

**PIERCE TOWNSHIP, OHIO  
REQUEST FOR QUALIFICATIONS  
PLANNING, ZONING, AND DEVELOPMENT SERVICES**

Pierce Township, Ohio seeks qualifications and resumes from firms to provide planning, zoning and development services. Such firms may have members certified as engineers and architects, but such certification is not mandatory.

**SCOPE OF WORK**

Pierce Township may require the following services:

Review and analysis of Zoning Code sections, site plans, and zoning applications;

Advice and attendance at Township meetings, including Trustee meetings, Zoning Commission meetings, and Board of Zoning Appeals meetings, and advice to legal counsel and the Economic Development Committee of Pierce Township;

Enforcement advice and assistance concerning zoning violations;

Drafting of planning, zoning, and development documents;

Drafting of grant requests for planning and development projects;

Engineering projects in conjunction with Clermont County Engineer's office for road, bridge, sewer, and storm water projects.

**PROCESS**

Pierce Township will review the background and experience of the firms providing their qualifications in the above areas. It is anticipated that Pierce Township will utilize more than one firm, depending upon the specifics of the project and the qualifications and experience of the various firms. The firms responding to this request should provide a detailed fee schedule based on specific projects. It is possible that responding firms may be requested to assist in the preparation of grant requests on a contingent fee basis. Firms responding to this request should also provide documentation of adequate insurance, including Workers Compensation, liability insurance, general commercial insurance, automobile liability insurance, and professional liability insurance.

**TIMING**

Proposals submitted pursuant to the request will be evaluated immediately upon receipt. Pierce Township will respond to each firm submitting a request. The Township may seek further clarification and information from firms responding to this request. In order to be considered for current services, all firms should have their proposals presented to Pierce Township at 950 Locust Corner Road, Cincinnati, Ohio 45245 before July 31, 2016.

Any firm submitting a proposal, whether before or after that date, will have its qualifications and data retained by Pierce Township indefinitely for future consideration.

For further information, contact: Allen Freeman, Trustee, at (513) 553-0163.