

**REQUEST FOR QUALIFICATIONS
FOR
ON-CALL PLANNING SERVICES**



**CITY OF LAKELAND, TENNESSEE
10001 U.S. HIGHWAY 70
LAKELAND, TN 38002**

September 2018

**REQUEST FOR QUALIFICATIONS
ON-CALL PLANNING SERVICES
CITY OF LAKELAND, TENNESSEE**

I. Purpose

The City of Lakeland requests proposals from qualified professional planning consultants to provide on-call planning services. The selected consultant will provide planning services for various City projects on an “as needed” basis including, but not limited to, general planning-related development and land use project review, writing staff reports and making presentations to the Planning Commission and Board of Commissioners, and processing development-related applications. The contract will be used for projects whose consulting fees do not exceed \$50,000.

The City anticipates contracting with two (2) firms which will be selected based on quality, diversity, and responsiveness of the proposals received. The contracts will remain valid for one (1) year. The City will issue task orders for projects based on the scope of services, work schedule and fee proposal submitted to the City.

II. Scope of Services

The Consultant shall have demonstrated expertise and ability to perform the following:

1. When required, be present at City Hall and hold regular office hours as agreed upon by staff and Consultant.
2. Develops and maintains good working relationships with other city departments, other jurisdictions, and the public.
3. Analyze projects for compliance with the City’s Land Development Regulations.
4. Review and process applications for building permits, sign permits, and all development applications, including Board of Appeals items.
5. Compiles and analyzes data on economic, social, environmental, and physical factors affecting land use.
6. Meets with developers, engineers, property owners, contractors and other individuals to discuss, advise, explain processes and suggest improvements regarding potential projects, pre-applications, development applications, feasibility analysis, conceptual development plans and code interpretation;
7. Ability to write Planning Commission and Board of Commissioner staff reports, resolutions, ordinances, conditions of approval, and give oral presentations.
8. Attend public hearings and community meetings as necessary.
9. Provide strong emphasis on the management of multiple projects and competing priorities while maintaining quality, meeting schedules and staying within budget.
10. Answer public inquiries by telephone, email, or in person regarding property zoning, land uses, application submittal requirements, etc.

11. Facilitation of special projects as needed.

III. Proposal Requirements

The Proposal should demonstrate that the Consultant understands the intent and scope of the project, the character of the deliverables, the services required for their delivery and the specific tasks that must be performed in the course of supplying these services. In addition, consultant qualifications necessary to successfully complete this project should be demonstrated. In order to assist in the evaluation process, please include the following information in the proposal:

1. Introduction

Proposal shall include basic information relative to the firm.

2. Qualifications and Experience

Proposal shall detail the Consultant's experience relating specifically to municipal planning and development projects. Include a listing of all recent work or contracts (within the past three years), which would indicate experience. This listing shall include a description of the work, project budget, and the approximate date the work was completed.

3. Qualifications and Experience of Key Staff

Proposal shall identify key individuals assigned to this contract and include the function and/or responsibility of each of the identified individuals. Experience summaries of the key individuals must be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals should be included as an appendix to the proposal.

IV. Consultant Selection Procedure

An evaluation committee will review and rank each proposal based on the following criteria:

1. Quality of submission
2. Knowledge of technical requirements
3. Responsiveness to project description
4. Quality and availability of staff assigned to the project
5. Specific experience of the proposed staff
6. Overall experience of the firm
7. Performance on similar projects

Selection of the consultants may be based solely on the submittal of the proposal. If the committee wishes to conduct interviews, City staff will contact each firm to set up a date for the interview. The interview process will allow the firms to better educate city staff about their experience and qualifications. Interviews will be limited to 30 minutes. The Consultants deemed most qualified to provide the required services will be selected and the contracts will be presented to the Board of Commissioners for their approval of the contract.

The City of Lakeland reserves the right to seek clarification of any proposal submitted and to select the proposals considered to best promote the public interest of Lakeland.

All proposals become the property of the City of Lakeland upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the Consultant. Lakeland reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of City of Lakeland. This solicitation of proposals in no way obligates Lakeland to award a contract.

The City of Lakeland will not discriminate against any individual for any reason and will provide services to all citizens and contractors, both potential and current, in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

V. Insurance Requirements

The Consultant will be required to purchase and maintain during the life of the contract Comprehensive General Liability insurance and Professional Liability insurance to protect the Consultant and Owner against liability from damages because of injuries, including death suffered by persons, including employees of the Owner, and liability from damages to property arising from and growing out of the Consultant's negligent operations in connection with the performance of the contract.

	<u>LIMITS</u>
A. Worker's Compensation	Statutory
B. Comprehensive General Liability Premises/Operations Products/Completed Operations Contractual Liability	\$500,000 per occurrence
C. Professional Liability/Errors and Omissions	\$500,000(optional requirement depending on service. Contact City of Lakeland Risk Management Office)

Consultant shall provide Owner with certificates evidencing such insurance as outlined above prior to beginning any work under this agreement. Such certificates shall provide the thirty (30)

days advance written notice to Owner of cancellation, material change, reduction of coverage, or non-renewal, and shall list the City of Lakeland as an additional insured.

In addition, Consultant shall provide Owner with copies of insurance policies and/or policy endorsements listing the City of Lakeland as an additional insured. City's failure to request or review such insurance certificates or policies shall not affect City's rights or Consultant's obligations hereunder.

Consultant agrees to forever indemnify the City and hold it harmless from all liability for damage to property, injury to or death to persons, including all costs, expenses, and attorney's fees incurred related thereto, arising from negligence of the Consultant.

VI. Proposal Submittal

All consultants who wish to be considered for on-call professional services shall submit a proposal by **Thursday, September 27, 2018 at 2:00pm** to:

Lakeland City Hall
10001 U.S. Highway 70
Lakeland, TN 38002
Phone: (901)-867-5418

Proposals shall be presented in a sealed envelope and clearly marked "Proposal for On-Call Planning Services". Include five (5) copies of the proposal.

If any of the above requirements are not met, the proposal may not be considered. Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted.

Questions regarding the RFP should be directed to:

Emily Harrell, P.E.
City Engineer
(901) 867-5418
eharrell@lakelandtn.org