



City of Maryville, Missouri

415 North Market Street • P.O. Box 438 • 64468-0438

Tele. (660) 562-8001 • Fax (660) 562-3895

September 20, 2010

Re: Comprehensive Plan RFP

To Whom It May Concern:

The City of Maryville, Missouri is requesting proposals from planning consultants to prepare a long-range Comprehensive Plan. The Plan, will consist of two (2) primary phases both through a community-involvement process, will create a framework for the development of future public policy, particularly in the area of future land use. The City's last Comprehensive Plan was completed in 1998.

The Comprehensive Plan will be the basis for establishing policies and priorities for coordinated development/redevelopment, as well as potential future infrastructure expansion. It will include policy statements, goals, objectives, guidelines, maps, GIS support, and graphics that will serve as a foundation for future land use decisions. The Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the City's residents and businesses.

An optional pre-bid meeting will be held at City Hall 415 N. Market, Maryville, MO at **10:30 a.m. on Monday October 4, 2010**. Completed Proposals and all attachments shall be submitted by all proposers in sealed envelopes. **All proposals must be received no later than 3:00 p.m. on Friday, October 15, 2010.**

A complete bid Request for Proposal may be accessed from the City's website at www.maryville.org or Sheila Smail, City Clerk by calling 660.562.8001 or emailing her at ssmail@maryville.org.

Regards


Matthew LeCerc
City Manager

I. Project Overview

A. Introduction

The City of Maryville, Missouri is requesting proposals from planning consultants to prepare a long-range Comprehensive Plan. The Plan, will consist of two (2) primary phases both through a community-involvement process, will create a framework for the development of future public policy, particularly in the area of future land use. The City's last Comprehensive Plan was completed in 1998.

Maryville is the primary regional hub for extreme Northwest Missouri and is home to a rich blend of critical pillars which help the community thrive in a troubled economy. These pillars are the Northwest Missouri State University, various industrial businesses in the community, and agriculture. The City of Maryville focus is on redevelopment of the existing property base both in downtown and throughout the community and future growth as well as transportation needs to compliment the future growth. Complimenting the comprehensive plan from the downtown aspect will be the planning aspects which have been accomplished as part of being a Downtown Revitalization and Economic Assistance for Missouri (DREAM) Program recipient. The City has ample opportunity to grow, but it needs to be achieved in a conscious and sustainable manner.

The Comprehensive Plan will be the basis for establishing policies and priorities for coordinated development/redevelopment, as well as potential future infrastructure expansion. It will include policy statements, goals, objectives, guidelines, maps, GIS support, and graphics that will serve as a foundation for future land use decisions. The Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the City's residents and businesses. This may include recommended changes in local ordinances and policies consistent with the recommendations.

The City of Maryville's City Manager or his designee will serve as the City's primary liaison to the successful firm. A group comprised of Planning and Zoning Commissioners, City Council Members, and City Staff will serve as the Steering Committee for this project. After review of the RFP's by the Steering Committee, a short list will be created and those firms will be requested to make a presentation detailing their proposal to the Steering Committee. The City Council will approve the contract with the selected firm.

B. Overview

The City of Maryville is located in the northwest corner of Missouri, along Highway 71, 95 miles north of Kansas City. The City, with a population of 10,839 (2009 census), is located in the heart of Nodaway County and as previously mentioned is the economic hub for education, industry, and farming. Maryville is the county seat, with nearly half of the county's 22,000 residents residing in our city. The City of Maryville also owns and maintains Mozingo Recreational Lake, which attracts approximately 150,000 visitors annually. Maryville is home to Northwest Missouri State University (NWMSU), which has a 2010 enrollment of approximately 7,200 individuals to our community from August through April annually.

The City is rich in history, being established in 1845 and incorporated in 1869. This history is displayed in many historic sites in the community and has been captured on three murals within the city. The City's downtown district has begun its revitalization process and will finish up the streetscaping project next year.

The City has a very low property tax and depends mostly on revenue generated from sales taxes. The City has also developed eleven city parks for its residents, including Mozingo Lake Park which is a 3,000 acre facility which includes 26 miles of shoreline surrounding a 1,000 acre lake. Although the lake has an abundance of recreational opportunities it serves primarily as the City's potable water source. A comprehensive trail plan is also in place for the City and Mozingo Lake. The plan includes connecting all parks and schools throughout the City and establishing trails all the way around the lake. The City has completed one phase of the trail system inside city limits, but is currently in the process of construction two more, which are to be completed by the end of this year. Mozingo Lake Park also has completed one phase of trails and is currently in the process of developing 19,000 linear feet of primitive trails on the west side of the lake.

C. Project Area and Timeframe

The physical scope of the Comprehensive Plan will include the incorporated area of the City of Maryville. Areas outside of the City's current jurisdiction should be addressed as they pertain to possible future residential, commercial, and industrial growth opportunities.

The project shall commence, be completed, and presented within a 12-month timeframe (Phase II only). The City anticipates the project beginning by mid November 2010.

