

**RESOLUTION ORDERING REQUEST FOR PROPOSAL FOR ASHTABULA COUNTY SUBDIVISION REGULATION UPDATE FOR THE DEPARTMENT OF PLANNING AND DEVELOPMENT**

WHEREAS, Jake Brand, Director of the Department of Planning and Development, requests that the Ashtabula County Board of County Commissioners order Request for Proposals for the Ashtabula County Subdivision Regulation update for the Department of Planning and Development, now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that a proposal opening will be held on February 2, 2023 at 1:00 p.m. and received by the Board of Ashtabula County Commissioners and Lisa Hawkins, Clerk of the Board is hereby ordered to advertise in a newspaper of general circulation, via the internet at the Ashtabula County Website, <http://ashtabulacounty.us/bids> and to post notice of said proposal on the bulletin board as required by law.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

Resolution No. 2022-551

December 28, 2022

**RESOLUTION ORDERING REQUEST FOR PROPOSAL FOR ASHTABULA  
COUNTY SUBDIVISION REGULATION UPDATE FOR THE DEPARTMENT OF  
PLANNING AND DEVELOPMENT**

Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

**VOTE:**

J.P. Ducro IV	Aye
Casey R. Kozlowski	Aye
Kathryn L. Whittington	Aye

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



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Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio

**ASHTABULA COUNTY, OHIO**



**REQUEST FOR PROPOSAL**

**FOR**

**ASHTABULA COUNTY SUBDIVISION REGULATION UPDATES**

**DEPARTMENT OF PLANNING AND DEVELOPMENT**

**AS ORDERED BY THE**

**ASHTABULA COUNTY BOARD OF COMMISSIONERS**

# COVER SHEET

## REQUEST FOR PROPOSAL

ASHTABULA COUNTY, OHIO ASHTABULA COUNTY BOARD OF COMMISSIONERS OLD COURTHOUSE, 2 <sup>ND</sup> FLOOR 25 WEST JEFFERSON STREET JEFFERSON, OHIO 44047	RFP – SUBDIVISION REGULATION UPDATE  Date: December 29, 2022  <b>Questions should be directed to:</b>  Jake Brand, Director  25 West Jefferson Street  Jefferson, Ohio 44047-1092  <a href="mailto:jabrand@ashtabulacounty.us">jabrand@ashtabulacounty.us</a>
<b>Return proposals no later than:</b>  <b>Opening Date: February 2, 2022</b>  <b>Opening Time: 1:00 p.m.</b>	<b>Submit to:</b> Ashtabula County Board of Commissioners Attn: Lisa Hawkins, Clerk of the Board Old Courthouse, 2 <sup>nd</sup> Floor 25 West Jefferson Street Jefferson, OH 44047-1092

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To respond to this Request for Proposal ("**RFP**") this Cover Sheet and all appropriate forms must be completed and submitted. Six (6) color copies and one (1) digital pdf copy on USB Flash Drive of the proposal must be submitted no later than 1:00 p.m., Thursday, February 2, 2022.

<b>MUST BE SIGNED TO BE VALID</b>	
Company:	DATE:
MAILING ADDRESS:	PHONE:
CITY: EMAIL:	
SSN OR FEDERAL TAX NO.:	TITLE OF AUTHORIZED REPRESENTATIVE:
AUTHORIZED SIGNATURE:	PRINTED NAME:
	DATE:

**NOTICE TO FIRMS  
ASHTABULA COUNTY RFP FOR SUBDIVISION REGULATION UPDATES**

The Department of Planning and Development, on behalf of the Board of Commissioners of Ashtabula County, Ohio is issuing a Request for Proposals ("RFP") to obtain updates to the Ashtabula County Subdivision Regulations. If your firm is interested in submitting a proposal, **please submit an original, Six (6) color copies, and one (1) digital pdf copy of the sealed proposal to Ashtabula County Board of Commissioners, Attn: Lisa Hawkins, Clerk, 25 West Jefferson Street, Jefferson, Ohio 44047-1092** by February 2, 2022 ("**Opening Date**") by 1:00 p.m. EST ("**Opening Time**") at which time said proposals will be opened and read in accordance with specifications on file in the Ashtabula County Board of Commissioners' Office on RFP.

