

Date Issued: January 21, 2016

Request for Proposal No.: 16-013

The City of Decatur will accept sealed Request for Proposals (RFP) for the following:

Description: **Comprehensive Plan**

Notice is hereby given that the City of Decatur, AL is seeking a qualified consulting firm to provide professional planning, urban design, infrastructure planning, and public meeting facilitation services in updating its Comprehensive Master Plan.

Pre-Bid meeting held on February 9th, 2016 at 2:00 pm. The meeting can be attended in person or by electronic meeting. The meeting will be held at Decatur City Planning Office, 308 Cain St NE, Decatur, AL 35601.

RFPs must be received before March 1, 2016, 2:00 PM. 3RD FLOOR CONFERENCE ROOM

Return sealed RFP to:

Regular Mail
City of Decatur
Purchasing Department
P.O. Box 488
Decatur, AL 35602

Courier
City of Decatur
Purchasing Department
Third Floor
402 Lee St., NE
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among respondents in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding or otherwise. I have read and understand all terms and conditions of this RFP.

Company Name

Authorized Signature

Mailing Address

Typed/Printed Authorized Name

City, State, Zip

Title

Email

Telephone

Request for Proposal: 16-013
Opening Date: March 1, 2016
Opening Time: 2:00 pm

- A bid bond IS NOT required for this RFP.
- Evidence of insurance is not required for this RFP.
- Delivery can be made _____ days or _____ weeks after receipt of order.
- Prices valid for acceptance within _____ days (not to be less than 180 days)
- RFP responses **SHALL** include (1) original version with original signatures, (1) copy of the original and electronic version (USB or CD).
- Include any additional information that could assist in the City's decision making process.

NOTE: FOR THIS RFP TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE RFP MAY BE DISQUALIFIED. RFP RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.

Company

Signature

STANDARD TERMS AND CONDITIONS

IN ORDER TO SUBMIT A RESPONSIVE RFP, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.

RFP response envelopes shall be properly identified on the front with the invitation to RFP number, opening date and time. Each individual invitation to RFP shall be submitted in a separate sealed envelope. Multiple RFP responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late RFP responses that occur due to the U.S. Postal Service or private courier service.

RFP responses and signature page must be submitted on this form in ink or typewritten or the RFP will be rejected. Include (1) original, (1) copy of original and (1) electronic version on USB drive or CD.

For a "no-RFP" response, return the signature page signed and marked "no RFP". Without this Non-response notice, a vendor may be removed from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the RFP.

RFP responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department will not accept facsimile (fax) nor email transmissions of RFPs.

Changes or modifications of this Invitation to RFP are allowed only by written authority of the Purchasing Agent.

Non Appropriation of Funds: Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this RFP and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

Descriptive Literature: Reference to brand names and numbers is not restrictive, unless otherwise specified. RFPs on equivalent items meeting the standards of quality indicated will be considered, providing the RFP clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the RFP or the Purchasing Agent may reject the RFP for that item. Reference to literature submitted with a previous RFP, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to RFP when the best interest of the City is involved.

The City of Decatur reserves the right to award to a single vendor, multiple vendors an award all or part of this RFP to single or multiple vendors.

The City of Decatur reserves the right to seek clarification from vendors submitting responses to this RFP.

The City of Decatur is exempt from all Federal, State and local sales and use taxes.

All respondents shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to RFP. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted RFPs when requested.

Any individual, company, or corporation doing business with the City of Decatur must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award.

The City of Decatur reserves the right to terminate any contract resulting from this RFP for just and reasonable cause whereby it appears to be in the best interest of the City.

The successful respondent agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to respondents performance under this contract.

The successful respondent shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances.

An electronic version of this RFP is available on the City's website at www.decaturalabamausa.com or by emailing purchasing@decatur-al.gov. In order to decrease the evaluation time and insure award by the award date please enter your responses in the electronic version if possible, and return it with a hard copy of the original and (1) copy of the original with your RFP response package.

Exclusion of the electronic files in a RFP response is not a basis for rejection.

The hard copy of the invitation to RFP on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the RFP could be considered grounds for rejection of the RFP response.

