



## **NOTICE TO CONSULTANTS**

The City of Foley, Alabama is soliciting request for proposals and qualifications from experienced consultants to perform services to update a portion of the City of Foley Comprehensive Plan. The selected Consultant will be properly licensed and have experience in this field. The Consultant will meet with the Planning Commission, Mayor, City Council, staff, citizens and others on the project to understand the need for an update. The Consultant will study the existing Comprehensive Plan with amendments to understand the character and concerns of the community. The Consultant will provide draft documents, maps and other studies at the various meetings to get input on future goals, strategies and action items.

The Consultant will finalize the Comprehensive Plan updates and provide in a format with illustrations to help explain proper application of the Plan. Consultant will participate in public hearings with the City of Foley Planning Commission to answer any questions from the public. Consultant will provide twenty (20) paper copies along with a pdf copy for the City of Foley website & a GIS Layer.

Please provide a proposal, qualifications and a cost estimate for each category for the following:

SCOPE OF WORK: The Northeast Quadrant is generally north of US Highway 98 & east of State Highway 59.

- EXISTING LAND USE AND PROPOSED FUTURE LAND USE
- GUIDELINES FOR ORDERLY GROWTH ALONG WITH TRANSPORTATION/STORMWATER CONSIDERATIONS

This project should begin as soon as possible after selection of a Consultant and should be completed by September 30, 2021.

All professional consulting firms who consider themselves qualified for this work are invited to submit three (3) copies of the statements of qualifications to:

City of Foley  
Miriam Boone  
120 S McKenzie Street  
Foley, AL 36535

The request for proposals should be received no later than February 12, 2021.

The City of Foley, Alabama will make its selection based upon materials received, or may elect to interview top ranked firms. The following criteria will be used to evaluate and rank the submitted qualifications:

1. Capability to perform services as described in this notice (15 points).
2. Recent experience in projects comparable to the proposed project (15 points).
3. Key personnel's professional background and availability for the proposed project (15 points).
4. Knowledge of Comprehensive Planning process (15 points).
5. Ability to conduct public meetings (10 points).
6. Capability to meet schedules and deadlines (10 points).
7. Knowledge of the general geographic area (10 points).
8. Firm's reputation, location, and references (10 points).

The City of Foley, Alabama reserves the right to negotiate with any consulting firm, after statements of qualifications are opened, if such is deemed necessary. The City of Foley, Alabama reserves the right to reject any or all proposals.

Any additional information required may be obtained by contacting Miriam Boutwell, City of Foley, AL Community Development Director at (251) 971-3451 or by email at [mboutwell@cityoffoley.org](mailto:mboutwell@cityoffoley.org). The City of Foley, Alabama is an equal opportunity employer.