

Request for Proposals (RFP)

Comprehensive Audit of the Copley Township Zoning Resolution Copley Township, Summit County, Ohio

Public Release Date: 11/6/2025

Proposal Deadline: 11/21/2025 at 4:00 p.m. ET

Notice to Respondents

Copley Township is seeking proposals from qualified planning and zoning professionals to conduct a comprehensive audit and recommend amendments of the Copley Township Zoning Resolution. The intent is to modernize the Resolution to align with the Township's Comprehensive Land Use Plan and to support sustainable growth, economic development, and community character.

All questions regarding this RFP must be submitted in writing via email to:

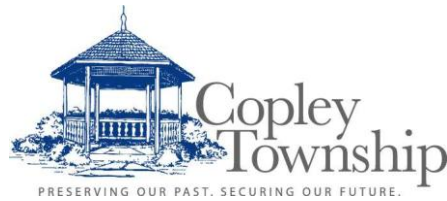
Shawna Gfroerer

sgfroerer@copley.oh.us

Community Overview

Copley Township, located in Summit County, Ohio, is a diverse and growing community of over 18,000 residents across approximately 21 square miles. The Township is strategically positioned near Akron, Cleveland, and major interstates (I-77 and I-76), offering excellent access to regional amenities. Copley balances residential neighborhoods with commercial corridors, business parks, and scenic open spaces.

The Township is governed by a three-member Board of Trustees and a Fiscal Officer. Planning and zoning matters are overseen by the Board of Zoning Appeals, Zoning Commission, and Architectural Review Board.



Project Overview and Objectives

Copley Township seeks a qualified consultant to perform a full zoning resolution audit and recommend amendments to the Copley Township Zoning Resolution. The revised documents should:

- Align with the adopted **Copley Township Comprehensive Land Use Plan**
- Streamline zoning procedures to facilitate high-quality development
- Modernize definitions and permitted uses
- Improve clarity and usability for the public, developers, and staff
- Ensure compliance with Ohio Revised Code Section 519.

This initiative will require collaboration with Township staff, the Zoning Commission, the Board of Trustees, the Board of Zoning Appeals, and the Architectural Review Board.

Scope of Services

The selected consultant will:

Collaboration & Engagement

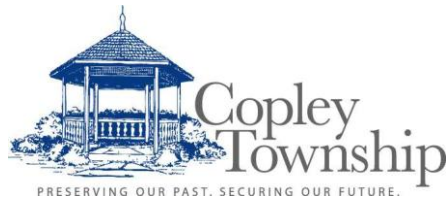
- Coordinate with Township Administration, Zoning Commission, Board of Trustees, Board of Zoning Appeals, and Architectural Review Board

Review & Analysis

- Evaluate the current Zoning Resolution, Map, and all relevant Township planning documents
- Identify inconsistencies with the Comprehensive Plan and regulatory best practices

Drafting & Revisions

- Propose amendments across all articles and sections of the Resolution
- Expand and clarify definitions, permitted uses, and zoning districts
- Identify new processes to reduce regulatory burdens where appropriate
- Present drafts for review by staff and Township boards, revise accordingly
- Finalize and present the Resolution and Map in accordance with ORC § 519.12



Deliverables

- Detailed zoning analysis report
 - Draft and final Zoning Resolution and Map amendments
 - Digital files in editable formats (Word, PDF, shapefiles/Geodatabase)
 - Final interactive and accessible version for staff and public use within twelve (12) months of contract execution.
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Existing Documents to Review

- Copley Township Zoning Resolution
 - Copley Township Comprehensive Land Use Plan
 - Area plans, corridor studies, and relevant regional planning documents
 - Property Maintenance Code
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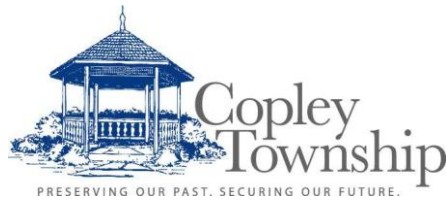
Estimated Budget

\$25,000 (Amended 11/6/2025)

Proposals exceeding this budget may be considered if adequately justified.