Bid Document Checklist

Items Required with Bid	Submission Requirements Check Sheet X = REQUIRED; BLANK=NOT REQUIRED	Items Submitted (Bidders Initials)
X	Envelope Sealed and Marked w/bid # on front	
X	Statement of Non-Collusion Enclosed	
X	Original Signatures (in ink)	
	Bid Bond or Check	
	Addendum	
X	E-Verify form	
	Proof of Insurance	
X	Price Sheet Information Included	
X	References	
	Catalog	
X	Send in on or before given time	
	Business License	
X	USB Drive or CD	

PLEASE CALL OR EMAIL THE PURCHASING DEPT IF YOU HAVE ANY QUESTIONS ABOUT THIS RFP REQUIREMENTS (256) 341-4521/PURCHASING@DECATUR-AL.GOV.

IF YOU HAVE QUESTIONS ABOUT THE SPECIFICATIONS OF THIS RFP, PLEASE CALL KAREN SMITH (256) 341-4725/KJSMITH@DECATUR-AL.GOV.

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20 _____

Notary Public

My Commission Expires: _____

Overview

The City of Decatur, AL is seeking technical assistance and professional planning services to facilitate a community visioning and planning process that culminates in the updating of its comprehensive plan. The comprehensive plan should be used to help guide and improve livability, economics, mobility, recreation, employment and education in the City of Decatur, AL. The comprehensive plan should guide the cost effective and expeditious provision of public services including but not limited to transportation, recreation, public safety, utilities, and education. The comprehensive planning process will lead to updates of the city's Zoning and Development Regulations. The Comprehensive Plan should build on past plans and development practices. These changes and the updated Comprehensive Plan will be based on input received through the public participation efforts.

The consultant or team should have the following skills at its disposal for this project:

- Service delivery strategy
- Public participation and Outreach strategy
- Land Use Planning
- Community visioning and implementation strategies for their accomplishment
- Urban Design
- GIS
- Municipal Budgeting for infrastructure
- Strong knowledge of Alabama State laws applicable to the planning process

PROJECT AREA

The City of Decatur, AL is located in Morgan and Limestone Counties in Northern Alabama. In Morgan County the northern boundary of the city limits is the Tennessee River and goes to the Lawrence County line to the west on the other boundaries are unincorporated sections of Morgan County, and Huntsville, Priceville, Trinity and Hartselle City limits. Decatur is the County seat of Morgan County. Decatur extends into Limestone County to the intersection of Highway 20 and Interstate 65. Decatur and Huntsville touch at that point. The Wheeler Wildlife refuge runs through Decatur and the headquarters are located in the city. Decatur contains portions of Al. Highways, 31, 67, 20 and 24. The 2010 Census gives the population of Decatur as 55,683.

SCOPE OF SERVICES

Preparation of a comprehensive plan that includes the following elements each should include statement of goals, objectives and policies to direct and guide the immediate and long range growth and development of the city.

Phase I

Population analysis including demographics

Land use

Future land use (including current land use)

Evaluation of land uses

Transportation Element

Housing element

Conservation and natural resources

Open Space and Recreation

Intergovernmental Coordination

Community and Cultural Facilities

Historic Preservation Element

Community Design Element

Implementation Program element

Every element should include:
Use of Geographical Information System Technology (GIS)
Public Participation

Phase II

Subdivision Regulation review and update
Zoning ordinance review and update

Pre-proposal meeting

Pre-Bid meeting held on February 9th at 2:00pm. The meeting can be attended in person or remotely via the internet. The meeting will be held at Decatur City Planning Office, 308 Cain St NE, Decatur, AL 35601.

DELIVERABLES

The final report shall be submitted in three formats

1. 50 printed, bound, color copies
2. An unbound reproducible original copy
3. Electronic version of the text and all computer graphics, compatible with programs utilized by the City (USB or CD) will be submitted with this RFP.
4. Executive Summary no more than two pages reproducible on a color copier in hard and electronic formats

REQUIREMENTS FOR PROPOSAL PREPARATION

The proposal response should be fully self-contained, and display clearly and accurately the capabilities, knowledge experience and capacity of the respondent to meet the requirements of the project and the RFP. Respondents are encouraged to utilize methods they consider appropriate in communicating the required information. At a minimum, this will include submission of the information requested below:

Statement of Qualifications

- Firm Description including business location or locations and the firm's officers.
- Email address of contact person for this projects
- Past experience with updating Comprehensive Plans and development regulations, with reference contact names and telephone numbers.
- Evidence of general knowledge in city planning, environmental analysis, transportation planning, capital budgeting, infrastructure planning, and other relevant professional work Please demonstrate knowledge of Alabama State enabling legislation and laws.
- Resumes of project team
- A list of work performed for public entities for the past five years the submitter would consider innovative or that employed innovative techniques. Include a brief description of the work and your reasoning as to why you consider it innovative or distinct.
- A complete list of all relevant work performed for public entities for the past five years including contact names and telephone numbers and contract prices.
- Service delivery experience and analysis strategy including a brief description or outline of the planning approach used by your firm.
- Fee Schedule
- Consultant and professional Services Agreement / insurance
- Itemized rate schedule

