



## **REQUEST FOR PROPOSALS PROFESSIONAL SERVICES**

### **Concord Township, Lake County, Ohio Comprehensive Plan**

7229 Ravenna Road  
Concord Township, OH 44077  
440-354-7510

[www.concordtwp.com](http://www.concordtwp.com)

Issued: **May 9, 2025**

Proposal Deadline: **June 10, 2025**

Proposals are to be submitted to:

Concord Township Zoning  
Attention: Heather Freeman  
7229 Ravenna Road  
Concord, Ohio 44077

Contact Information:

Heather Freeman, Planning and Zoning Director  
[hfreeman@concordtwp.com](mailto:hfreeman@concordtwp.com)  
440-354-7506

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## **SECTION 1 – Overview**

### **Vision**

Over the past 21 years, Concord Township has effectively guided community growth through the use of a comprehensive plan. The most recent update to this plan occurred a decade ago, and it is now due for revision. While many of the plan’s key objectives have been successfully achieved, the landscape of the Township continues to evolve. Notably, the closure of a once-prominent hotel-resort—formerly a cornerstone of the community and a major economic asset—has created a significant opportunity for rehabilitation or redevelopment. Coupled with other recent changes, these developments underscore the need for a new comprehensive plan to provide updated, strategic guidance for Concord Township’s continued progress.

### **Purpose**

Concord Township is soliciting Request for Proposals (RFPs) from a qualified planning consultant or team to lead the Township in the preparation and adoption of an updated Comprehensive Plan. The Township is looking for a consultant with experience in community visioning, urban design, land use and environmental planning, economic analysis, and citizen involvement to be the lead and facilitate the process. The Comprehensive Plan is both a visioning and implementation tool, and is the key guiding document for the Township Trustees, Township Staff, boards and commissions, the business community, and the residents.

### **The Township**

Concord Township is located in northeast Ohio, and is approximately 23.1 square miles. The 2020 U.S. Census reported a total population of 19,254 residents, with a median household income of \$117,569. Total number of housing units reported in 2020 was 8,033. There were 7,730 households with an average size of 2.46 persons per household. The median age in Concord Township was 48.2 years.

Since the 2004 Comprehensive plan and the plan update in 2015, the Township has continued to experience more commercial growth. The Crile Road, Auburn Rd., Capital Parkway, SR-44 corridor has seen a lot of commercial growth. This commercial area, which is also the focus of the Concord-Painesville Joint Economic Development District, has continued to expand with two large multi-tenant retail shopping centers on Crile Road, and other commercial developments including a hotel, cellular store, ice cream store, and car wash. Additionally, a Sheetz gas station and convenience store was built on Capital Parkway. Additionally, there is another multi-tenant shopping center planned on Crile Road at Hunting Lake Drive. The Township would like to focus on this commercial area to determine what improvements could be made to increase wayfinding in the area, better the streetscape, and the possibility of a shared multi-use path or pedestrian facilities throughout the corridor.

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Over the last 20 years, residential growth in terms of housing units and population, has increased dramatically. The Township's population increased 26 percent from 15,282 persons in 2000, to its current population of 19,254. The number of housing units went up from 5,911 units to 8,033, an increase of 35 percent, as reported in the 2000 and 2020 censuses. With the Township's population aging, looking at different housing types including accessory dwelling units, and smaller homes should be explored.

**Existing Plans**

The Township has consistently adopted master plans since as early as 1969, to help guide development and create the community that exists today. The Township's most recent Comprehensive Plan was created in 2004, and last updated in 2015. The Concord-Painesville Joint Economic Development District also commissioned a consultant in 2016 to create the Concord Town Center Master Plan, which helped to further refine a vision for a possible mixed use Town Center development. A list of current and prior plans may be found here:

<https://concordtwp.com/departments/zoning/plans-studies/>

**Selection Process and Timeline**

All proposals received by the Township will be reviewed to determine whether they are responsive to the requisites of the RFP. Please see below for the tentative timeline for the selection of a consultant. In the event an interview is performed, it shall be held in-person at Concord Township Hall at 7229 Ravenna Road, Concord Twp., Ohio.