Project Timeline (Tentative)

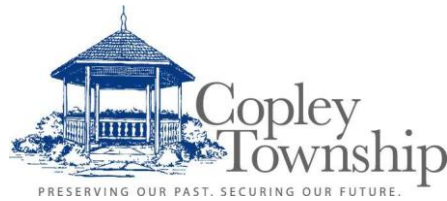
Event	Date
Trustees RFP Approval	7/14/25
RFP Public Release	11/6/25
Final Day for Questions	11/18/25
Proposal Deadline	11/21/25
Internal Review Period	11/24/25
Interviews (if applicable)	12/4/25
Board of Trustees Approval	12/8/25
Contract Commencement	1/2/2026



Proposal Requirements

Submissions must include:

1. Cover Letter – A cover letter signed by an individual who is authorized to submit the response to the Request for Proposals.
 2. Experience – A listing of up to three comparable projects with a description of services rendered, including any required subcontracting. Please include contact information.
 3. List of Key Staff – A complete list of key personnel who will be involved with this project, including their experience and qualifications. In addition, any key sub contractors and their staff should also be identified, if applicable.
 4. Conflicts of Interest – Disclosure of any conflicts of interest to their accepting an award of the contract with Colerain Township. If a conflict of interest exists, the manner in which said conflict of interest would be rectified should be included, if said contract is awarded to the proposer.
 5. Legal Disclosure – Disclosure of your firm's current legal and financial situation, including any bankruptcies filed, and any material (in excess of \$50,000) claims, judgments, arbitrations, investigations, or lawsuits pending.
 6. Cost Proposal/Fee Structure – Provision of a simple description or explanation of your firm's billing structure. This can be either an hourly rate, set monthly fee, or other fee structure. If you are not proposing to provide all services listed, please indicate an estimated fee for each service type.
 7. Sample Contract – A copy of sample agreement/contract. This will allow the Township to expedite the review/award process. Please include any proposed performance
 8. Additional Information – anything the proposer deems relevant
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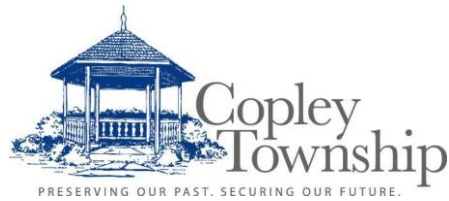
Evaluation Criteria

Proposals will be initially evaluated by internal Township staff and the Copley Township Zoning Commission. After this initial internal review, a recommendation will be provided to the Board of Trustees for a final decision. Copley Township Trustees must approve the final contract and vendor selection before the process is completed.

The Administration intends to engage the most qualified consultant available for this project, consistent with the approved funds made available by the Trustees. It is imperative the Consultant's proposal fully address all aspects of this RFP. It must provide the Administration with clearly expressed information concerning the Consultant's understanding of the specific requirements which will in turn facilitate the completion of this project in a thorough and efficient manner. Proposals will be received, evaluated, and scored by members of the Administration using the factors and criteria in the chart below. The corresponding weight/importance of each factor and criteria is shown in the chart. Scoring will be on a 100-point scale. All scoring will be at the sole discretion of each Administration member.

Criteria	Weight
Firm Qualifications	10 pts
Relevant Experience	10 pts
Project Personnel	10 pts
Understanding of Project	15 pts
Timeline & Schedule	10 pts
Cost & Value	15 pts
Proposal Clarity	15 pts
Project Deliverables	15 pts
Total	100

Final recommendations will be made by Township Administration, with the Board of Trustees making the official selection.



Submission Instructions

- Submit one (1) signed original and one (1) digital copy (USB flash drive or email)
- **Due by 11/21/25 at 4:00 p.m.**
- Proposals must be **delivered** to:

Copley Township Community and Economic Development Department

Attn: Shawna Gfroerer – Planning and Zoning Inspector

sgfroerer@copley.oh.us

1540 S. Cleveland-Massillon Road

Copley, Ohio 44321

Late submissions will not be accepted. It is the responsibility of each respondent to ensure delivery by the deadline.

Other Provisions

- Copley Township reserves the right to reject any or all proposals, waive informalities, and negotiate terms.
- All submitted documents become the property of the Township and may be disclosed under Ohio public records law.
- Participation in this RFP process is voluntary; submission does not obligate the Township to any contract.