

BIG DARBY ACCORD TOWN CENTER MASTER PLAN
REQUEST FOR PROPOSALS
NOVEMBER 26, 2007

I. Background/Introduction

The Big Darby Creek watershed in central Ohio is one of the most biologically diverse aquatic ecosystems in the Midwest. It is recognized as a state and national scenic river. The sustainability and protection of this resource has been recognized to be of critical importance by the communities in the watershed. In 2004, elected officials from the affected jurisdictions within Franklin County, Ohio, formed the Big Darby Accord, a unique partnership dedicated to preservation and improvement of the ecosystem by utilizing the best available scientific, engineering and land use planning practices.

Toward that end, the members of the Accord authorized the development of a multi-jurisdictional plan with broad based preservation and growth management recommendations and strategies. The Big Darby Accord Watershed Management Plan was completed in June, 2006.

The Accord represents a long term vision and general land use plan for the future that brings together multiple interests to protect and preserve the watershed while providing guidance for managed growth. The plan is available at *www.bigdarbyaccord.org*.

A key implementation recommendation is development of a new mixed use “Town Center,” which would concentrate development in a less sensitive portion of the watershed located generally north of West Broad Street (U.S. 40), south of I-70, east of Hubbard Road and west of Hellbranch Run, in Prairie and Brown Townships. (See map, below). The concept of the Town Center is described in the plan.

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To bring the Town Center concept into reality, the plan recommends the preparation of a detailed master plan for the Town Center. This would provide a more specific vision for the development of the Town Center and would comprehensively address the total range of issues involved with a project of this size and scale. The development of the Big Darby Accord Town Center Master Plan will be led by Prairie and Brown Townships, Franklin County and the City of Columbus. These jurisdictions will be referenced collectively throughout this Request for Proposals as the “Client Group”.

This Request for Proposal seeks the services of a qualified project team of consultants to prepare the Big Darby Accord Town Center Master Plan. The consultant team must possess a complete and comprehensive range of skills and demonstrate excellence in the fields of development, land use planning, environmental planning, engineering, transportation, finance and market analysis.

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II. Purpose and Objectives

The purpose of the Big Darby Accord Town Center Master Plan is to prepare a detailed development plan for the Town Center within the framework provided by the Big Darby Accord. It is the intent of the plan to provide a detailed economic analysis of overall market feasibility of the project and to generate a design for the Town Center that incorporates specific recommendations on level and type of development, land use, infrastructure requirements (with specific emphasis on storm water management), and transportation, as well as phasing and funding/financing of the project. The selected consultant team will recommend strategies, policies and plans that work toward these objectives. In addition, the consultant team will play a key role in maintaining a high level of public input in the project.

III. Scope of Work

The Big Darby Accord Town Center Master Plan shall consist of the following four components:

- Market Study
- Development Program
- Town Center Development Plan
- Regulatory Framework
- Implementation

Each of these components is detailed below:

A. Market Study and Development Program

The consultant team shall develop a Market Study for the Town Center. The study should take into account the unique focus of this development within the context of the watershed management plan, green development, and sustainability objectives.

- The Market Study should address a comprehensive range of issues related to economics and market feasibility of the project.
- The Market Study should analyze in detail the demand for single-family and multi-family residential uses (apartments and condominiums) as well as office and commercial development and should reflect a mix of housing prices.

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- The market implications with and without a new half-interchange (south side only) on I-70 must be examined.
- Estimates of the absorption of each land use type should be prepared, based on a development start date of 2010.

The Development Program shall stem directly from the findings of the Market Study and shall be a guide for the remaining components of the Big Darby Accord Town Center Master Plan.

- The Development Program should include the quantities of various land uses with product type and applicable densities/intensities of development, based on an absorption rate of 10-30 years (in five-year increments), and an analysis of the primary financial and market issues involved with the implementation of the program, and how to address them.
- The Development Program should include a strategy for short- and long-term phasing of the project, including analysis of locational considerations.

B. Town Center Development Plan

The Town Center Development Plan shall include, at a minimum, the following elements:

1. Land Use Plan

The detailed land use plan for the Town Center shall be based on the Market Study and Development Program above, as well as the land use and design recommendations of the watershed management plan.

- The plan should delineate the most appropriate locations for the various land uses, with the intensity of use at each location clearly based upon market demand, the location of services, proposed transportation and infrastructure, and design guidelines (see below).
- Special attention should be given to how the mixed use higher density concept will be implemented and how it will be integrated with existing surrounding development.

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- Key locations and critical physical resources, including critical conservation areas such as floodplains, wetlands and hydric soils, significant woodlots and other natural resource inventories, should be identified and specific recommendations developed as to how to address them during the development process.
- The plan should reflect the strategy for phasing, as described in the Development Program above.