II. Scope of Services

Phase I

In the northwest quadrant of the City is the University. In this area is a mixture of zoning types and occupational limitations within the zoning types. Our codes which address these zoning types is outdated and does not work well for both the single-family dwellings and housing which is rented to University Students. What has resulted is a concern related to how the two lifestyles can cohabitate and how we could improve these codes and zoning types to create boundaries that work for all of the community.

This aspect of the project would be an initial phase and would be separate unto the project as a whole. Recommendations and possibly facilitating the transitional process based on the new changes may be required as negotiated. An expected time line for this process should be provided and be considered separate from Phase II below.

Phase II

The following is a general description of the tasks to be required of the consultant. In preparing a proposal, the consultant is free to modify, revise or otherwise amend the list of tasks to best satisfy the requirements of the Plan.

1. Initial meeting with the Steering Committee to review the project schedule, schedule meetings and begin the process of data acquisition.
2. Focused study needs to be performed on zoning types and family definition.
3. Obtain existing plans, maps and other documents relevant to the project.
4. Schedule and conduct meetings with appropriate elected and appointed officials. These meetings should include the Mayor and City Council, Planning and Zoning Commission, City Manager, and various City Staff members. The purpose of these meetings will be to obtain input and guidance as it relates to the Comprehensive Plan process.
5. Schedule and conduct public meetings and topic-specific focus groups as necessary (see citizen participation section).
6. Prepare a population analysis of Maryville, including a demographic composite and potential area of residential and commercial growth.
7. Verify existing land uses based on the City GIS System.
8. Determine present and future public facility, parks, and transportation needs, including projecting transportation system needs for major thoroughfares and arterial roadways with pedestrian and bicycle routes as necessary and appropriate.
9. Review land use plan summaries from contiguous communities and identify potential land uses in reference to those plans.
10. In reference to the afore-mentioned land use map, develop a strategy for the most effective use of existing land (redeveloped land), undeveloped land, and surrounding land outside the present city limits.
11. Develop a thorough Strategic Plan, including vision and mission statements (if necessary), for the future growth of Maryville.
12. Review strategic plans from local agencies to ensure coordination.
13. Review current ordinances, policies, and development standards (including utilities and signage requirements) and recommend changes when applicable.
14. Develop goals, objectives and implementation strategies.
15. Prepare draft topical document sections for City Staff review.
16. Make periodic reports to the City Manager and Steering Committee and a presentation at a public hearing required for official adoption of the Plan.

The planning process shall be such that the plan document will be developed and submitted to the City in topical sections for review, comment and approval. Not only will this enable the project to remain at a manageable scale, but it will allow the City Staff and Steering Committee to more effectively monitor the progress of the work program. The consultant shall supply the documentation listed below:

- Draft report (1 unbound copy suitable for reproduction & on CD for review);
- Final project report (25 copies with 1 unbound copy suitable for reproduction & on CD);
- Summary document (25 copies with 1 unbound copy suitable for reproduction & on CD);
- One full size copy of each map;
- All text, tables, charts, and maps provided in digital format. Mapping shall be prepared in a format compatible with the City's CADD and Geographic Information System in addition to PDF formats, and on a CD.

III. Proposal Requirements

A. Proposal Content and Format

This Request for Proposal is intended to provide interested consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this Request for Proposal. The proposal submission shall strictly adhere to the following format, including page limits, and is not intended to be an expensive or elaborate presentation. Any proposal that violates these requirements shall be judged non-responsive regardless of the remainder of its contents.

Proposal Format:

Part A: A brief understanding of the project objectives and scope of work. This part is limited to five pages. The proposal must include a detailed description of the procedures, methods and studies that will be used to revise the Comprehensive Plan and complete the tasks outlined in the Scope of Work.

Part B: Detailed cost estimates for each component highlighted in Section II Scope of Work (Phase I & Phase II). The consultant shall provide a “not-to-exceed” lump sum fee for services required to complete the Scope of Work. The consultant shall provide a detailed budget breakdown of the lump sum cost. The detailed budget breakdown shall include an hourly rate schedule and number of hours for each of the project personnel assigned to each task; a cost allocation between the prime consultant and any subcontractor(s); costs for each documentation component; and a summary of non-labor costs and reimbursable expenses.

Part C: A listing of recent and relevant experience in writing Comprehensive Plans, preferably Missouri state municipalities, that include the firm’s function during those projects (prime or sub-consultant, project cost, the firm’s share of total project costs, etc.). Please provide three (3) references from the above list including a contact’s phone number and an address at the agency where the work was performed. This part is limited to three (3) pages.

Part D: One-page resumes of the key personnel of the consultant (principal, project manager and project designer only) and all sub-consultants (project manager only) that will be assigned to this project. The resume shall indicate each employee’s status with the firm (full-time, part-time, per diem, etc.) and length(s) of such employment.

Part E: A project work schedule must be provided which includes time frames for each major work element, target dates for public meetings and dates for completion of draft and final documents. The draft report should be completed within 12 months with final report completion within 18 months of the contract signing. In addition, after the proposals have been submitted to the City, interviews with the most qualified responsive parties may be scheduled. Each party may be expected to make a formal presentation on the content of its proposal and its ability to undertake the required work.

