.

Adjacent land uses include single-family residential (north and east); general commercial, parkland, and residential (south); and general commercial (west).

**Figure 2: Zoning and Land Use**



The project area lacks significant natural features that prevent existing uses of the property, or future development along the corridor. The area to the north of E. Central Avenue is relatively flat with no significant natural barriers to development. The most significant natural feature is a steep ravine that parallels the SR725 right-of-way along the southern edge of the study area. If future development were to creep close to SR725, it would likely require significant grading and likely, a large retaining wall to account for this feature.

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Based upon a cursory analysis of parcel and CAMA data available via Montgomery County, approximately 70% of the residential units are owner-occupied. Broken down further, approximately 85% of the single-family units are owner-occupied, while 68% of the townhomes and condominium units are owner-occupied.

### **General Project Scope**

The East Central Avenue corridor within the City of Miamisburg is expected to see significant redevelopment in the coming years, particularly areas along the western edge of the corridor nearest to N. Heincke Road. City Staff have received multiple recent inquiries from developers interested in building along the E. Central Avenue corridor. These developers indicated several residential property owners along the corridor have also expressed a willingness to sell for commercial redevelopment. Lacking an adequate Future Land Use Plan for the City as a whole to guide future land use decision-making in the area, the City believes a focused land use analysis of the East Central Avenue corridor is necessary in the near future.

E. Central Avenue – from N. Heincke Road to Alex Road – was once designated as State Route 725. In the late 1960s, the Ohio Department of Transportation moved the SR725 designation to a newly constructed four-lane, high-speed bypass located at the southern boundary of the project study area. Since that time, E. Central Avenue has been primarily a two-lane local access roadway for the dozens of single-family homes and small businesses found along the corridor. The relocation of SR725 also created an awkward intersection where E. Central Avenue terminates at N. Heincke Road. The proximity of this intersection to SR725 creates a significant traffic bottleneck under average conditions but could be further worsened by future commercial development along E. Central Avenue.

### *Project Goals*

1. Conduct deep, meaningful engagement with residents and property owners to understand their thoughts, concerns, and perspectives on future land uses within the project area.
2. Recommendations for local land use regulatory tools that could be implemented within the project area to control future land use outcomes.
3. Understand the land use implications of a conceptual relocation or elimination of the E. Central Avenue/N. Heincke Road intersection.
4. Establish a consensus Future Land Use Plan within the project area to guide future land use decision-making.

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5. (Optional) Conduct an economic analysis to find the most likely near- and long-term mix of future land uses within the project area based on current and anticipated market conditions.

Project Goals #1-4 are core elements of a successful proposal response. Goal #5 is an optional element that may be included if the firm(s) has sufficient expertise on-hand to conduct a market analysis. Generally, each proposal will be judged primarily on the firm's ability to address the core elements within the project budget and proposed timeframe. Goal #5 should be scoped as a separate, optional work item.

### **Proposal Requirements**

A complete proposal response shall – at minimum – include the following elements:

#### *Project Personnel*

Responses shall name the primary point of contact (known as the “Project Manager”), and the roster of proposed project team members (including subconsultant staff) proposed to conduct the work under this contract. Describe each team member's role within the overall project, their individual qualifications to serve that role, and the percentage of their time that will be dedicated to this project.

#### *Previous Experience and References*

Responses shall include a sample of three (3) past projects which are similar in scope and nature, or which illustrate the skills to be deployed in completing the proposed project. A list of at least three (3) local government references shall also be provided.

#### *Project Work Plan*

Responses shall detail the bidder's proposed project approach to satisfy the goals as listed above, including the tools and resources to be used during the plan development. Explain the method for the project development, including any aspect of your method that is unique or innovative.

#### *Public and Stakeholder Engagement Strategy*

A significant and crucial element of the plan development will be interaction and engagement with property owners and the public. The outcomes of the project will rely heavily on the thoughts, concerns, opinions, and perspectives of those most likely to be affected by any future development within the project area. A successful project proposal

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shall include a robust, detailed plan for public and stakeholder engagement. Such engagement shall include a mixture of in-person and online interactions, but with more emphasis on in-person engagement.

### *Timeline*

Provide a proposed schedule for completion of the project. While the City is somewhat flexible in negotiating a mutually beneficial project schedule, the expectation is the project will commence within Q3 of 2024 and be completed by the end of Q1 of 2025.

### *Deliverables Proposal*

Provides a list of proposed deliverables, which shall include – at minimum – a printable PDF document of the final plan. Other deliverables may include – but are not limited to – a project website, a set of bounded hard copy plan documents, infographic presentation materials, videos, photographs, or other hard copy or digital materials. Copies of any print or digital materials produced because of the project shall be provided to the City of Miamisburg upon completion of the contract.

### *Cost Proposal*

Provide a detailed, line-item proposal of costs for each element of the proposed work plan. Proposals which exceed the project budget (\$50,000) may be considered on a case-by-case basis if they are shown to include elements or processes which add significant value to the project.