2. Transportation

A recommended roadway and circulation network for the Town Center, as specified in the Land Use Plan above, should be designed based upon appropriate modeling results. The transportation element should be multi-modal in scope and address the complete range of transportation options, including pedestrian movement.

- Integration of the vehicular network with existing roadways, the impacts of Town Center development on US 40 (West Broad Street) and other existing arterial roadways and recommended improvements to the existing network should be fully addressed.
- This element shall include an estimate of the number of street miles for the functional classifications of all roadways shown within the proposed network as well as specific design standards.
- The consultant team should address the issue of access to the Town Center from I-70, as well as how to manage potential non-Town Center development along this access corridor.
- Innovative and feasible methods for reducing impervious surfaces and reducing stormwater runoff from roadway surfaces should be included.
- The transportation element shall include separate preliminary budgets and schedules for design and construction of the half (south side only) interchange with I-70, the access road, and other components of the network, as well as a strategy for the methods and allocation of funding.

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- The consultant team shall coordinate all phases of the transportation planning element with the Mid-Ohio Regional Planning Commission (MORPC), the Ohio Department of Transportation (ODOT) and the Franklin County Engineer. All contacts with these entities shall be clearly documented.

3. Water and Wastewater Facilities

Based on the work elements above, the water and sewer demands for the Town Center should be projected and analyzed and should result in a recommended plan for the type and design of such system that will bring water and sewer to the town center. This will include cost estimates and a description of conclusions and assumptions that were used in formulating these estimates. This component of the plan should be based on financial, planning and engineering inputs. Early and ongoing contact and coordination with the City of Columbus Division of Water and Division of Sewerage and Drainage and the Franklin County Sanitary Engineer, as well as the Ohio EPA, should be documented as an integral part of the planning process.

- The consultant team's firmly grounded understanding of the economic and political constraints of capital needs provision within the Town Center area should be demonstrated, as well as proposed methods of addressing them.
- The available water and sewer capacities that the City of Columbus has available to meet these demands should be identified and confirmed.
- In addition, the specific capital facilities which would be required to meet those demands should be identified, along with the proposed location of such facilities and projected costs.
- The plan should include a detailed analysis of projected costs and viable mechanisms to fund capital improvements.
- A feasible time frame for phasing such improvements, including extension of services, should be developed.

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4. Stormwater

Regional stormwater management is one of the most important aspects of the Big Darby Accord Plan and will be a critical component of the Town Center Master Plan. Generally, the goal of the stormwater system of the Town Center is to ensure that the rate and quality of runoff leaving the site and entering the Big Darby, or any tributary, should equal or improve the predevelopment condition. The water being released should be substantially free of sediment, contaminants and excess nutrients.

- Early and continued contact and coordination with the Ohio EPA and, as appropriate, the US Army Corps of Engineers, the Franklin County Drainage Engineer and City of Columbus Utilities Department should be documented as an integral part of the planning process. The planning process should also reflect familiarity and consistency with the Ohio EPA Section 208 rules as well as other stormwater permit regulations established for the Big Darby.
- The plan should contain projections of the quantities of stormwater generated by the land use plan as designed.
- The consultant team will develop creative and feasible innovative methods for managing, controlling and timing these flows so as to substantially achieve the stated goals in the watershed management plan, NPDES, as well as other approved best management practices.
- Special attention should be paid to preservation of the headwaters of the McCoy Creek
- The overall impacts of these projected flows on the Big Darby should be identified, analyzed and justified.
- The Big Darby Accord emphasizes the regional scope of the stormwater issue. Therefore, the stormwater collection, treatment and conveyance system should be regional, as opposed to site specific, in scope. The system shall address the entire Town Center area in a comprehensive manner.

5. Open Space

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The preservation of open space for the purpose of water quality protection is a central element of the Big Darby Accord. The Accord designates approximately 25,000 acres within the overall planning area for open space conservation and includes a system of revenue generating strategies with which to provide this land. These lands will serve to prevent activities in sensitive areas that might damage water quality. The Town Center area includes significant areas designated for such open space. Primary objectives for this open space are to protect the McCoy Creek headwaters and to provide for appropriate storm water management facilities.

- The system should provide for linkages and continuity for the regional greenway trail systems along the Big Darby Creek and Hellbranch Run.
- The system should provide measures to protect any Tier 3 environmental resources, as defined in the Big Darby Accord, within the Town Center, and provide adequate setbacks for all tributary streams, consistent with setback requirements throughout the Big Darby Accord area.
- The role of the open space system in achieving stormwater goals (see above) should be acknowledged and incorporated
- Short-term and long-term funding for the open space system should be addressed, as well as overall financial and other responsibilities related to future acquisition and/or maintenance.