B. Signature Requirements

Proposals must be signed by a duly authorized official(s) of the proposer. Consortia, joint ventures, or teams submitting proposals, although permitted, will not be considered responsive

unless it is established that all contractual responsibility rests solely with one firm or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for contract execution on behalf of the proposal team.

C. Proposal Submission

All respondents are required to submit one (1) original plus seven (7) copies of their proposal. Any proposal that fails to meet this requirement may be judged non-responsive regardless of the remainder of its contents.

D. Pre-Bid Meeting

An optional pre-bid meeting will be held at City Hall 415 N. Market, Maryville, MO at **10:30 a.m. on Monday October 4, 2010.**

E. Proposal Delivery

Proposals and all attachments shall be submitted by all proposers in sealed envelopes. **All proposals must be received no later than 3:00 p.m. on Friday, October 15, 2010,** and should be addressed as follows:

City of Maryville
Matt LeCerf, City Manager
415 N. Market
Maryville, MO 64468

Any materials received at a later time and/or date will be judged non-responsive. The City is not responsible for any internal or external delivery delays that may cause any proposal to arrive beyond the stated deadline. To be considered, proposals must arrive at the place specified herein and be time stamped prior to the deadline.

F. Access to Request for Proposal

Complete bid RFP may be accessed from the City's website at www.maryville.org or Sheila Smail, City Clerk by calling 660.562.8001 or emailing her at ssmail@maryville.org.

IV. General Provisions

A. Statement of Rights

The City of Maryville reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

- to reject any and all proposals;
- to issue additional solicitations for proposals and/or amendments to this Request for Proposal;
- to waive any irregularities in proposals received after notification to proposers affected;
- to select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
- to conduct investigations with respect to the qualifications of each proposer;
- to exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;
- to enter into an agreement for only portions (or not to enter into an agreement for any) of the

- services contemplated by the proposals;
- to select the proposal that best satisfies the interests of the City and not necessarily on the basis of price or any other single factor.

B. Use of City Documents

During the project, any documents provided to the consultant by the City, including, but not limited to, drawings, reports and maps, whether in hard copy or in electronic form, shall remain the property of the City and shall be returned to the City at such time as they are no longer necessary for the completion of those elements of the scope of work of this contract for which such documents are necessary, but in no case later than the final completion of the scope of work of this contract. The consultant shall use its best efforts to maintain the confidentiality of such documents.

The consultant shall only use such documents for the purposes contemplated in the scope of work of this contract and for no other purpose whatsoever. No information shall be provided to any third party without the prior written consent of the City.

C. Inquiries

All inquiries regarding the City and the proposal arising during the process of proposal preparation are to be made in writing or e-mail no later than one (1) week prior to the proposal due date specified in Proposal Delivery, Section III, E.

Inquiries are to be directed in writing to:

City of Maryville
Matt LeCerf, City Manager
415 N. Market
Maryville, MO 64468

Or e-mailed to: mlecerf@maryville.org

Any oral explanations or interpretations of instructions shall NOT be binding on the City.

D. Addenda and Supplements to Request for Proposal

In the event that it becomes necessary to revise any part of this request for proposals, or if additional information is necessary to enable the proposer to make an adequate interpretation of the provisions of this Request for Proposals, a supplement to the request for proposals will be provided to each proposer.

E. Cost of Proposal Preparation

No reimbursement will be made for any costs incurred for preparation of proposals and/or interviews.

F. Contract

If the City selects a proposal, a formal written contract shall be entered into between the City and the successful proposer. The proposal, or any part thereof, submitted by the successful proposer, may be attached or become a part of the contract. The contract shall not become binding until signed by both parties and approved by the City Attorney.

V. Factors for Selection

A. General

Selection will be based upon the qualification of the proposer, its ability to satisfy the project requirements, schedule and approach as described in the proposal. The City of Maryville reserves the right, at its sole discretion, to reject any and all proposals and to waive minor irregularities. The City also reserves the right to select any proposal as the basis for negotiating a contract; to exercise its discretion and apply its judgment with respect to any aspect of this request for proposals; the evaluation of proposals and the negotiation and award of any contract; and to weigh its evaluation criteria in any manner it deems appropriate.

B. Project Direction

Primary communications of the selected consultant with the City of Maryville will be through the City Manager or his designees. The City Manager or his designee will be responsible for the direction, review, and approval of all work as well as the program administration of the contract for compliance with, and interpretation of, scope, schedule, and budget. In carrying out these functions, the City Manager or his designee may utilize the various departments and personnel of the City as required insuring the project is consistent with City policies, procedures, and experiences.

C. Proposal Evaluation

Proposals will be evaluated using the following criteria:

- Responsiveness to the Request for Proposals.
- Demonstrated understanding of the Project Objectives and Scope of Work.
- Recent and relevant experience in similar projects.
- Demonstrated reliability to perform and manage projects of the nature described herein.
- Qualifications and relevant experience of the consultant team.
- Cost-effectiveness of the proposal.
- Schedule.

Evaluation criteria are not necessarily listed in order of importance. The City reserves the right to weigh its evaluation criteria in any matter it deems appropriate.