In preparation of the final submission of the RFP, questions may be submitted up until May 22, 2025. These questions will be compiled and responses will be posted on the Township website at concordtwp.com. Please submit all questions in writing to Heather Freeman at [hfreeman@concordtwp.com](mailto:hfreeman@concordtwp.com)

Deadline for Submitting Questions: May 22, 2025

Proposals due on June 10, 2025

Interviews (if any) the week of June 16, 2025

Selection and initial scope meeting the week of June 30, 2025

Target to begin work on July 7, 2025

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## **SECTION 2 – SCOPE OF SERVICES**

### **Overview**

The following section describes the minimum components which should be included in the scope of work. The goal of the project is an update to the existing document, which should include a holistic review of the existing plan components and considerations for new topics, as needed. The Township is open to suggestions other than those items listed which the consultant believes will be of value in producing a viable comprehensive plan and provide practical applications for day-to-day planning activities. Township staff will finalize the scope of work with the selected consultant prior to contract authorization.

### **Consultant Tasks/ Plan Elements**

Concord Township is seeking an experienced, professional consultant to facilitate a comprehensive planning process that will result in a new comprehensive plan to guide the Township's growth over the next 20 years.

The long term comprehensive plan should address each of the following:

- Goals and Objectives
- Issues and Opportunities
- Community Engagement
- Population
- Land Use and Comprehensive Land Use Map
- Housing
- Utilities and Public Service
- Natural Resources and Conservation
- Transportation
- Economic Conditions
- Community Facilities
- Recreation
- Special Areas – JEDD area focusing on the Crile-Auburn-Capital Area, including the former Quail Hollow hotel site, Airport District
- Implementation

### **Meetings**

The consultant team will be expected to facilitate key meetings at the major milestones of the project, including a kick-off meeting, steering committee, stakeholder meetings, public engagement, and the adoption process that will occur throughout the plan process. All public engagement meetings and meetings throughout the adoption process will be conducted with the assistance of Township Staff. A steering committee will be established including township representative and key stakeholders from the community, at-large. These meetings should

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include a kickoff meeting, a minimum of three check-in meetings, and a meeting to review the Draft Plan, prior to public approval process.

**Community Engagement**

The consultant team will be expected to identify a robust and thorough public engagement plan that includes engagement at strategic stages of the process. This includes providing multiple opportunities for public engagement, a range of engagement strategies, one-on-one meeting with local officials and/or board and commissions, as well as other stakeholders will be expected. The Township will ask the consultant to provide a menu of innovative engagement strategies that will provide ample opportunities for meaningful engagement of all segments of our community. This may include providing opportunities at Township events, meetings in key locations that provide easy access to our various sections of the Township, digital surveys, or other strategies that encourage meaningful participation and feedback.

**Deliverables**

The final deliverables will be a graphic-rich final Community Plan document in both printed and digital format.

- The Comprehensive Plan format shall consist of both text in an 8 1/2" by 11" (vertically oriented) three ring binder format. Maps shall be produced in ArcGIS format of 36" by 60", with the capability of being legibly reduced to 11" by 17" for inclusion into the binder. The consultant shall deliver the draft and final documents in both hard copy and electronic formats to allow for reproduction, revision, and direct web posting.
- Prepare Key Plan Element drafts for citizens and Steering Committee/Staff review.
- Digitize new maps, input data and create new GIS layers, and incorporate selected maps from existing work products to produce GIS maps.
- Prepare a series of illustrative renderings or graphics for each of the plan elements.
- Prepare Comprehensive Plan
  - Produce all materials for public presentations.
  - Provide digital, web ready updates and drafts of the Plan for posting on the Township's website and social media postings.
  - Produce final copies for approval and adoption by the Township Trustees
- Provide the Township with a reproducible hard and soft copy of the adopted Plan. Digital documents and maps shall be easily editable and provided in the following file Formats:
  - Comprehensive Plan text and maps shall be provided in Adobe PDF.
  - Comprehensive Plan text shall be provided in MS Word format.
  - All final maps and overlays must be able to be maintained and manipulated using ArcGIS.
  - All final maps and source data files will be provided to the Township.