Questions regarding any technical issues in this RFP shall be addressed to:

Jake Brand, Director

Department of Planning and Development

25 West Jefferson Street

Jefferson, Ohio 44047-1092

[jabrand@ashtabulacounty.us](mailto:jabrand@ashtabulacounty.us)

Each proposal must be in a sealed envelope and the outside thereof properly marked with RFP – Subdivision Regulation Update, the Opening Date and the Opening Time.

The RFP notice may be obtained via the internet at [www.ashtabulacounty.us/bids](http://www.ashtabulacounty.us/bids) by clicking on the "Bid Notices" tab located on the left side of the screen.

No firm shall be deemed eligible to be awarded the agreement of which this notice applies unless the firm has: 1) signed a copy of the Cover Sheet and 2) completed this RFP in its entirety.

The Ashtabula County Board of Commissioners reserves the right to waive any and all informalities and the right to reject any and all proposals. The Board has the sole discretion to determine the proposal that is most advantageous to the County.

**By order of the Board of Commissioners of Ashtabula County, Ohio:**

J. P. Ducro IV, Casey Kozlowski, Kathryn Whittington.

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Lisa Hawkins

Clerk of the Board

Publish date: December 29, 2022

## **I. INTRODUCTION**

Ashtabula County is seeking interested and qualified firms to submit qualifications for professional services to update the County's Subdivision Regulations. Additional services may include expert advice on conveyance standards and policies/processes interrelated to subdivision regulations.

## **II. COMMUNITY PROFILE**

Ashtabula County is the northeastern most County in the State of Ohio, with Lake Erie to its north and the State of Pennsylvania to its east. The County is also within an hour's drive of the Cleveland metro area. The County is the largest by land area in Ohio. Ashtabula is a primarily rural county with most of its population and development centered north of U.S. Route 90. The County's population of just under 100,000 has remained relatively stable for decades, although the population has been aging consistent with regional and State trends.

## **III. BACKGROUND**

Ashtabula County's current Subdivision Regulations were adopted in April 1999 for all unincorporated areas. Minor revisions have occurred; however, the general spirit of the document remains the same. Development of major subdivisions in the 1990s was strong, with the approval of several subdivisions per year. In the past decade, few subdivisions are approved through the Department of Planning and Development. Given the development trends in the area, an increase in the future is a likelihood. In addition, there are, on average, fifty to sixty minor subdivisions per year. While the plan has helped regulate development for many years, new revisions and regulations are required to align with today's vision, policies, and goals of Ashtabula County.

Firms can review the County's current subdivision regulations on the Ashtabula County website: <https://www.ashtabulacounty.us/sdr>

To become more familiar with the County and its goals, please see the recently completed Comprehensive Plan here: <https://www.ashtabulacounty.us/allin>

## **IV. SCOPE OF WORK**

Ashtabula County is looking for qualified firms to update the County's Subdivision Regulations. The firm chosen will work with the Department of Planning and Development, which will be responsible for administering adopted regulations. Coordination with County Officials, the Planning Commission, and various stakeholders as identified will be required. Public engagement with interested parties will also be necessary through a type of special focus group or ad hoc meeting group.

The Department of Planning will be responsible for creating public hearing notices and coordinating with the Planning Commission and Board of Commissioners as needed.

