

*A Nice Place to Call Home*

# BOARDMAN TOWNSHIP

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## PLANNING AND ZONING

### **Boardman Township Zoning Code Rewrite Request For Proposals**

Boardman Township, through its Request for Proposals (RFP), is seeking qualified planning and zoning consultants, multi-disciplinary firms or teams to rewrite the Boardman Township Zoning Resolution.

The current Zoning Code is vague, does not address many issues that the Township is currently dealing with and does not meet the needs for the future of the Township. The Township is looking for form-based or context sensitive applications of a new zoning code, creating design and infill standards for development in the main commercial business district and historic commercial areas as these areas both have unique characteristics. Key components to focus on during the rewrite include connectivity, active transportation, and mixed use commercial corridors that enhance community life in Boardman Township.

#### **Method**

This solicitation is a Request for Proposals (RFP). Proposals will be reviewed by a Selection Committee that will evaluate each proposal according to the selection criteria outlined in the RFP. Interviews may be requested with one or more firms responding to the RFP.

Award of this contract, if any, will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in this RFP and other services as deemed necessary by the Township. Pricing, while an important factor; will be only one criterion used to evaluate the responses to the RFP.

Proposals will be opened at the date and time specified and each firm responding will be recorded as a respondent. Proposal content, including pricing, will be kept confidential until award of the contract.

The Township may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject any or all proposals. The Township reserves the right to waive any requirement or condition of the RFP upon finding that it is in the public's best interest to do so.

The ability for the Township to phase the Zoning code rewrite over a two year fiscal period will be considered depending upon pricing estimates and duration needed to complete rewrite. It is preferable to the Township to update the whole code at once. We expect to make a decision on a consultant in early 2018 with an expected consultant start time in Spring/Summer 2018.

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

8299 Market Street, Boardman, Ohio 44512 · (330) 726-4181 · Fax: (330)729-2041

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**Trustees:** Brad Calhoun · Thomas P. Costello · Larry Moliterno | **Fiscal Officer:** William D. Leicht  
**Director of Zoning & Development:** Krista D. Beniston

**Community Profile**

Boardman Township, Mahoning County, Ohio is a large township with 40,889 people, 15,955 households and approximately 3,300 businesses. Boardman Township is an inner ring suburb of the city of Youngstown. Boardman Township has become the major retail hub for Mahoning County.

Boardman Township has a mix of housing and commercial building types. It contains a major retail corridor that is still attracting new residents and businesses, older neighborhood scale retail, intact neighborhoods, parks and commercial corridors. Boardman Township wants to work to keep its more historic walkable retail intact, but it is non-conforming to the current zoning code. This requires the township to develop a code that allows for the flexibility to deal with these older areas.

With its rich history, Boardman Township is starting to experience declining neighborhoods due to aging housing stock and the loss of viable neighborhood commercial districts. New development, when it occurs, is often suburban-styled development that lacks context and often does not match the style of development that is becoming popular in many cities (mixed-use, walkable development). Boardman Township would like a zoning code that encourages mixed-use walkable development.

**Staff**

The Boardman Township Zoning and Development Department consists of two professional planners; one is a member of the American Institute of Certified Planners and three other staff members. The Department’s Director will serve as Project Manager for the Township.

Members of the Township Staff, selected representatives of the members of the Township Zoning Commission, Site Plan Review Board and Board of Zoning Appeals will play large roles in the process by serving on the project’s steering committee. It is anticipated that the steering committee be very active in the process.

**Zoning Strategic Plan**

The Township Planning and Zoning Department created a Strategic Plan to guide the department implementation of the following activities:

- Increased emphasis on neighborhood planning, engagement and outreach through the Boardman Township Zoning Department shall result in the creation of neighborhood action plans in selected neighborhoods
- Creation of a Comprehensive Plan to help guide the Zoning code update is currently underway
- Urban design initiatives, such as through the adoption of a Commercial Corridor Study and Plan, and the creation of Design Review Standards for different types of Commercial areas
- Completion of an Active Transportation Plan is on the horizon, including language that helps incentivize development that promotes active transportation (eg. Walking, Biking, & Public Transportation)