6. Public Services and Facilities

This plan element should consist of a comprehensive analysis of project demands on essential public services and facilities (focusing on parks, schools, police and fire protection) within the proposed Town Center. The resulting plan element should provide recommendations and policies that provide for comprehensive approaches to provision of public services and facilities in a multi-jurisdictional setting.

- The parks system should be comprehensive in scope and should address anticipated active and passive recreation needs, including recommendations for providing appropriate scale facilities.

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- The plan should analyze the current resources that are available to provide adequate police and fire protection and project and identify future needs and demands based on the completed Land Use Plan above. The consultant team shall demonstrate an acquired understanding of local issues involved with service provision within the Town Center area.
- The plan should include an analysis of the projected impacts of the development of the Town Center on other demands for services and facilities, including student populations of the respective school districts, within the Town Center.
- The analyses and recommendations for future service levels should be based on extensive documented contact and coordination with local service providers, as well as accepted standards.
- The Town Center area includes portions of the South Western City and Hilliard School Districts. The consultant team should develop and demonstrate an understanding of the specific issues related to school districts in central Ohio.
- The Market Study and Development Program referenced above should consider the differential demands and impacts of these separate school districts on market demand.
- This plan element should project physical facility needs and the potential location of all categories of facilities within the Town Center.
- Short and long term strategies for future funding of public services and facilities should be addressed. The consultant team shall recognize that future costs will be shared and services provided across multiple taxing districts and jurisdictions.

C. Regulatory Framework

- The consultant team shall demonstrate a familiarity with relevant sections of the Ohio Revised Code, including Chapters 711, 519, and 303. The regulatory framework, as developed, shall be consistent with these and other relevant statutes.

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- The consultant team shall review existing zoning codes and other development regulations for each jurisdiction within the Town Center and develop a regulatory framework addressing recommended zoning, density, land use, development standards and design guidelines.
- The consultant team shall develop specific code language as appropriate to guide development within the Town Center. This framework should provide the Town Center jurisdictions with specific detailed recommendations that could be incorporated readily into the regulatory requirements.
- Design guidelines should include recommendations for building form, architecture (including architectural style, density, design, form, and materials), site planning, signage, parking, streetscape, and landscaping, including open space and buffering.

D. Implementation

As proposed in the Big Darby Accord plan, funding and revenue generation are key components of the Town Center. The implementation element of the Big Darby Accord Town Center Master Plan should contain a detailed financial analysis of the project and will be expected to build upon the results of current work and tools for revenue generation.

- The consultant team shall develop an implementation program for development of the Town Center. The implementation program shall include a detailed step-by-step process, with identification of key players along with specific responsibilities and duties, and timelines and costs and funding sources where appropriate.
- Proposed funding strategies shall be based on a recognition of the multi-jurisdictional nature of the project area.

E. Public Participation

The consultant team shall design an innovative public participation process that effectively responds to and fully addresses the unique characteristics of the Town Center project. It is anticipated that the consultant team's work on the project will

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be coordinated with a specially appointed local steering committee or task force, and that frequent direct joint meetings with the client group will be integral to this process. The process should be flexible and capable of addressing potential issues that may arise in a timely and effective manner. The process should be designed so key members of the consultant team will be readily available for input and consultation on an as-needed basis. The proposed public participation process shall be specified in detail in the submitted proposal.

IV. Submittal Requirements

Fourteen bound copies and one digital copy on disk in PDF format of the proposal are due not later than 5:00 p.m., January 18, 2008. If you plan to submit a proposal, notify **Doug Plunkett** at **740-587-2812** or dplunkett@alltel.net, by 5:00 p.m. on January 4, 2008 (two weeks prior to submittal date).

Proposals shall be delivered to:

Town Center Client Group
c/o Prairie Township Administrator Tracy Hatmaker
Prairie Township Offices
23 Maple Drive
Columbus, Ohio 43228

Submitted Proposals should not be more than 35 pages in length (excluding Appendices) and shall contain at minimum the following items:

