

REQUEST FOR QUALIFICATIONS (RFQ)

Professional Planning Services for the Update / Replacement of the City of Piqua Comprehensive Plan

RFQ Issue Date: March 3, 2026

Proposals Due: 4:00 PM EST, Friday, March 27, 2026

City of Piqua, Ohio

Community Services Department – Planning & Zoning Division
201 W. Water Street
Piqua, Ohio 45356

Contact for Questions:

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All questions must be submitted in writing via email no later than March 13, 2026. Responses will be issued as an addendum to all parties who have requested the RFQ documentation.

Submitted Questions (3/20/26)

Q. Is there any chance the deadline for submittal could be extended?

A. Unfortunately, we are unable to extend the submittal deadline. The current timeline is firm to ensure a fair and consistent review process for all respondents, as well as to meet internal project milestones and approval schedules.

We encourage you to submit your proposal by the original deadline if possible. If circumstances prevent submission this time, please stay in touch – we value qualified firms like yours and would welcome your participation in future opportunities.

Q. Will the City be able to provide GIS information for water and sewer utilities to the consultant awarded?

A. Yes.

Q. Could you provide further clarification on what is desired for the website regarding the inclusion of “maps in a dynamic format?”

A. We envision the Comprehensive Plan website to feature interactive web-based maps (not just static PDFs). Users should be able to zoom, pan, toggle between different map layers (e.g., future land use, transportation, environmental features), click on features for pop-up information, and ideally search by address. The maps should be mobile-friendly and designed so City staff can easily update them in the future.

Q. Are there any plan components where you would like proposers to demonstrate enhanced capabilities?

A. No. The RFQ does not identify any specific plan components where proposers are required to demonstrate enhanced capabilities. We are looking for strong, well-rounded qualifications across all elements of a modern, implementable comprehensive plan.

Q. The recently completed County Plan lists Environment & Sustainability as a major plan theme. Were there any specific environmental themes you would like this plan to explore?

A. We would like the new Comprehensive Plan to address Environment & Sustainability in a way that is relevant to Piqua's urban context while coordinating with the County's plan.

Q. Outside of the Municipal Planning Code's minimum requirements for engagement, we'd like to know:

- **Are there priority populations or neighborhoods the City wants to ensure are engaged?**

Yes. The City would like to engage all types of residents including, but not limited to, in the traditional neighborhoods, lower-income households and renters, youth and young families, seniors and residents with disabilities, and business owners and employees in the downtown and commercial corridors. We want the planning process to be inclusive and ensure all voices help shape the future of Piqua.

- **Are there expectations about in-person, virtual, or hybrid meetings?**

Yes. We expect all major public meetings to be in person at an accessible City location. Other meetings, for information gathering or data sharing, may be in-person, hybrid, or virtual, but shall be recorded and when appropriate made available afterward on the project website.

- **Does the City have an existing stakeholder list, or should the consultant develop one?**

The City can provide an existing list of key stakeholders, including elected officials, board and commission members, major employers, institutional partners, and community organizations. This list will be made available to the selected consultant as a starting point. However, the consultant is expected to expand and refine the stakeholder list to ensure a comprehensive and inclusive engagement process, including outreach to underrepresented groups and emerging community interests.

- **Will the City lead meeting promotion and outreach, or is the consultant expected to?**

The City will support meeting promotion and outreach through its established communication channels, including its website, social media platforms, and existing stakeholder networks. The consultant is expected to develop an outreach

and engagement strategy and provide supporting materials (e.g., graphics, content, and messaging) to ensure effective and consistent communication. The consultant should also be prepared to supplement the City's efforts with additional outreach methods to maximize community participation.

- **Does the City expect the consultant to provide all facilitation staff?**

The City anticipates that the consultant will serve as the lead facilitator for public meetings and stakeholder engagement activities and provide the necessary staff to effectively manage those efforts. City staff will be available to support logistics, participate in discussions, and assist with coordination as needed, but the consultant should plan to supply sufficient facilitation personnel to ensure productive and well-managed meetings.