**Current Zoning Ordinance**

The state of the current Zoning Ordinance is not unusual. It was originally created in 1948, revised since, but never fully updated. Overall issues to be addressed:

- Ease of use for residents to find what they need and interpret
- Ease of use for businesses, realtor, etc. to find what they need and interpret
- Does not clearly address a lot of current issues making it difficult to apply
- Structure of the code needs completely reworked – sections hidden where you wouldn't expect to find them
- Definitions section is very limited – how we define things is critical for Zoning Department to uphold standards
- Land Use Tables need entirely updated (permitted and conditional use tables)
  - LOTS of uses not addressed or too vague
  - Conditional uses (have to go through BZA) should have different standards for different types of uses. Ex: used car lot vs. methadone clinic
- Planned Unit Developments (PUD) needs updated on purpose and regulatory process
- Penalties in place when people are caught having no pulled permits/registered rentals
- Zoning in many instances does not match what's on the ground. Condos have no consistent zoning all differently zoned throughout the Township.
- It is Euclidian in nature and contains design standards that are outdated and difficult to administer and for the public to understand
- The entire code is designed to perpetuate suburban-styled development and lacks the ability to achieve context sensitive design in Boardman's many older neighborhoods and districts, which hampers redevelopment
- It is inflexible and thus, the Zoning Board of Appeals is called upon to decide cases frequently
- It is not user-friendly and lacks any graphics to improve readability

The existing code can be accessed on the Township's web site at <http://www.boardmantwp.com/zoning/zoning-resolution/>

**Scope of Work/Services**

The selected consulting firm will work with the Boardman Township Planning and Zoning Department, Zoning Commission, and key staff to develop a new zoning ordinance and zoning map that supports the goals, policies, and action items in the Planning and Zoning Department Strategic Plan and Comprehensive Plan. The Planning and Zoning Department will be the governmental body responsible for overseeing development and review of the updated zoning ordinance and map, and it will then recommend the adoption of the final zoning ordinance and zoning map to the Township Trustees.

Education of the Planning and Zoning Department, Boards and Commissions and Trustees will also be part of the scope of the project. The selected consultant will be responsible for educating the Zoning Department on the basics of planning and zoning principles and concepts associated with Smart Growth.

The consultant should compare and contrast these concepts with traditional zoning codes and relate how these concepts can be successfully implemented in Boardman Township. For example, the consultant could explain how small neighborhood or commercial or service uses could be successfully incorporated into mixed use residential areas. At least one educational session is to take place during the initial phase of the project at which the consultants are introduced to the key stakeholders.

Areas expected to be addressed, but not limited to:

- Update all sections of the Zoning Code
- Updated the Definitions
- Design Standards=> Design Review?
- Land Use Tables (conditional and permitted uses)
- Addition of Mixed-use (district/overlay)
- Complete Streets - when new development goes in/redevelopment takes place sidewalks be added where it makes sense
- Sign Regulations – size, electronic signs not addressed in current code

Expected meetings:

- Initial Staff meeting
- Kick off Meeting with Stakeholder group
- General Public meetings (These could be added before Trustee meetings to make convenient for consultant if desired)
- Trustee meetings (minimum of three)
- Periodic core Stakeholder group meetings (as needed determined between consultant and zoning staff)

Expected Tangibles:

- Word and searchable PDF document of completed code update
- Public Engagement
- Zoning code to be searchable online for ease of access to staff and public (desired)
- Update Zoning Map – many occurrences where what’s on the ground doesn’t match the zoning (condos in commercial or industrial zoning)

**Deliverables**

Information to be Submitted/ Proposal Content (**Please provide five copies**)

1. Information Page

Include project name, name of firm submitting the proposal, contact information for the person who will act as project leader including name, title, address, telephone and fax numbers and email address.

2. Description of Study Understanding/Methodology

Outline of the proposer's understanding of the project and summarizing the basic approach to the project. Descriptions which enable Boardman Township to assess the proposer's capability to conduct this project in a structured and efficient fashion.

3. Scope of Work

Details with specific task descriptions to demonstrate that the proposer has considered all aspects of the study and that the proposer will cover them thoroughly. Attendance at Township Trustee meetings, public hearings, and providing needed informational material deemed necessary to educate the community and Trustees regarding the project should be included. Please address firms approach to the public process and community engagement.