A. Title Page - Please indicate on the title page:

Big Darby Accord Town Center Master Plan Consultant Proposal

Lead Consultant Name

Date of Submittal

B. Transmittal Letter - A letter acknowledging transmittal of the enclosed proposal should follow the title page.

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- C. Introduction** - An introduction should follow, describing your understanding of the consultant team's role in the project and an introduction to the proposed services and budget.
- D. Executive Summary** – A brief one-two page summary of the consultant team’s proposal elements at the front of the proposal.
- E. Statement of Understanding of Issues** - A statement addressing the consultant team’s understanding of the Big Darby Accord and the range of issues that will affect the development of the Town Center.
- F. Consultant Team / Consultant Team Qualifications** - The Client Group seeks a consultant team with which to partner to undertake, facilitate, and conclude this planning process. The project will be managed and contract held by the Client Group. Authorization by Client Group members is required to hire the recommended consultant. The following specific qualifications are required:
- Planning and design expertise in mixed-use “town center” development, preferably in environmentally sensitive watershed areas and in the components of such development, notably utilities, public facilities, transportation, housing and commerce, energy efficiency and sustainable design. Knowledge of LEED-ND, sustainable development, and other related practices is relevant.
 - Architectural expertise in mixed-use “town center” development, which demonstrates a clear understanding and successful delivery of developments that mix uses, provide a range of densities and product types, that are based upon a walkable development pattern, and that provide for civic interaction and participation. Knowledge of LEED design principles and standards is relevant.

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- Engineering expertise in the fields of public water supply distribution, sanitary sewage collection, watershed protection, stormwater management including collection, retention, detention and treatment, and transportation system planning, construction and management. Knowledge of green infrastructure design practices is relevant.
- Public finance expertise, with particular emphasis on the areas of community authorities and special purpose district(s) formations and public revenue and capital expenditure units, preferable with Ohio expertise.
- Expertise in federal, Ohio and local governmental and regulatory structures with particular emphasis on environmental regulation, inter-governmental cooperative agreements, planning and zoning, architectural and design regulation, affordable housing and transportation services. The team shall include legal expertise in Ohio land use law relative to townships and counties.
- Experience with similar public processes/projects including civic engagement, facilitation skills, and related techniques and methodologies.
- Public relations, marketing and communications expertise.
- Experience working with comparable major regional cooperative projects.
- Ability to work in a team environment involving multiple jurisdictions including professional staff, appointed leadership, elected leadership, business and civic communities and the general public.
- Demonstrated high professional standards including written, presentation, communication, graphic/rendering, and mapping/GIS skills.

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- H. Scope of Services** - The proposed scope of services should be based upon the RFP as presented and should be described in narrative form. The scope should include a discussion of the proposed approach and methodology. All deliverables should be clearly noted.

Please specify the project manager and specific staff responsibilities by task. The Client Group will assess your ability to provide specific services based on the description of your qualifications, interviews with previous clients, and the degree to which you demonstrate your understanding of the Client Group needs.

- I. Fees** – The consultant team’s proposed fee schedule/project budget should include a detailed breakdown of each element or phase of the project and an estimate of the number of hours required for completion of each phase of the project and an hourly rate for each type of service provided in each phase. The payment of fees shall be based on deliverables at milestones specified on the project schedule. A total estimated project fee is to be included. All of this information shall be provided for the lead consultant and all sub-consultants. The fees should also detail all individual team members, their hourly billable rate, and the hours allocated for the project – by phase.
- J. Timeline** – A project timeline with benchmark dates and definitions by task and by phase is to be included with proposals.
- K. References** – Submit references for the three most relevant previous projects for the lead consultant and each sub-consultant.
- L. Client Group Support** – Proposals shall clearly state the level and type of support required of the Client Group, including but not limited to research, data, materials, etc.

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V. Consultant Selection

A Client Group review committee will evaluate proposals and qualifications of consultant teams, references, pertinence and applicability of each proposal and track record with similar projects. The committee will consider the following criteria in evaluating proposals:

- Demonstrated planning and architectural design expertise in mixed-use “town center” development, including within similarly environmentally sensitive areas and circumstances.
- Proven engineering and environmental expertise in the arena of public infrastructure planning, development, management and operations.
- Demonstrated expertise in public finance relevant to initiating structures and systems necessary to support and sustain projects similar in scope to the Town Center.
- Demonstrated expertise in developing effective intergovernmental operations and regulatory systems.
- Expertise in managing public processes including civic engagement and facilitation skills.
- Public relations, marketing and communications expertise.
- Experience in comparable regional cooperative developments.
- Demonstrated skills including written, presentation, communication, graphic/rendering, and mapping/GIS.

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- Consultant team responsiveness to the Scope of Work and Submittal Requirements as outlined herein.

VI. Client Group Coordination/Contact

Throughout the Big Darby Accord Town Center Master Plan Project, the consultant team will meet with the Client Group at least monthly, and additionally if necessary, for the purpose of updating and coordinating the Master Plan progress.

The Big Darby Accord Town Center Client Group may request additional information to supplement or explain materials submitted by consultant teams. The Client Group is not obligated to select a consultant team and may, at its discretion, reject all submittals.

Questions regarding this Request for Proposals and its elements should be directed to either of the following:

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