The selected consultant will also be required to obtain a City of Decatur Business License and will be required to demonstrate that they are compliant with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (Code of Alabama (1975) § 31-13-9)

In order to be considered, all requested information

EVALUATION AND AWARD PROCESS

The contact for this project is Karen Smith, City Planning Department; P.O. Box 488, Decatur, AL 35608, (256) 341-4725, or at kjsmith@decatur-al.gov. The Request for Proposal will also be available on the City's website: <http://www.decaturalabamasa.com/>

No oral questions will be answered. If additional information or clarification is desired, requests should be made in writing via e-mail or U.S. mail to Karen Smith. Written responses will be provided to all submitters via email.

If you have any questions regarding the bid process, call (256) 341-4520 or Purchasing@decatur-al.gov.

Applicants shall provide printed copies of the complete Request for Proposal in the order listed above.

PROPOSAL EVALUATION AND SELECTION

The proposals will be evaluated and ranked by the appointed Selection Committee. Using the evaluations as a guide and any/all other obtainable information, the Selection Committee will select the proposal which it deems to be in the City's best interest. The Committee will require competing individuals/firms to make oral presentations of their proposals and to answer specific questions about them. The successful firm will be notified in writing by the City of Decatur.

NON-COLLUSION CLAUSE

By offering a submission to this RFQ, the proposer certifies that the proposer has not divulged to, discussed or compared his/her competitive proposals with other proposers and has not colluded with any other proposers or parties to this competitive proposal whatsoever. Also, the proposer certifies, and in the case of a joint competitive proposal each party thereto certifies as to its own organization, the same in connection with the competitive proposal.

The City reserves the right to accept or reject any and all submittals. The City of Decatur, AL anticipates making a single award from the qualified submitters. However, the City reserves the right to make multiple awards should it deem in the best interest of the City. All materials submitted in response to this RFQ will remain the responsibility of the consultant. The City of Decatur, AL is an Equal Opportunity Employer.

All Statements of Proposal must be received no later than March 1 at 2:00 PM CST. Submit proposals to the office of City of Decatur, Purchasing Dept., 402 Lee St NE, Decatur, AL 35601.

All proposals and accompanying documentation will become the property of the City of Decatur and will not be returned. Proposals received later than the submittal due date will not be considered. Vendors accept all risks of late delivery of mailed proposal regardless of fault. Faxed and e-mailed submittals will not be accepted.

COMPREHENSIVE PLAN SCORING SHEET

PROPOSAL ACCEPTANCE CRITERIA	YES	NO
Received in Purchasing on time		
Original, one reproducible copy and one PDF or DOCX copy		
Required original signatures are present		
Proof of required licenses (will they need or want to wait to purchase City of Decatur? we usually let them according to Tina)		
E-verify completed properly and in good order		
Contact name and information present email address		
Firm description provided		
Fee schedule (itemized)		
Five years of pertinent experience documented		
Staff resumes		

PROPOSAL DEMONSTRATES	YES	NO
Knowledge of community		
Knowledge of Alabama laws		
Creativity and innovative techniques		
Strong knowledge of GIS and it's uses		
Public participation and involvement strategies that run the gamut and show knowledge of human nature		
Strong knowledge of urban design current trends and past trends		
Appreciation of retro fits and how that can be done		
Knowledge of municipal budgets long and short range		
Capital improvement budgeting experience		
Community visioning plan and strategy		
Knowledge of public services and how they work		

Please evaluate the proposals plans for providing the following analysis and proposed results.

- 0-4 Points Does not meet requirements
- 5-10 Points Partially meets requirements
- 10- 20 Points Meets requirements
- 20-30 Points exceeds requirements

Proposal for	COMMENTS	POINTS
Population analysis and demographics particularly projections		
Land Use current		
Future Use		
Evaluation of land use		
Transportation element		
Housing element		
Conservation and natural resources		
Open space and recreation		

Proposal for	COMMENTS	POINTS
Intergovernmental coordination		
Community and cultural facilities		
Historic preservation		
Community Design		
Implementation		