The consultant will coordinate with the Planning Department, including regular updates on progress toward milestones. The consultant will also be responsible for creating presentations and meeting materials and being present at public meetings as determined by the Department of Planning and Development. At a minimum, the following list of outcomes is envisioned in this update:

- Improving readability, phrasing, tone, and layout of the document – which will serve to allow better implementation and regulation, as well as enable a broader understanding to the potential subdivider
- Providing representative examples (illustrations, graphics, sample/example documents as needed)
- Identifying and removing inconsistencies and conflicts
- Updating terminology and definitions that are antiquated
- Researching and suggesting an adequate fees structure related to the impact of services
- Ensure compliance with federal, State, and local laws
- Suggest updates to supplementary documents that are interrelated to the subdivision process (Conveyance Standards, Stormwater Management, Erosion Control, and Access Management, among others)
- Reviewing and suggesting improvements to procedures (applications, forms, variances, plat review)

## V. DELIVERABLES

The selected firm will prepare an updated Subdivision Regulation Text for Ashtabula County. Throughout identifying proposed updates, the firm will provide draft versions at various stages as specified by the supplied project timeline. Other deliverables, such as meeting with stakeholders, Planning Commission, and community engagement, will be subject to further discussion with the Department of Planning and Development.

Printed color copies will be required. Please provide a quotation per 10 copies.

Ownership of the digital, searchable color copy shall be that of Ashtabula County, as well as any and all digital assets related to the plan. A linked table of contents shall be included in this .pdf document.

## VI. SUBMITTAL REQUIREMENTS

Each interested firm should provide, at a minimum, the following information for consideration (6 print copies, 1 digital and searchable PDF on USB Flash Drive):

- Company Overview
- Team Description
- Contractor Expertise and Capacity
- Project Understanding, Approach, and Activity Schedule
- References, specific to previous successful Subdivision Regulation updates
- Line Item Fee Proposal with a **not-to-exceed** cost
  - This fee proposal should list a per-meeting cost and a suggested number of in-person meetings essential to the adoption of the update

The Department of Planning and Development will allow respondents to partner on a submittal provided that there be a primary firm responsible for the project's management and that each partner and role is clearly identified within the submittal.

## VII. SELECTION PROCESS

The selection committee will review all submittals and rank each proposal as outlined in Section VIII. If necessary, conduct discussions to ensure a complete understanding of and responsiveness to the requirements specified in the RFP. The Department of Planning and Development may select the respondent it determines best meets the desired qualifications and can fulfill all of the services requested at a reasonable cost.

Ashtabula County reserves the right to reject any proposal for any of the following reasons:

- a. Failure to meet the terms and conditions of the RFP;
- b. Submitting a proposal with prices that are excessive or that exceed available funds;
- c. If the County determines the proposal is not in the best interest of the County;
- d. The County reserves the right to conduct discussions with vendors for clarification or correction regarding a proposal.

## VIII. EVALUATION CRITERIA

Proposals received by the deadline will be reviewed on the following criteria:

- Respondent's Experience/Work History (30)
- Project Understanding and Approach (25)
- Cost Summary (20)
- Activity Schedule and Availability (15)
- Familiarity with Ashtabula County (10)

## IV. SUBMITTAL DEADLINE & INSTRUCTIONS

Firms that wish to be considered must submit their proposal and all supporting documentation by **1:00 p.m. on February 2, 2022** to:

Ashtabula County Board of Commissioners  
Attn: Lisa Hawkins, Clerk  
Old Courthouse, 2nd Floor  
25 West Jefferson Street  
Jefferson, Ohio 44047-1092

Questions about the Request for Proposal should be directed to Jake Brand, Planning Director, by email at [jabrand@ashtabulacounty.us](mailto:jabrand@ashtabulacounty.us)

RFP – Subdivision Regulation Update

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

(This Affidavit Must be Executed for the RFP to be Considered)

STATE OF OHIO )

)ss.

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, \_\_\_\_\_

(name of party signing affidavit)

(title)

having affirmed under oath that at the time of the RFP for the Ashtabula County On Call Planning

Services, to be opened on April 29, 2022, which proposal was submitted on \_\_\_\_\_,

(date)

, delinquent personal property taxes in the amount of

\$ \_\_\_\_\_ Dollars

were due and unpaid to the County of Ashtabula, including interest in the amount of \$ \_\_\_\_\_

\_\_\_\_\_ Dollars and penalties in the amount of

\$ \_\_\_\_\_ Dollars.

