

Miami Township, Clermont County, Ohio

**Request for Proposals
Comprehensive (Master) Plan
Posted: October 27, 2025
Responses Due: Nov. 28, 2025**

Section 1 – Statement of Work

Miami Township, Clermont County, Ohio (“Miami Township”) is releasing this Request for Proposals (“RFP”) seeking the services of a qualified planning and consulting firm (“Consultant”) to prepare a community-wide Comprehensive Master Plan (the “Plan”). The Plan will serve as a strategic guide for future growth, development, redevelopment, land use, transportation, infrastructure, and preservation of natural and community resources within Miami Township.

Miami Township’s goal is to develop a forward-looking planning document that establishes a shared community vision, provides actionable strategies, and supports decision-making for elected officials, staff, and stakeholders over the next 5-10 years.

Section 2 – Project Description

Miami Township is a dynamic and growing community located in Clermont County within the Cincinnati metropolitan area. Miami Township is home to a mix of established neighborhoods, commercial corridors, business parks, and significant park and recreation assets. As one of the largest townships in the region, Miami Township continues to experience development pressures, infrastructure demands, and evolving community needs.

The purpose of this Plan is to provide a holistic framework for guiding land use, infrastructure investment, community facilities, housing, economic development, and quality-of-life initiatives over the next 5-10 years. The Plan will serve as both a vision and an implementation tool, designed to align daily decision-making with long-term goals.

Miami Township has already invested in several key planning efforts that should form the foundation of the Plan, including:

- **2023 Land Use Plan**
- **2024 Parks Assessment** (completed) **and subsequent Parks Master Plan** (underway)
- **2025 Economic Development Strategy** (underway)
- **2025 Facilities Study**
- **2025 Housing Study (Clermont County)**

- **2025 Safe Routes to School Grant Study** (underway)
- **Envision 2025 Plan (2000 Comprehensive Use Plan)** – while replaced by the 2023 Land Use Plan, this document contains relevant items that should be considered.

The Consultant will be expected to review, synthesize, and integrate the findings, policies, and recommendations of these documents into a single, cohesive master planning framework. The Plan should not duplicate past work, but instead build upon and connect these efforts, identify gaps, and establish clear priorities for implementation.

Section 3 – Scope of Work

The selected Consultant will be responsible for preparing a Plan for Miami Township that provides a clear, actionable framework to guide future growth, development, and investment. While Miami Township expects each firm to bring forward its own methodology and creative approach, the scope of work should generally include the following components:

- 1. Plan Foundation**
 - Review and synthesize existing Township and regional plans, studies, and policies.
 - Assess current conditions, trends, and baseline data related to land use, infrastructure, demographics, housing, transportation, economic development, and community facilities.
- 2. Community Engagement**
 - Develop and implement a public engagement strategy to ensure broad and inclusive participation from residents, businesses, institutions, and other stakeholders.
 - Provide innovative methods (both in-person and digital) to engage a wide cross-section of the community.
- 3. Visioning & Goal Setting**
 - Facilitate a process to establish a shared community vision, values, and goals for the next 5-10 years.
 - Ensure that the vision is reflective of Miami Township's unique character and position within the Cincinnati metro area.
- 4. Plan Development**
 - Prepare a comprehensive framework addressing land use, transportation, housing, economic development, parks and open space, community facilities, utilities, and sustainability/resilience.
 - Provide strategies for coordinated growth and redevelopment, with attention to fiscal responsibility and quality of life.
- 5. Implementation Strategy**
 - Develop a prioritized and phased implementation program that identifies short-, mid-, and long-term actions.
 - Provide tools, metrics, and performance measures to support accountability and ongoing plan evaluation.

The Consultant should deliver a plan that is both visionary and practical, balancing aspirational goals with implementable strategies.

Section 4 – Deliverables

The Plan should be delivered in a clear, accessible, and user-friendly format that can guide Miami Township’s decision-making for years to come. At a minimum, the Consultant will provide the following:

- 1. Draft and Final Plan Documents**
 - Full written plan, including executive summary, narrative text, maps, graphics, charts, and appendices.
 - Digital versions in PDF and Word formats.
 - Printed copies (number to be determined in coordination with Township staff).
- 2. Maps and Graphics**
 - High-quality, full-color maps illustrating existing conditions, future land use, transportation networks, parks/open space, and other key elements.
 - All GIS data and shapefiles used in the plan delivered to the Township for future use.
- 3. Community Engagement Materials**
 - Summaries of engagement activities, including participation data and feedback received.
 - Copies of presentation slides, meeting materials, surveys, and outreach tools used during the process.
- 4. Implementation Framework**
 - A prioritized action plan that identifies short-, mid-, and long-term strategies.
 - Clear assignment of roles/responsibilities and potential partners.
 - Tools for monitoring progress, including performance measures or scorecards.
- 5. Presentations**
 - Interim presentations at key milestones to Township leadership, staff, and stakeholders.
 - Final presentation of the Plan to the Miami Township Board of Trustees and Planning & Zoning Commission.

The final product should be designed as both a professional planning document and a practical reference guide for community leaders, staff, and residents.

Section 5 – Timeline & Submission Requirements

Anticipated Timeline

Miami Township anticipates the following schedule for the Plan process. Dates are subject to change at Miami Township's discretion:

- **RFP Release:**
- **Deadline for Questions:**
- **Proposal Submissions Due:**
- **Interviews with Selected Firms (if applicable):**
- **Selection and Award of Contract:**
- **Project Kick-Off:** February 2026
- **Plan Completion:** May/June 2027

Submission Requirements

Proposals should be concise yet comprehensive, demonstrating the firm's qualifications, experience, and approach to this project. At a minimum, proposals must include:

1. **Cover Letter**
2. **Project Understanding and Approach**
3. **Project Team**
4. **Relevant Experience**
5. **Proposed Work Plan and Schedule**
6. **Cost Proposal**

Submission Instructions

- Proposals must be submitted electronically in PDF format to: Jennifer Ekey, Economic Development Director, Jennifer.ekey@miamitwpoh.gov
- A hard copy submission (number of copies to be determined) may also be requested.
- Late submissions will not be considered.

Section 6 – Evaluation Criteria

Proposals will be evaluated by Miami Township based on the following criteria:

1. **Project Understanding and Approach (25%)**
2. **Experience and Qualifications (25%)**
3. **Community Engagement Strategy (20%)**
4. **Project Management and Schedule (15%)**
5. **Cost Proposal (15%)**

The Township reserves the right to conduct interviews with one or more finalist firms prior to making a selection. References may also be contacted to verify performance on past projects.

Section 7 – Administrative Information

Questions

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

Jennifer Ekey

Economic Development Manager
Miami Township
6101 Meijer Dr.
Milford, OH 45150
jennifer.ekey@miamitwpoh.gov
513-965-6834

Responses to all questions will be provided in writing and distributed to all interested Consultants.

Reservation of Rights

Miami Township reserves the right to:

- Reject any or all proposals.
- Waive any informalities or irregularities in the proposal process.
- Request additional information from any proposing Consultant.
- Negotiate with the selected Consultant regarding scope, budget, and schedule.
- Modify, cancel or reissue the RFP at any time.

Proposal Validity

Proposals must remain valid for at least 90 days following the submission deadline.

Contract Award

Miami Township anticipates awarding a contract to the Consultant that best meets the evaluation criteria and demonstrates the capacity to deliver a high-quality Plan. Final award is subject to approval by the Miami Township Board of Trustees.