4. Timetable

A timetable which identifies the main elements of the project, according to the Scope of Work, and projected completion dates throughout the project period.

5. Personnel

Resumes of individual(s) assigned to the study and other staff personnel available to support the study. Particular attention should be given to the project leader and their experience. Include the proposer's organization which provides internal service for supporting the study team, and facilitates quality assurance auditing of the study work.

6. Qualifications

Description of the organization, covering background experience connected with comprehensive zoning code updates, as well as other similar projects. Experience working with Ohio Townships is preferred.

7. Representative Study Descriptions and Client References

Submit descriptions of similar assignments which were conducted by the proposer, including other agency's contact name and telephone number.

8. Cost Estimates of Consulting Fee (**Provide as separate sealed document**)

Each proposal shall include a cost estimate for providing services as a separate document. In a sealed envelope clearly marked with the firms name. Please include estimated hours, hourly rate, overhead costs, reimbursable items, such as travel, etc.

**Proposal Evaluation**

Boardman Township intends to engage the most qualified consultant available for this assignment. It is imperative the consultant's proposal fully address all aspects of the RFP. It must provide the Township's staff with clearly expressed information concerning the consultant's understanding of Boardman Township's specific requirements which would result in the conduction of this project in a thorough and efficient manner.

The following criteria shall be used in evaluation of the proposer's offer of services:

1. Proposal clarity in expressing the understanding of the Township needs and in defining a work plan for satisfying these needs; understanding the scope of work.
2. Consultant experience in providing consulting services on comprehensive zoning code updates.
3. Professional qualification of Project Manager and his/her team's experience in conducting assignments of similar scope.
4. Proposer's support organization and in-house quality control and quality assurance methods.
5. Methodology to be employed in conducting the study.
6. Client satisfaction and recommendations.
7. Final Deliverables.
8. Cost of services.

**Proposal Selection**

From the completed proposals received before the deadline, finalists shall be selected to present its proposal to a committee comprised of representatives of the Township staff and the community. Finalists shall be scored on a 100 point scale based on criteria that include:

- Relevant Experience (30 pts)
- Relevant Experience of Project Team (30 pts)
- Scope of Work (25 pts)
- Understanding of the Issues (15 pts)

**Selection Process/Proposal Requirements**

Proposals should contain the following information:

1. An introduction to the contractor submitting the proposal
2. A listing of References of similar projects completed by your firm and the name, address, phone number, and email of the contact person for whom the project was completed. Boardman Township reserves the right to contact these references to discuss their project experience with your firm.

3. A completed pricing form for the project. The pricing form must be signed by an authorized representative of the firm. **Placed in a separate seal envelope clearly marked with the firms name.**

Failure to provide the above information may disqualify the proposal as non-responsive.

**Selection Schedule**

<b>Posting</b>	September 18 <sup>th</sup> 2017
<b>Proposals Due</b>	October 13 <sup>th</sup> 2017
<b>Proposals Selected for interviews</b>	October 27 <sup>th</sup> 2017
<b>Interviews</b>	November (week 1 & 2)
<b>Recommend Candidate</b>	November (week 3)
<b>Trustee Approval</b>	December 11 <sup>th</sup> 2017
<b>Estimated Start Date</b>	Spring 2018

**Proposed Project Budget**

Boardman Township Zoning has estimated than the Zoning Code Update shall cost between \$50,000 to \$85,000. Proposals that fall outside of this budget may be considered. Please submit a cost breakdown for services. If exceeding \$85,000 please provide additional detail as to justification. Depending on the cost, the Township may consider phasing this project over two fiscal years.

**Proposal Submittals**

Proposals are due by on October 13<sup>th</sup> 2017 by 3:00 P.M. Late proposals will not be accepted. Respondents are asked to submit their proposals to:

Krista Beniston, Director of Zoning and Development  
Boardman Township Government Center  
8299 Market Street  
Boardman, Ohio 44512

Any questions regarding this RFP should be e-mailed to: [kbeniston@boardmantwp.com](mailto:kbeniston@boardmantwp.com). Questions and responses will be made available to all potential bidders. Boardman Township will not respond to any questions that are not submitted by email.