This document when given to the County Auditor shall satisfy the requirements of ORC 5719.042.

\_\_\_\_\_  
(Name of Individual Company)

\_\_\_\_\_  
(Taxes Filed Under the Name of)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Complete Address)

\_\_\_\_\_  
(Telephone)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

SEAL

My Commission Expires \_\_\_\_\_

RFP – Subdivision Regulation Update

NON-COLLUSION AFFIDAVIT

(This affidavit must be executed for the proposal to be considered)

STATE OF OHIO )

) ss.

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_ being first duly sworn, deposes and

says that s/he is the \_\_\_\_\_ or authorized representative of

\_\_\_\_\_  
or is the party submitting this proposal; that such is genuine and not collusive or sham; that said Offeror has not colluded, conspired, connived, or agreed, directly or indirectly, with any other Offeror or person, to submit a sham Proposal, or refrain from submitting; has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Proposal price of affiant or any other Offeror; to fix the Proposal price of affiant or any other Offeror; to fix any overhead, profit or cost element of said Proposal price, or of that of any other Offeror; to secure any advantage against the County of Ashtabula or any person or persons interested in the proposed contract; that all statements contained in said proposal are true, and that, such Offeror has not, directly or indirectly submitted this proposal, or the contents thereof, or divulged information or data relative thereto to any other potential Offeror. Further, Affiant affirms that no county employee has any financial interest in this Offeror or the Proposal being submitted.

\_\_\_\_\_  
Affiant  
\_\_\_\_\_

Title

**SWORN** to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_

NOTARY PUBLIC

(SEAL)

My commission expires

\_\_\_\_\_, 20\_\_\_\_.

RFP – Subdivision Regulation Update

**NON-DISCRIMINATION AGREEMENT  
(R.C. 153.59)**

That \_\_\_\_\_ in the performance of the public contract  
(Name of Company)

agrees to abide by the provisions of Ohio Revised Code Section 153.59 as follows:

(A) That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color, shall discriminate against any citizen of the State in the employment of labor or workers who is qualified and available to perform the work to which the employment relates;

(B) That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any matter, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color.

\_\_\_\_\_  
(Name/President of Corporation)

\_\_\_\_\_  
(Secretary of Corporation)

RFP – Subdivision Regulation Update

**REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS**

1. Company Name: \_\_\_\_\_

2. Company Address: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

4. The name and telephone number of the person(s) who has the authority to submit proposal:  
\_\_\_\_\_

5. The name and telephone number of the person(s) who has the authority to sign contracts:  
\_\_\_\_\_

6. The legal status of the Offeror's organization  
\_\_\_\_\_

7. Date of establishment/ incorporation: \_\_\_\_\_

8. Federal Employer Identification Number (FEIN): \_\_\_\_\_

9. Is the Offeror co-owned or controlled by a parent company?  Yes  
 No

If yes, name of parent company: \_\_\_\_\_

10. Is the Offeror authorized/ licensed to do business in the State of Ohio?  
es  Y  
 No

11. Is the Offeror bound by Federal, State, or local Affirmative Action

or Equal Employment Opportunity rules?  Yes  
 No

If yes, has the company filed all required EEO reports to the necessary agencies?  Yes  
 No

12. The Offeror certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds.  Yes  
 No

13. Does the company have current or future plans for a buyout or sale?  Yes  
 No

14. The Offeror certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP.  Yes  
 No

15. The Offeror certifies it is a drug-free work place?  Yes  
 No

16. The Offeror certifies it is not delinquent on any Federal debt?  Yes  
 No

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**By order of the Board of Commissioners of Ashtabula County, Ohio:**

J. P. Ducro IV, Casey Kozlowski, Kathryn Whittington.

\_\_\_\_\_  
Lisa Hawkins

Clerk of the Board

Publish date: December 29, 2022