### **Other Information**

#### *Evaluation of Proposals*

City of Miamisburg Development Department Staff will evaluate and rank all the technical proposals to find the most qualified firm. If necessary, one or more firms may be scheduled for an interview prior to final selection.

#### *Scope of Services Meeting*

Once a preferred candidate firm is selected, City Staff will arrange a Scope of Services meeting to finalize a mutual understanding of the project scope, activities, deliverables, milestones, and deadlines. Provided the project budget remains unchanged, the City will request a proposed contract be submitted by the selected firm for Staff and City Council approval.



## **Proposal Preparation**

### *General Instructions*

1. Address each item as listed above in Proposal Requirements. Failure to adequately address each requirement may cause the proposal to be rejected.
2. Proposals must include a Transmittal/Cover Letter on the firm's letterhead signed by the contractual officer or Project Manager.
3. Proposals should include no more than 30 bound pages. Proposals using letter-sized paper are preferred, though maps or other visual aids may be submitted in a larger format.
4. Proposals must arrive no later than the due date and time at the Miamisburg Development Department at 20 E. Central Avenue, Miamisburg, OH 45342.
5. An electronic version of the proposal shall also be submitted in PDF format. It may be delivered on flash drive or via email to [andrew.rodney@cityofmiamisburg.com](mailto:andrew.rodney@cityofmiamisburg.com).

## **Proposal Terms and Conditions**

### *Tax Exemption*

The City of Miamisburg is exempt from the payment of federal excise and transportation taxes levied under the Internal Revenue Code. They are also exempt from Ohio State Gross Retail (sales tax). The successful Proposers will be offered any certificates of exemption required.

### *Modification and/or Withdrawal of Proposals*

Modifications of a submitted Proposal must be received by the designated due date specified. Withdrawal of Proposals will be allowed only in those cases in which a written request to withdraw a Proposal is received by the City of Miamisburg prior to the date and hour for receiving and opening Proposals. In such case, same will be returned to Proposer unopened.

### *Evaluation of Proposal Compliance with Specifications*

Understanding that no Proposer may completely meet all requirements of the specifications, the City of Miamisburg reserves the sole right to: determine whether a

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Proposal substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any Proposal; and waive the right to accept a part, or parts, of a Proposal, unless otherwise restricted in the Proposal.

The City of Miamisburg may make use of materials submitted in the Proposals, including any idea held therein, for such purposes as it may deem appropriate.

#### *Proposer Qualifications*

The City of Miamisburg may require all Proposers to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities of the Proposer. The City of Miamisburg will not award a Contract to a Proposer who, in its opinion, is not fully qualified based on financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligation to be undertaken competently and without delay.

#### *Inspection of Goods*

The City of Miamisburg reserves the right to inspect all products after delivery for compliance with the specifications. Notice of latent defects that would make the product unfit for the purpose for which it is required may be given at any time within thirty (30) days after delivery.

#### *Equal Opportunity*

The Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religious creed, ancestry, physical handicap, sex or political affiliation, and that it will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to race, color, religious creed, physical handicap, ancestry, sex or political affiliation.

#### *Disadvantaged Business Enterprise*

The City of Miamisburg in accordance with the provisions of Title VI of the Civil Rights Act of 1964 hereby notifies all bidders that it will affirmatively ensure for any contract entered into pursuant to this advertisement, that disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Also, all solicitors of bids or contracts are hereby notified by the City of Miamisburg that it will ensure nondiscrimination in the award or performance of contracts on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency.

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In addition, the contractor agrees to ensure that disadvantaged business enterprises have the maximum opportunity to take part in the performance of contracts and subcontracts. In this regard, all contractors shall take all necessary and reasonable steps to ensure that minority business enterprises have the maximum opportunity to compete for and perform any subcontracts.

#### *Deviation Clause*

The Proposer's attention is called to the condition that, if awarded a contract, the Proposers will be required to furnish the particular item referred to in strict accordance with the specifications or descriptions as proposed, unless a departure or substitution is clearly noted and described in the Proposal, along with the reasons therefore.

#### *Award of Contract*

The City of Miamisburg will award a contract, if any awards are made, within sixty (60) calendar days after the opening of Proposals. Each Proposer acknowledges that the City of Miamisburg will use its discretion and judgment in making the final decision and further acknowledges that no claim by the Proposer will arise in any way relating to the exercise of that judgment by the City of Miamisburg. The City of Miamisburg reserves the right to accept the Proposal considered to be in the best interest of the City or to reject any and all Proposals.

The City Manager is the only individual who may legally commit the City of Miamisburg to the expenditure of public funds. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific, written authorization to proceed.

#### *Cancellation*

The City of Miamisburg reserves the right to cancel any contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, or any other misconduct on the part of the Contractor.