



**Butler Township, Montgomery County, Ohio**  
**Request For Qualifications**  
**For Professional Services to Perform a**  
**Comprehensive Plan Update**

**Qualifications are to be submitted to:**

Butler Township Government Center  
Attn: Nathan Farmer, Community Planner  
3510 Sudachi Dr. Dayton, OH 45414  
937-898-6735  
[nfarmer@butlertownship.com](mailto:nfarmer@butlertownship.com)

Qualifications must be received no later than 4:30 PM on Friday September 8, 2023. Late proposals will not be accepted.

## **I. Request for Qualifications**

Butler Township is requesting statements of qualifications from qualified consulting firms for professional services to perform a Comprehensive Plan update. The Comprehensive Plan should be a collaborative effort to include input from the Board of Trustees, Township Administration, Zoning Commission, residents, business owners, and other interested stakeholders. The primary objectives of this project are to review and update the existing Comprehensive Plan to serve as a guide for future land-use planning, economic development, policy changes, budget preparation, and sustaining the overall vitality of the Township.

## **II. Overview**

Butler Township is in the northeastern corner of Montgomery County and combines rural community appeal, small local commercial service, and a heavily traveled business district known as Benchwood Station located near the I75/I70 interchange. The most recent Comprehensive Plan was updated in 2006. Since then, the Township has maintained a steady residential base of approximately 8200 residents and has continued to experience vast commercial growth along the North Dixie and Miller Lane Corridors. Challenges the Township faces include minimal housing availability for residential growth, annexation, the lack of utilities north of I70, and limited undeveloped land opportunities.

The goal of the updated Comprehensive Plan is to guide the Township in optimizing residential and commercial growth opportunities while maintaining the rural roots community feel that make it “Better in Butler”.

The township adopted the last Comprehensive Plan in 2006, which can be found at [Comprehensive-Land-Use-Plan-2006.pdf \(butlertownship.com\)](#) and the Miller Lane/North Dixie Drive Corridor Study was completed in 2012, which can be found here: <https://butlertownship.com/wp-content/uploads/2020/12/Corridor-Plan-2012.pdf>.

## **III. Scope**

The following describes specific minimum components that should be included in the scope of the work. The Township is open to suggestions other than those listed in this request, which consultants believe would be of value to producing a viable update to the Comprehensive Plan. The Township staff will finalize the scope of the project with the selected consultant prior to contract authorization. The completion date for the Comprehensive Plan update is 9 to 12 months from the date the Butler Township Board of Trustees authorize the contract. The tentative start date is November 1, 2023.

Comprehensive Plan Update Objectives

1. Existing Conditions Analysis – Review the existing conditions including demographics, socioeconomics, and existing land use.
2. Public Involvement – Implement a public participation plan that actively engages Butler Township leadership, residents, business owners, and stakeholders to create a community-based plan. This should include but not be limited to surveys, publications, steering committee meetings, stakeholder interviews, and public meetings.
3. Plan development – Develop plan policies and strategies to accomplish the goals that were established during the project. This should include high quality maps/graphics integrating land-use plans throughout the Township as well as short, intermediate, and long-term action plans.
4. Plan Adoption and Implementation- Assist Township staff with presentations of the updated Comprehensive Plan to the Board of Trustees for formal adoption. Develop strategies for ensuring continued support and usage of the plan by staff and leadership. Identify responsibilities, policy measures, and priorities.
5. Final Product – To include bound hard copies as well as digital format.
6. Budget – The budget for the project is not to exceed \$90,000. Township staff will provide support as needed to make this project manageable within the indicated budget.

#### **IV. Submittal Requirements**

Each consultant who responds to this Request for Qualifications is required to submit the information listed below. Please submit three (3) hard copies and one (1) digital copy (PDF format on a flash drive) of all requested materials.

1. Submit a cover letter or letter of transmittal.
2. Describe the firm(s) qualifications, with emphasis on work related to the preparation of comprehensive plan updates.
3. If this is a joint venture with multiple firms, explain in detail the responsibility of each firm.
4. Describe comprehensive plans, and other pertinent plans your firm(s) has completed in the last three years.
5. Identify the principal staff who will be assigned to this project with Butler Township and describe their responsibilities. Also, list recent projects on which the principal staff have worked.
6. State the approach you will use on this project, including the following information:
  - a. Overall approach to the project.
  - b. Work Program/Scope of the Work.
  - c. Project schedule.
  - d. Project Management/Staff.
7. Include a statement that the firm(s) has sufficient staff resources and the capability to perform the work provided within the specified period.

8. Provide three (3) to five (5) recent project references with names and telephone numbers of contact persons.

Note:

1. Consultant firms will not be reimbursed for any cost associated with the preparation of the Request for Qualifications for Professional Services to create the Comprehensive Plan Update.
2. All proposals will be public information.

## **V. Selection Criteria**

The qualification evaluation and selection criteria are as follows:

1. A high level of professional competence and a proven record of accomplishment in the preparation of comprehensive plans and the implementation of public participation plans.
2. Demonstration of professional and technical expertise and experience of the principal personnel assigned to the project.
3. Relative proximity/location of the consultant team's office headquarters to Butler Township.
4. If a joint venture with multiple firms, the records of accomplishment of team members' experience working together.
5. Public facilitation capabilities and experience working with the public, as well as citizen committees.
6. Ability to produce high-quality documents and graphics that are user friendly.
7. Ability to make high quality oral and visual presentations.
8. How the consulting team interacts with the public, Township staff, and public officials.
9. Ability to complete the project within the required timeframe of 9-12 months and within the budgeted amount.
10. Review of references and/or prior work product.

## **VI. Selection Process**

The selection team, made of township administrative staff, will review submitted materials. The Township intends to invite the top two to five consultants to participate in an interview with the selection team. This team will select and recommend the top qualified firm or consulting team to the Board of Trustees for final review and contract/funding approval. This request for qualifications is a solicitation for services and shall not be deemed a contract for services. Butler Township shall only be bound to a consultant upon execution of a written contract approved by the Board of Trustees.

## **VII. Tentative Project Timeframe**

Issue request for Qualifications – August 11, 2023

Qualifications Due to Butler Township – September 8, 2023

Staff Review of Qualifications – September 11 -15, 2023.

Top 2 to 5 Consultant Interviews with Staff – September 18 -22, 2023

Staff Selection of Top Consultant – September 26, 2023

Top Consultant Presentation to Board of Trustees at Workshop – October 10, 2023

Board of Trustees Authorizes Administrator to Sign Contract – October 24, 2023

Contract signed/Executed and Notice to Proceed – November 1, 2023.

Contact for Project

Nathan Farmer, Community Planner

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