



109 E. Broadway, P. O. Box 135
Ashland, MO 65010
www.ashlandmo.us

REQUEST FOR PROPOSAL
COMPREHENSIVE PLAN UPDATE

Responses Due: September 14, 2018



REQUEST FOR PROPOSAL COMPREHENSIVE PLAN UPDATE

PART 1

GENERAL

1. **PURPOSE:** The City of Ashland, MO, herein after “City”, seeks to enter into an agreement with a qualified Individual, Firm or Corporation, (Respondent), to provide a range of consulting, planning and technical services to update the City’s Comprehensive Plan, herein “Project”.

The City seeks written proposals for services to update its Comprehensive Plan. This is a major 10 (ten) year update to the plan which was last updated in 2009.

Services shall include but not be limited to: community engagement, research and consultation on best practices, meeting facilitation, document drafting, mapping, creation of supporting graphics, statistical analysis, and presentations to elected and appointed officials. The successful Respondent shall present a completed comprehensive plan update to the Ashland Planning and Zoning Commission and the Ashland Board of Aldermen for adoption.

The intent of this project is to update the comprehensive plan to reflect the community’s vision for its future growth and development and to preserve and enhance the quality of life in Ashland.

2. **BACKGROUND:** The City last completed a major updated in 2009 and has adopted subsequent updates to the individual elements including recent updates to the Transportation Plan.

The City is experiencing rapid growth and desires to update the comprehensive plan to ensure that new development is consistent with the community’s vision.

3. **ESTIMATED COMPENSATION:** Respondent should provide an estimate of compensation for providing services and deliverables specified herein.

4. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

Lyn Woolford
City of Ashland
Telephone: 573-657-2091
policechief@ashlandmo.us

The individual listed above may be contacted by telephone, email or visited for clarification of the specifications only.

RESPONDENT REQUIREMENTS: The opening of a solicitation **is** not be construed as the City's acceptance of such as qualified and responsive.

- 5.1. Respondents shall be firms, corporations, individuals or partnerships normally engaged in the preparation of municipal comprehensive plans.
- 5.2. Respondents shall have experience creating and updating comprehensive plans for municipalities in the State of Missouri.

5. **BEST VALUE EVALUATION AND CRITERIA:** Respondents may be required to make an oral presentation to the City to present their qualifications. These presentations will provide the Respondent the opportunity to clarify their proposal and ensure a mutual understanding of the services provided and the approach used.

All solicitations received are evaluated for the best value for the City. In determining best value, the City may consider:

- Proposed Fees;
- Reputation of Respondent and of Respondent's services;
- Quality of the Respondent's services;
- The extent to which the services meet the City's needs;
- Respondent's past relationship with the City;
- Any relevant criteria specifically listed in the solicitation.

6.1 The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.

6. **COMMITTEE REVIEW:** An evaluation committee will review each response for solicitation compliance and technical scoring in each category using the following weighted criteria. A consensus score is assigned to each response.

- 6.1 Proposed Fee
- 6.2 Project Team Qualifications
- 6.3 Proposed Approach to the Project
- 6.4 Work Samples

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the City.

7. **AGREEMENT TERM**: The terms of the awarded agreement shall include but not be limited to the following:
 - 7.1 The term “agreement” shall mean the executed contract awarded because of this solicitation and all exhibits thereto.
 - 7.2 The agreed upon Project timeline determines the initial term of the resulting agreement.
 - 7.3 If the Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Respondent of the deficiencies and the successful Respondent shall have thirty days to correct such deficiencies. If the Respondent fails to correct the deficiencies within the thirty days, the City can terminate the agreement by giving the Respondent written notice of termination and the reason for the termination.
 - 7.4 If the agreement terminates for any reason, Respondent shall turn over all material, records and deliverables created to date within fifteen (15) working days after completion of duties through the termination date.

8. **PRICE INCREASE**: No price increase to the agreement shall occur.

9. **AWARD**: The City reserves the right to enter into an Agreement with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. The City will make an Award announcement upon executed agreement.

10. **NON-APPROPRIATION**: The resulting Agreement is a commitment of the City’s current revenues only. It is understood and agreed, the City can terminate the Agreement at the end of any City fiscal year if funds are not appropriated by the governing body for the next fiscal year. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

PART 2
SCHEDULE

1. RESPONSE DUE DATE: Signed and sealed responses are due on or before 5:00 PM, on September 14, 2018. Deliver sealed responses to:
 - City of Ashland
 - City Clerk
 - 109 E. Broadway, P. O. Box 135
 - Ashland, MO 65010
 - 1.1 Responses received after this time and date are not accepted.
 - 1.2 Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, due date and “DO NOT OPEN”.
 - 1.3 Facsimile or electronically transmitted responses are not acceptable.
 - 1.4 Late responses are not accepted.
 - 1.5 No amended responses are accepted.
 - 1.6 The City will not be bound by any oral statement or offer made contrary to the written specifications.