Q. We have been part of Comp Plan updates for zoning analysis, but we don't have any project sheets for leading updates per se. Would we still be competitive within a field that likely has dozens of Comp Plan project sheets?

A. Yes – firms without direct experience leading a full comprehensive plan can still be competitive, particularly if you clearly demonstrate relevant, transferable experience and a strong team approach.

What matters most to the City is the ability to deliver a thoughtful, implementable plan and manage a public process effectively. Your background in zoning analysis is directly applicable, as it shows technical expertise in land use, code alignment, and implementation – areas where many comprehensive plans fall short.

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I. INTRODUCTION AND BACKGROUND

The City of Piqua, Ohio (“City”), population 20,940, is seeking proposals from qualified planning consultants or firms to enter into a contract for the update / replacement of the city’s Comprehensive Plan. The current plan, titled *Plan It Piqua*, was adopted in 2007 and serves as the primary long-range planning guidance document for the City.

Since Plan It Piqua was adopted in 2007, the City has experienced population stability with little growth pressures. During that time the city has updated its Development Code in 2023 (Ordinance O-2-23) and identified key priorities including future land uses, accommodating population growth through expanded housing opportunities, attracting new residential and commercial development projects, and downtown revitalization.

In 2025, the City Administration determined that an update / replacement to the current Comprehensive Plan was necessary due to the projected development in and around Piqua. This plan should provide an overall vision for the city’s growth and development through 2040.

This project will result in a comprehensive update that is essentially a new plan, building on the 2007 foundation while aligning with the recently updated Development Code and addressing current and future needs. The new plan will establish policies for land use, infrastructure, economic development, and community facilities, among other important components.

Through this RFQ, the City seeks to select a consultant that will provide an implementable and action-oriented plan and who will work with staff to have a robust and informative public process as part of the development of that plan.

The project is anticipated to commence in Spring 2026, with substantial completion by December 2027, an eighteen (18) month timeline. The total budget for consulting services is allocated across the 2026 and 2027 budget years. The contract structure should allow for phased payments over that time period.

II. PAST PLANNING INITIATIVES

The City of Piqua has invested in planning efforts over many years to review or envision different aspects of the community. Some of the most important documents are included for reference and review below.

- A. Plan It Piqua (2007) Comprehensive Plan - <https://piquaoh.gov/DocumentCenter/View/106/Plan-It-Piqua-Comprehensive-Plan-2007-PDF>
- B. Piqua, Ohio Placemaking Initiative (2016) - <https://piquaoh.gov/DocumentCenter/View/147/Piqua-Placemaking-Initiative-Handbook-June-15-2016-PDF?bidId=>
- C. Northern Miami County Trail System Plan – Miami County Park District (2017) - <https://piquaoh.gov/DocumentCenter/View/146/Northern-Miami-County-Trail-System---Collaborative-DevelopmentTourism-Plan-PDF?bidId=>
- D. Piqua Development Code – Code Piqua (2023) - <https://piquaoh.gov/1626/Codes>
- E. Miami County Tomorrow – Miami County, Ohio Comprehensive Plan (2025) - <https://www.co.miami.oh.us/DocumentCenter/View/560/Comprehensive-Plan?bidId=>

Additional plans may be referenced on the City of Piqua website here - <https://piquaoh.gov/1627/Plans>

III. SCOPE OF SERVICES

A. Overview

The selected consultant / team will provide professional planning services that will cover many topics and fields of expertise to develop the City of Piqua’s new Comprehensive Plan. Once a consultant is selected, the final scope and components will be finalized, and are permitted to change, but generally, the scope shall be considered the following:

1. Review existing plans and provide a detailed analysis of existing conditions of the city and its components, identifying needs and opportunities.
2. Assess housing demand and recommend policies to guide future residential development, ensuring a variety of options for current and future residents.
3. Evaluate the current and proposed land uses and zoning of the City of Piqua and utilize this understanding to create a Future Land Use Map. This must take into consideration and incorporate when appropriate the new zoning districts created within Code Piqua.
4. Identify Economic Development strategies that strengthen the City’s tax base, attract private investment, and expand local commercial opportunities.
5. Review and evaluate transportation networks and provide recommendations for access management planning, multimodal connectivity, and infrastructure improvements that support planned growth.
6. Evaluate community facilities, parks, and open spaces, and recommend policies to ensure these amenities meet long-term community needs.
7. Engage with city officials, the public, business owners, and visitors to better understand the needs and desires of the community. A robust public input portion of the plan will be necessary which shall include at a minimum the following:
 - a. At least one public charrette during each phase of the project.
 - b. Public Workshops, surveys, and stakeholder group meetings throughout the process.
 - c. At least one presentation to the Planning Commission and / or City Commission for each phase of the project.

- d. A final plan presentation that summarizes the entire process and presents the final plan to the City Commission/Public.
8. Develop considerations based on research, emerging trends, and forward-thinking theories that are incorporated into the final document.
9. Prepare an implementation strategy with phasing steps, responsibilities, and measurable benchmarks for achieving the stated goals of the plan.
10. At a minimum, the plan shall have the following plan elements:
 - a. Robust Public Participation Plan
 - b. Review of Existing Conditions – Demographics, Socioeconomics, land use
 - c. Existing Land Use Map
 - d. Future Land Use Map – based on analysis and public participation and includes growth boundaries based on utility limitations.
 - e. Community Character and Image, Urban Design Standards, and Area Plans – develop enhanced guidelines and frameworks for future development and planning efforts (neighborhood plans, downtown plan, etc.)
 - f. Development of Policies that will be implemented into the Piqua Development Code and the City of Piqua Code of Ordinances including, but not limited to Housing and Neighborhood Policies, Economic Development Policies, Annexation Policies, and Financial Funding Priority Policies.
 - g. Transportation planning and evaluation of the existing transportation systems (vehicle, pedestrian, and biking) including parking, roadway access management, bikeway expansion and connection, and future growth networks.
 - h. Parks and Open Space planning, including review of and planning for each park and trail within the community.
 - i. Public Facilities and Utilities planning, including reviews of existing utility plans and modeling and existing public buildings and priorities for utilization and growth.

B. Deliverables

The city envisions the Comprehensive Plan to be a dynamic document that is both living on a website and can be downloaded in hard format. The selected consultant will be responsible for developing and creating the following, at a minimum:

1. Comprehensive Plan Website that includes all plan elements and maps in a dynamic format
2. Comprehensive Plan Document (PDF, Digital)
 - a. Bound Hard Copies – 10
3. Executive Summary (4-8 pages, standalone document with key visuals, maps, and highlights of the plan’s vision, goals, and recommendations).
4. Implementation Matrix/Table (tabular format summarizing all recommendations, with columns for action, responsible parties, timeline, funding, and success metrics)
5. Plan Website for management of process and materials during the plan development process.
6. All maps, GIS data, documents, and materials created for the plan including all source files in editable format so the city can make amendments to the documents as necessary.
7. Public Engagement Plan and Charette materials
8. Presentation Materials

C. Proposed Project Schedule

The consultant shall submit as part of their proposal a project schedule that fits within the city’s desired 18-month timeline, which acknowledges the funding for the project will be split up between 2026 and 2027.

Desired start of project: Spring, 2026

D. Proposed Project Budget

The city will enter into a contract for professional consulting services based on a fixed-price to the chosen contractor for the specified scope of services, or a modified scope of services as agreed. Incremental payments to the consultant will be made at the completion of agreed to major tasks with a “not to exceed” contract amount. Ten (10) percent of the contract price will be held as final payment upon delivery of all

contracted materials and services. Exact payment schedule and defined tasks will be negotiated and determined as part of the contract.

The proposed budget to complete all plan elements and required deliverables is \$200,000, with \$100,000 budgeted in 2026 and \$100,000 budgeted in 2027.

The budget should include all anticipated consultant's costs including, but not limited to, in-person meeting attendance and facilitation, travel expenses, correspondence and staff report preparations, document preparation and production, public information mailings, and document graphics or other necessary presentation graphics, etc.

