

## **LAND USE PLAN UPDATE**

### **SPENCER TOWNSHIP**

### **LUCAS COUNTY, OHIO**

#### **I. Introduction**

The Spencer Township Board of Trustees (“Spencer Township” or “Township”) is seeking qualified planning consultants to develop and update the Township’s Land Use Plan.

Spencer Township is an unincorporated township located in Northwest Ohio, in the Central Western part of Lucas County. The Township is governed by a three-member board of trustees. The Township is one of eleven townships in Lucas County and is made of 12.1 square miles of land and is 23% urban and 77% rural. The Township was set off from Richfield and Swanton Townships by act of the Lucas County Commissioners in 1845. Spencer Township residents want to improve their quality of life by removing blight, growing its economy and tax base, and by diversifying and improving the quality of its housing.

The purpose of this project is to develop a Land Use Plan that will update the Township’s current Land Use Plan and will guide future development. The factors that require an update at this time include:

- The existing plan was prepared in 1998 and approved in 1999 and has not been updated since;
- Population and housing growth;
- Changes in land use distribution by acres;
- Forty acres of property in the Township are occupied by auto salvage yards;
- Increase in blighted properties; and
- A need for a new direction for future development.

This document represents Spencer Township’s Request for Proposals for consultant services to assist with the updating of its Land Use Plan, a process that will include identifying existing conditions, emerging trends, best practices, community priorities and implementation strategies.

This Land Use Plan is envisioned as both a physical plan and policy guide for development in Spencer Township. It will serve as a framework for future associated planning documents as well as a policy guide for staff and decision makers regarding future development.

A full range of stakeholders including residents, business leaders, land use committee members, regional planning partners, township staff and the Board of Trustees will contribute to this effort. We welcome experienced multi-disciplinary teams to partner with our staff and growing community to offer creative solutions to further the Township’s commitment to building a resilient and healthy community for generations to come.

#### **II. The Land Use Plan Opportunity**

The Spencer Township Land Use Plan was most recently updated in 1999. We are energized by the opportunity this unique time offers to engage with our community and our region around the future of Spencer Township. A collaborative process to create a shared vision and identify

priorities around the Township's evolving physical and human environment is timely. The Township is committed to partnering with an enthusiastic planning team that values integration with the Township staff and prioritizes engagement with the community.

### **III. Scope**

1. Initial meeting with the Township's Land Use Committee to review the project schedule, schedule meetings, and begin the process of data acquisition.
2. Review existing plans, maps, and other data to identify areas where the Township should consider revising or updating.
3. Schedule and conduct meetings with appropriate elected and appointed officials. These meetings should include the Township Board of Trustees, the Land Use Committee, planning staff, and various Township staff members as needed. The purpose of these meetings will be to obtain input and guidance as it relates to the Land Use Plan update process. Individual meetings can be virtual but public meetings and presentations to the Board of Trustees and the Land Use Committee need to be in person.
4. Schedule and conduct public meetings and topic-specific focus groups, as necessary.
5. Use modern public engagement techniques to share and solicit more information from residents.
6. Work with the Township Land Use Committee and other Township staff to prepare a population analysis of the Township, including a demographic composite and potential areas for residential, commercial, and industrial growth.
7. Review land use plan summaries from contiguous communities and other government entities and assess land uses within the Township in reference to those plans.
8. Accounting for utility needs and land use patterns inside and around the Township to develop a land use strategy for undeveloped land within the Township.
9. Review strategic plans from local, state, and federal agencies to ensure coordination.
10. Develop planning goals, objectives and implementation strategies.
11. Make periodic reports to planning staff and present the final document at a public hearing required for official adoption of the Plan.
12. Review federal, state and local, comprehensive revitalization programs that may provide Implementation strategies and ensures that the Land Use plan meets threshold requirements.

### **IV. Submittal Instructions & Other Information**

1. Please include the following:

- Staff bios (Project Manager, key staff)
- Composition of firm's staff
- Links to completed plans similar in scope and geographic region/characteristics

- Contact information for communities served
- Explanation of how your firm is especially suited to the Spencer Township Land Use Plan Project
- Public participation/engagement methodology (key priority)
- Cost and timeline for completion of the Project

**2. General Evaluation Criteria Point Value (Total: 100 Points Maximum)**

<b>Max Value</b>	<b>FACTOR DESCRIPTION</b>
<b>20</b>	<b>No. 1: Demonstration of ability to provide necessary technical knowledge, skill(s), and qualifications of assigned personnel.</b> Demonstrated Quality of Performance and Past Record of Professional Experience in undertaking work like those described in the Scope of Services; Taken into consideration years in business, resumes listing licenses and certifications, client references, especially in government and/or non-profit organizations; subcontractor qualifications (if applicable) and references.
<b>30</b>	<b>No. 2: Demonstration of successful and timely completion of similar past projects</b> as verified by reference checks or other means, citing examples of public employment consulting experience.
<b>30</b>	<b>No. 3: Proposed Costs:</b> (price) relative to project, the fees that the offeror proposes to charge the Township to provide services.
<b>20</b>	<b>No. 4: Respondent's approach and response to the Scope of Services:</b> The Respondent's approach and response to the scope of services, and methodology to be utilized.
<b>Max Value</b> <b>100</b>	<b>Total Points</b>

3. One (1) electronic submittal shall be submitted to: Lakeesha Sullivan, Spencer Township Administrative Assistant at [lsullivan@spencertownship.org](mailto:lsullivan@spencertownship.org).

- Hard copies shall be submitted to 630 N. Meilke Road Holland, Ohio 43528 Attn: Lakeesha Sullivan.

4. Proposals statements must be received by 5:00 PM, Friday, December 30, 2022.

5. For questions or to request additional information, please contact Lakeesha Sullivan, Spencer Township Administrative Assistant, [lsullivan@spencertownship.org](mailto:lsullivan@spencertownship.org).

6. Township administration will evaluate proposals as outlined and will schedule interviews/presentations accordingly. The Township reserves the right to reject any or all proposals.