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**Township Staff Tasks**

The following services will be performed by Township staff:

- Coordinate meetings, notices, attendance, minutes, and record keeping for the Steering Committee and other key special meetings.
- Schedule and coordinate engagement meetings.
- Staff the general awareness/engagement activities including attendance at community events such as concerts and festivals. Manage social media, website, and general community awareness of the project. Provide communications outreach/project updates to the community.
- Provide existing GIS layers to consultant as needed.
- Provide updated data for new commercial and residential permits to consultant as needed.
- Review and provide secondary research and feedback for all technical reports written by consultant.

**SECTION 3 – PROPOSAL REQUIREMENTS**

Responding firms shall include in their proposals all content following the formatting and submittal instructions as requested below. Firms are encouraged to provide any additional information that will further demonstrate the firm's qualifications and abilities to acceptably complete this project but are hereby instructed to limit such additional information to that which is directly relevant to the services being requested.

**Format**

Each consultant shall submit a formal proposal to include four (4) bound copies. Proposals shall not exceed thirty (30) pages, page count is inclusive of all material. No pages shall be larger than 11"x17". The proposal shall also be submitted electronically, via email or USB flash drive. The submission must be compatible with Adobe Acrobat, in a single file, and be formatted to print on standard office paper sizes. Fax submissions will not be accepted.

**Content**

- A. **Cover Letter.** Cover letter must include the name, address and phone number of the office where the personnel assigned to the Project will be based, and the name, title and phone number of the principal contact person.
- B. **Firm Profile.** The firm profile must include years of existence, legal form of firm, location of home office, and general firm history.
- C. **Consultant Team and Qualifications.** List of the Project Team, including resumes of those that will work directly on the project. The description should include the project team's availability and capacity to perform the work, and an organization chart showing key personnel and their affiliations should be included.
- D. **Project Examples and References.** The lead consultant should provide five (5) projects for which similar services have been provided, summarize work provided, and list key personnel. The examples should include contact information for each project; including,

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name of primary client contact, organization, email, and phone number. For each if any sub-consultant(s) were used, please provide two (2) example projects and references.

- E. **Project Approach and Work Plan.** Detailed Methodology of how your firm will approach and complete this planning process, including number and types of meetings, types of research, community engagement strategy, etc.
- F. **Schedule for Project.** Identify a schedule that summarizes all phases, tasks, sub-tasks, deliverables, and milestone meetings described in the proposed work plan. The project is expected to begin no later than July 2025 and completed within 12 months. If an alternative timeline is proposed, the consultant should explain.
- G. **Fee.** Identify total proposed cost as well as an estimated cost per phase and task based on the tasks identified in the work plan. The proposal shall present a breakdown of hours and expenses by task, the hourly billing rates for team members, and all non-labor expenses expected to be reimbursed. This includes all direct labor costs by person or position, overhead costs, non-salary direct costs including any travel time, equipment costs, per diem, printing costs, any fees, subcontractor costs, conversion of data and delivery to Township incurred by the consultant and any vendors.

**Deadline and Submittal**

Proposals should be submitted to the following address no later than 4:00 PM Eastern Time Zone on June 10, 2025. Proposals received after this deadline may NOT be considered. All material submitted in accordance with this RFP becomes property of the Township and will not be returned.

Proposal copies should be submitted to:

Concord Township Zoning  
Attention: Heather Freeman  
[hfreeman@concordtwp.com](mailto:hfreeman@concordtwp.com)  
7229 Ravenna Road  
Concord Twp, Ohio 44077