A contract with the selected consultant will include a detailed budget and be formally approved by the City Commission.

The City of Piqua shall not be liable for any costs incurred by a consultant in responding to this request for qualifications, travel to discuss this request for qualifications or for interviews, or for any costs associated with discussions required for clarification of items related to this proposal.

IV. PROPOSAL CONTENT AND FORMAT

A. Submission Requirements

Respondents shall submit proposals electronically via a secure upload link (to be provided). The proposal files shall follow the naming convention: “RFQ – Piqua – Comprehensive Plan – [Firm Name]”

Proposals must be submitted as a single PDF file (with any supporting materials combined into the same PDF or a zipped folder if necessary) and shall include the following with no more pages than listed:

1. **Cover Page** (1 page)
2. **Cover Letter** (2 pages) summarizing the firm's interest and qualifications and identifying the primary point of contact.
3. **Project Understanding and Approach** (3 pages). Detailed description of how the firm would approach this project, including public engagement strategies, data analysis methods, and integration with the 2023 Development Code.
4. **Firm Overview** (2 pages) including a brief history, years in business, office location(s), and awards.
5. **Identify Qualifications of Key Personnel** (maximum of 1 page for each team member) noting their role in the project and highlighting relevant experience and qualifications.
6. **Recent Projects** (maximum of 2 pages per project). List of the three (3) most recent comprehensive plan updates completed by your firm in the last 10 years, preferably for Ohio municipalities or similar-sized communities. Include project scope, budget, timeline, and client references with contact information.
7. **Project Timeline** (1 page). Proposed schedule, with key milestones, aligning with the desired timeline of 18 months or less.
8. **References** – Provide names, phone numbers, and email addresses for three (3) municipal clients who can attest to your firm’s ability to undertake this project.

B. Submission / Project Schedule

The following is the anticipated schedule for this RFQ process and project. Dates are subject to change at the City's discretion. Please assure that you have the staffing available to accommodate this schedule and meet these deadlines.

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| 1. Proposal Submittal Deadline: | March 27, 2026 |
| 2. City Review of Proposals: | April 2026 |
| 3. Interviews with Shortlisted Firms (if necessary): | April 2026 |
| 4. Consultant Selection & Contract Approval: | May 2026 |
| 5. Project Kickoff: | June 2026 |

Interviews may be held if determined necessary, which will be completed in-person or via Zoom or Teams call. Firms would be expected to make an oral presentation to confirm their proposal and to answer city questions.

All questions regarding this RFQ must be submitted in writing to the City by March 13, 2026. Responses to all questions will be issued in the form of a written addendum and distributed via the City's website no later than March 20, 2026. Only written responses provided by the City in addenda form shall be considered binding. The addenda will be written based on the questions provided.

Upload link will be made available following responses.

Late submissions will not be accepted.

C. Proposal Contact

For questions or clarifications, please contact:

Chad Henry, City Planner

Phone: (937) 778-2049

Email: chenry@piquaoh.gov

V. SELECTION PROCESS AND CRITERIA

A. Process

Once the submission deadline has passed, the City will review all received proposals. No proposals shall be reviewed prior to the deadline.

B. Evaluation

The City will evaluate submissions based on the following criteria (approximate weights):

1. Experience with similar comprehensive plan updates, especially in Ohio or Midwest communities (40%)
2. Quality of proposed methodology and approach to key focus areas (housing, land use, downtown revitalization) (30%)
3. Qualifications and experience of assigned team members (20%)
4. Strength of references and past project outcomes (10%)

C. General Notes

1. The City reserves the right to reject any or all submittals, waive informalities, and negotiate with the highest-ranked firm.
2. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the firm.
3. The City reserves the right to obtain clarification of any point in a proposal or obtain additional information from any submission.

VI. GENERAL CONDITIONS

1. Insurance and other contractual requirements will be negotiated with the selected firm (standard professional liability, general liability, etc.) as part of the final contract.
2. The selected firm must comply with all applicable federal, state, and local laws.
3. This RFQ does not commit the City to award a contract or pay any costs incurred in preparation of a response.