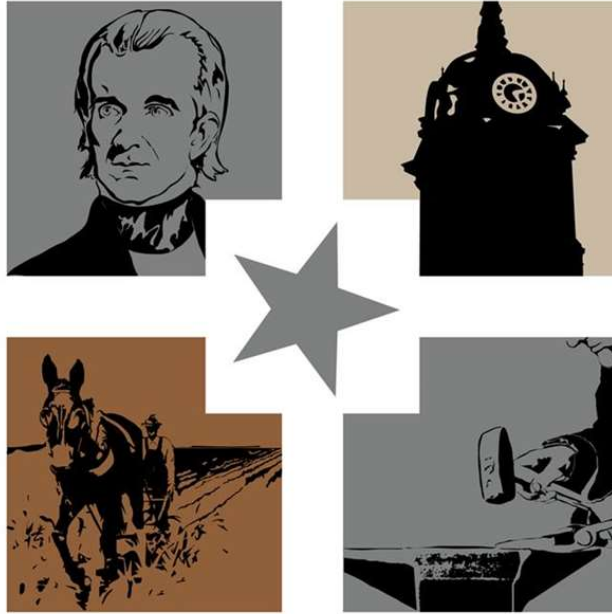


REQUEST FOR QUALIFICATIONS

CITY OF COLUMBIA



T E N N E S S E E

Something good around every corner.

CITY OF COLUMBIA

to provide Planning Consultant Services for

REVISED DEVELOPMENT STANDARDS

The City of Columbia is accepting statements of qualifications for revised development standards. This submittal is for consultant qualifications only. Do not provide fees for this project.

Qualifications are to be mailed or delivered to: City of Columbia, Attn: Paul Keltner – Development Services Director; 700 North Garden Street; Columbia, TN 38401 by **September 17, 2019 at 4:00pm**. Provide 5 Hard Copies and 1 digital version of your Statement of Qualifications. The City of Columbia may develop a short list from the submittals and selected consultants will be invited for a presentation and interview. It is anticipated that a contract will be negotiated with the selected firm.

I. Introduction

The City of Columbia is seeking qualified consultants or team of consultants to update the City of Columbia's Zoning Ordinance and the creation of a design guideline manual. The coordination of such documents with the supporting guidelines being the Subdivision Regulations, Access Management, and Comprehensive Plan should be taken into consideration. The current plans are of varying dates and are somewhat disconnected from one another in regards to the overall design standards for the city. This hybrid plan should address current and future needs as related to land development and growth while at the same time giving precise standards, tools, and procedures for the built environment within the city.

II. Project Focus

The final work will be developed in conjunction with City staff but the scope of work should include the following:

- Current Zoning Ordinance Diagnosis. The consultant will work closely with City staff in producing a diagnosis of the existing code.
- Supplemental guidelines review and understanding (Subdivision Regulations, Access Management, and Comprehensive Plan)
- Public Outreach. The consultant will develop a public outreach strategy designed to inform and solicit community stakeholders, as well as conducting regular web/social media interaction throughout the process.
- Evaluate existing land use patterns and the potential for more context sensitive regulations that can assist in redevelopment and infill possibilities.
- Drafting the Documents. The consultant will prepare drafts of the development ordinance for review by staff and concluding into a final version to be acted upon by the Planning Commission and the City Council.

III. Submittal Requirements

The City is requesting at minimum the following information for the submittal of the proposal:

- Firm information: Name, address, phone number, e-mail for primary contact, the number of professional staff members and list of their specialties of who will be assigned to work on the project, including years of experience in their respective specialty fields.
- Summary of the proposal
- Availability: A brief statement as to the availability of the key personnel responsible for the project.
- Time Frame: Statement on anticipated time frame.
- State of Qualifications: Provides a summary of the firm's overall background, capabilities, experiences and qualifications.
- Understanding of the Project: Provides an overview of the consulting firm's understanding and approach that will be utilized for this project, including critical issues that will need to be addressed in order to successfully complete this project.
- Examples of Work: Provide complete or partial examples of work similar in nature to this project.
- References: Provide 3 references that can speak to the firm's ability to perform the scope of work as listed in the RFP.

IV. Evaluation Criteria/Method of Evaluation

Qualifications will be evaluated by an internal staff review team. Qualifications will be reviewed in terms of content and completeness. Previous client references may be contacted to verify client satisfaction, including clients not listed on the proposal. This RFQ is open to any firm that provides consulting services that comply with all elements identified within this RFQ. Statements of Qualifications should include:

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|---|-------------------------|
| A. Experience and technical competence of Consultant and project staff. | <u>40 Points</u> |
| B. Public Process. | <u>20 Points</u> |
| C. Record of Success on similar projects, examples of similar work. | <u>20 Points</u> |
| D. Client references for similar projects. | <u>10 Points</u> |
| E. Understanding of the project, current issues, and finished product. | <u>10 Points</u> |