



NOVEMBER 2019

# **REQUEST FOR QUALIFICATIONS:** *Comprehensive Plan Update*

EST. 1839  
**PRATTVILLE**  
*Alabama*

Planning & Development Department | 102 West Main Street | Prattville, AL 36067

**Request for Qualifications**  
**Comprehensive Plan Update and Zoning Ordinance Re-write**  
**City of Prattville, Alabama**  
**RFQ #019-015**

The City of Prattville (“City”) desires to update the Prattville Comprehensive Plan with a possible re-write of the Prattville Zoning Ordinance.

The City is seeking the services of a firm or team (“consultant”) with extensive experience and skills in the development of comprehensive plans, zoning ordinances, and community involvement. The selected consultant will assist the City in defining scope of work, establishing project timeline, facilitating City and public involvement/participation, and producing an updated Comprehensive Plan. Joint ventures are welcome.

**Introduction**

The City of Prattville, known as The Fountain City, is a rapidly growing community in the Montgomery metropolitan area, covering approximately 36 square miles, and a population of over 35,000. The City is located in Autauga and Elmore Counties. Prattville has a proud history of being founded by the industrialist Daniel Pratt in the early 19<sup>th</sup> Century, and has grown into a community of businesses, places of worship, new industry, civic organizations, and involved citizens.

Prattville’s historic downtown is situated along the Autauga Creek, and the city limits extend to the banks of the Alabama River. Two exits of Interstate 65 (179 and 181) provide access to the eastern side of the City, US Highway 82 runs through the city from west to east, and US Highway 31 runs north to south.

Prattville is also home to Capitol Hill on the Robert Trent Jones Golf Trail, which features three, well-renowned 18-hole golf courses.

The City’s current Comprehensive Plan was adopted in 2009, and PDF copies are available at:

<http://prattvilleal.gov/departments/comprehensive-plan.html>

The City’s current zoning ordinance was adopted in 1950, but has been extensively amended. It may be accessed via Municode at:

[https://library.municode.com/al/prattville/codes/code\\_of\\_ordinances](https://library.municode.com/al/prattville/codes/code_of_ordinances)

Since the adoption of the 2009 Comprehensive Plan, the City has seen significant growth, including annexations totaling over 1,000 acres, commercial, industrial, and single-family and multi-family development.

**Scope of Work**

The selected consultant will work with the City to determine which elements of the current comprehensive plan require updating, which elements may be removed, and which elements, if any, need to be added. A work plan, schedule, deliverables, and cost will be included in the final contract. The City is open to suggestions other than those included in this RFQ which the consultant believes will be of value in producing a viable Comprehensive Plan that provides practical application for the managed growth and continued improvement of Prattville. Consideration will also be given to include a new zoning ordinance written to support the updated Comprehensive Plan. The City will finalize scope of work with the consultant prior to contract authorization.

## **Anticipated Timeline**

November 4, 2019	RFQ Released
November 26, 2019	Submissions Due
December 2019	Finalist Selected/Contract Negotiations
January 2020	Notice to Proceed
December 2020	Project Completion

## **Submission Requirements**

The items listed below shall be submitted in the order shown and shall be clearly labeled and separated by tabs. Pages are to be standard letter size. A limited number of larger pages (i.e. 8.5x14 or 11x17) folded to fit to letter size will be acceptable. Submissions should be contained in a ring binder, bound together in a booklet, or by some other acceptable, professional means.

Submit four complete physical copies and one USB flash drive or CD with a PDF copy to the address at the end of this document.

### **Tab 1 – Cover Letter**

Provide a cover letter indicating your firm's or team's interest in and ability to perform the requirements of this RFQ. In addition, state why your firm believes it is the best qualified to perform the services requested, including features, skills, or services which distinguish your firm or team and make it a good choice for the City. Include statement discussing team member availability to perform work in reasonable time period. The primary contact name, phone number, and email should be clearly listed on cover letter. Limit letter to no more than two pages.

### **Tab 2 – Firm or Team Background**

Name and address of each office location

Years in business under current name(s)

Ownership structure(s)

Names and titles of officers in the company

An organizational chart and explanation of who project manager will be, team members, and their responsibilities on this project; if a joint venture, make sure this is clear in the chart

### **Tab 3 – Qualifications**

Describe and demonstrate firm or team qualifications and experience, in regards to the stated project, and in Prattville, the River Region, and/or Alabama

Provide resumes for key personnel who will be assigned to this project

### **Tab 4 – References**

Provide examples and references for similar projects for which your firm or team, in whole or in part, have provided service in the previous five years; work portfolio may be provided electronically as discussed later in this document

## Tab 5 – Client Support

Describe the firm's or team's availability to the City in terms of communication, meetings, and fieldwork

## Tab 6 – Additional Information (Optional)

Any additional information which you feel will be valuable to the City in making its decision in choosing a consultant; limited to five pages

## Selection Criteria

The potential consultant will be evaluated by the following criteria:

- Professional and technical expertise, experience, and success in producing comprehensive plans and zoning ordinances
- Proven experience in community participation and engagement
- Ability to produce high quality documents and graphics that are user friendly
- Experience and familiarity with Prattville, the River Region, and/or Alabama
- Availability of team members and ability to complete project in reasonable timeframe
- Review of references and past work product

Interviews are not anticipated, but may be requested after initial evaluation. The City may request additional information from consultants during the selection process. Upon selection, the City will negotiate an agreement with the selected consultant. If negotiations with the most qualified consultant are unsuccessful for any reason, the City will terminate negotiations and proceed to negotiate with the next most qualified firm until an agreement is reached.

## Miscellaneous

- Any existing or potential conflicts of interests should be disclosed
- The City will not be responsible for any costs incurred by anyone in the preparation or submittal of qualifications or information
- This request is not to be construed as a contract or commitment of any kind
- All information submitted is public information
- All materials submitted in response to this RFQ shall become the property of the City and will not be returned unless specifically requested at the time of the submittal
- The City reserves the right to:
  - Waive any informalities or irregularities
  - Reject any or all responses without explanation
  - Withdraw RFQ at any time and not continue with project
  - Extend time for submittals

- Any questions regarding RFQ must be submitted via email no later than 12:00pm on November 14, 2019, and will be posted online as an addendum to this RFQ on November 18, 2019. Submit questions to:

Scott Stephens, Director of Planning & Development, at [scott.stephens@prattvilleal.gov](mailto:scott.stephens@prattvilleal.gov)

### **Final Submission**

Submit four complete physical copies and one USB flash drive or CD containing a PDF copy of the submission document and any work product referenced in Tab 4.

Submissions must arrive before the deadline in a package clearly marked “RFQ-Comprehensive Plan.”

Submission must be received on or before **4:00pm on Tuesday, November 26, 2019.**

Submit to:

City of Prattville

Attn: City Clerk (RFQ-Comprehensive Plan)

101 W Main Street

Prattville, AL 36067

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