2. AGREEMENT NEGOTIATIONS: In establishing an agreement as a result of the solicitation process, the City may:
 - 2.1 Review all submittals and determine which Respondents are reasonably qualified for award of the agreement.
 - 2.2 Determine the Respondent whose submittal is most advantageous to the City considering the evaluation criteria.
 - 2.3 Negotiate with the most responsive Respondent an agreement at fair and reasonable terms, conditions and cost.
 - 2.4 If negotiations are successful, enter into an agreement.
 - 2.5 If not successful, formally end negotiations with that Respondent. The City may then:
 - 2.5.1 Select the next most highly qualified Respondent and attempt to negotiate an agreement at fair and reasonable terms, conditions and cost with that Respondent.
 - 2.5.2 The City shall continue this process until an agreement made or all negotiations terminate.
 - 2.6 The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received.

3. POST AWARD MEETING: The City and Respondent shall have a post award meeting to discuss, but not be limited to the following:
 - 3.1 Identify specific milestones, goals and strategies to meet objectives.

4. **COSTS INCURRED:** Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for and participation in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the City.

PART 3

SPECIFICATIONS

1. **SCOPE:** The intent of this project is to complete a major ten (10) year update to the City's Comprehensive Plan.

Successful respondent shall engage the community and provide research and advice on best practices throughout the Project. Considerations throughout the process are projected demographics, economic trends, and their associated implication on land use and public services.

Services shall include but not be limited to community engagement, research and consultation on best practices, meeting facilitation, document drafting, and mapping, creation of supporting graphics, statistical analysis, and presentation to elected and appointed officials.

The successful Respondent shall present a completed comprehensive plan update first to the Ashland Planning and Zoning Commission for an approval recommendation and then to the Ashland Board of Aldermen for adoption.

2. **ISSUES FACING ASHLAND:** Respondent shall demonstrate in their response their knowledge and understating of the issues facing the City of Ashland and how those issues are relevant to the update of the comprehensive plan.

3. **COMPREHENSIVE PLAN ELEMENTS:** The existing elements of the Comprehensive Plan to be updated include:

- 3.1 Community Vision and Goals
- 3.2 Community Profile and Demographics
- 3.3 Land Use
- 3.4 Transportation
- 3.5 Implementation (Including 5 year Capital Improvement Program)

Additional Comprehensive Plan elements incorporated into the document include:

- 3.6 Parks, Recreation and Open Space
- 3.7 Utilities to include Water, Wastewater, Storm Water and Solid Waste
- 3.8 Public Safety to include Police

3.9 Economic Development
3.10 Public Buildings and Facilities

4. DELIVERABLES: The successful Respondent shall provide the City with the following deliverables:

4.1 Community Engagement and Facilitation Aids

4.1.1 Facilitation aids shall foster public outreach and citizen participation and shall include but not be limited to meetings, mailings, surveys, websites, and social media.

4.2 Meeting Presentations and Graphics

4.3 Meeting Summaries

4.4 Plan Elements

4.4.1 Professionally written and edited text;

4.4.2 Maps and graphics;

4.4.3 Charts and graphs.

4.5 Final Updated Comprehensive Plan Document

4.5.1 Twenty (20) bound hard copy submissions;

4.5.2 One (1) Electronic submission;

4.5.3 All electronic files in native software formats editable by the City.

5. PROJECT SCHEDULE: The City seeks completion of the Project with a presentation to the Ashland Board of Aldermen no later than August 2019. The City Administrator created the following schedule as a guideline to communicate the anticipated activities necessary to complete the Project on time, but **also** seeks the Respondent's scheduling recommendations.

Consultant Selection	October 2018
Project Kick-Off	November 2018
Data Collection	Dec. 2018 – Feb. 2019
Citizen Steering Committee Collaboration	Throughout project
Public Outreach and Input Sessions	March 2019
Document Drafting	April – May 2019
Public Hearings	June 2019
Project Close and Presentation	July – August 2019

6. TEAM STAFFING REQUIREMENTS: Respondent shall present qualifications for the proposed Project team. Qualifications shall include resumes and specific examples of similar projects completed.

PART 4

RESPONSE REQUIREMENTS

1. SOLICITATION SUBMISSION REQUIREMENTS: To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall not exceed thirty (30) pages in length (excluding title page, index/table of contents, work sample attachments (on CD) and dividers).

The Respondent shall submit one (1) original signed paper copy and three (3) copies of its Response.

In addition, the Respondent shall submit one (1) CD, containing a complete copy of Respondent's submission in an acceptable electronic format (PDF, RTF, TXT, DOC, XLS). A complete copy of the Response includes all documents required by this Solicitation.

If supplemental materials are included with the Response, each CD must include such supplemental materials. The Response and accompanying documentation are property of the City and not returned.

PART 5

CONFIDENTIALITY OF CONTENT

All documents submitted in response to a solicitation shall be subject to the Missouri Sunshine Law. Following an award, responses are subject to release as public information unless the response or specific parts of the response are exempt from the Missouri Sunshine Law. Pricing is not confidential under any circumstances.

Identify information in a submittal that is legally protected as a trade secret or otherwise confidential with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City is not be responsible for any public disclosure of confidential information if it is not clearly marked as such.

If the City receives a request under the Missouri Sunshine Law to inspect information designated as confidential, the Respondent shall furnish written reasons and information to defend an exemption from disclosure. The City will forward that information to the Ashland City Attorney and/or the Missouri Attorney General for final determination.