

INTRODUCTION

The Fairfield County Regional Planning Commission (RPC) is requesting Statements of Qualifications from qualified firms, organizations, or individuals for the purpose of providing professional and technical services in relationship to daily duties and activities of the Commission. The Fairfield County Regional Planning Commission (RPC) is responsible for overseeing and coordinating development in Fairfield County, and its membership is comprised of representatives from townships, cities, villages, agencies, and citizens of Fairfield County. The Commission is currently in the process of assisting its member communities with implementing long range plans based upon the county's recently adopted Comprehensive Plan as well as assisting with implementing updated zoning codes that align with the new plan. The RPC is responsible for administering the Fairfield County Subdivision Regulations, the Fairfield County Flood Damage Prevention Regulations, and providing zoning technical support to the Commission's member communities. The Commission also provides grant writing and administrative services to its various member communities and currently serves as the Community Development Block Grant and Fair Housing administrator for the Fairfield County Board of Commissioners. The RPC is seeking a firm that can assist with all aspects of administering these various regulations and grants.

GENERAL SCOPE OF WORK:

General Scope of Work/Project Deliverables:

- Serve as the consulting professional to the RPC regarding any and all planning, zoning, subdivision, flood plain and grant administration functions of the RPC.
- Attend RPC meetings to provide staff reports for various applications submitted to the RPC for zoning and subdivision related activities.
- Oversee all aspects of the administration and enforcement of the Fairfield County Subdivision Regulations.
- Serve as the Fairfield County Floodplain Administrator and oversee all aspects of the administration and enforcement of the Fairfield County Flood Damage Prevention Regulations.
- Assist with grant writing and associated administrative services, including but not limited to serving as and/or overseeing the Community Development Block Grant and Fair Housing administrator on behalf of Fairfield County.
- Answer questions from member communities (county, township, and villages), residents and developers on planning, zoning, subdivision, and floodplain related matters.
- Assist member communities with updates to their zoning codes and other planning related documents.
- Review and prepare annual departmental budgets, assess current RPC staffing levels, and make recommendations on future RPC staffing needs.
- Other projects as assigned by the RPC.

SUBMISSION REQUIREMENTS:

1. Cover Letter: The cover letter must indicate the composition of the entire team including the Principal in Charge and support team.
2. A description of the firm's training and experience in providing the requested services.

3. A list of past or current city and/or regional planning assignments, especially where the firm has provided professional and technical assistance to communities and served in an administrative capacity.
4. Summary of the firm's background and focus.
5. A minimum of three (3) references. References where similar services have been provided are preferred. For each reference, list the contact's name, address, phone number and position.
6. A draft of a typical professional services agreement terms and conditions.

CRITERIA FOR CONSIDERATIONS OF QUALIFICATIONS:

The following factors will be used to evaluate consultants' qualifications:

- Demonstration of technical approach and understanding of planning, zoning and subdivision, and floodplain management services.
- Demonstration of experience and knowledge in presenting staff reports to various boards and commissions.
- Demonstration of the knowledge and experience in grant writing and administration, especially with the CDBG and Fair Housing Programs.
- Demonstration of the ability to involve partners and stakeholders in the planning process.
- Demonstration of ability to provide excellent and timely customer service to both internal and external stakeholders.
- The ability to attend the RPC meetings on the 1st Tuesday of each month.

CONDITIONS AND LIMITATIONS:

The RPC expects to select a consulting firm from the qualifications submitted but reserves the right to reject any or all responses to the RFQ. A response to the RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the RPC, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract.

DEADLINE FOR RESPONSES:

All statements of qualifications must be received no later than 4:00 p.m. on Friday, September 26, 2025. All responses must be clearly labeled – Professional & Technical Services RFQ. One copy of the proposal shall be delivered to:

Jennifer Morgan, President
The Fairfield County Regional Planning Commission
138 W. Chestnut Street
Lancaster, OH 43130