

# **City of Defiance Comprehensive Plan**

## **REQUEST FOR QUALIFICATIONS September 16, 2021**

### **PURPOSE**

The City of Defiance intends to contract for professional services in connection with the development of a Comprehensive Plan. The anticipated scope for the project is identified below. This request invites qualified firms to submit statements of qualifications for accomplishment of the work described. Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). Statements received after the deadline stated herein will not be considered. Any statement of qualification not including all requested information will be reason to deem a firm unqualified.

### **Project Background:**

The City of Defiance has identified the need to create an implementable Comprehensive Plan and vision that outlines the community's strengths and opportunities for progressive action for the next ten years, ties together various planning initiatives and sets a precedent for vigilant incrementalism that helps to create opportunities for Defiance to grow and revitalize.

The City of Defiance is seeking a qualified planning team to prepare a Comprehensive Plan that helps to answer and coordinate the following questions:

- Plan Foundation (Who are We?)
  - Gather and analyze necessary baseline data including, but not limited to, demographics, existing land use and zoning, current housing stock and market data, and public input. Review existing community, planning, zoning and infrastructure (utilities and thoroughfare) documents.
- Plan Development (What are our dreams?)
  - Synthesize existing conditions information and community input to create future preferred scenarios and action items for main plan elements and planning areas. Identify key areas of the community and city practices, plans, and zoning practices that are most ripe for change. Express the plan's vision in words, in maps, in concept sketches and illustrations.
- Implementation Strategy (How do we get there?)
  - Identify and prioritize specific action items necessary to achieve the plan's vision. Create accountability by putting forth a detailed strategy including roles, responsibilities and milestones.

### **Statement of Qualification Submission:**

Responses to this RFQ must be received by the City of Defiance Engineer's Office as follows:

Due Date:	Friday, October 8, 2021
Time:	Prior to 3:00 p.m.
Deliver To:	Melinda K. Sprow, PE City of Defiance 631 Perry Street Defiance, Ohio 43512
Submittal:	One (1) pdf statement of qualifications

During the qualification evaluation, the City reserves the right to request additional written information to assist in the evaluation.

Written responses to the City's request for additional information shall be signed by the proposer, by an officer of the proposing firm, or by a designated agent empowered to bind the firm in a contract.

Upon receipt, the statement of qualifications shall become the property of the City of Defiance for disposition or usage by the City at its discretion.

### **Content of Qualifications:**

To standardize responses and simplify the comparison and evaluation of the responses, all statements must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested shall be provided in the proposal under a single cover. The proposal length shall be limited to a maximum of 18 single-sided pages plus a cover letter. The minimum font size shall be ten (10) point.

- a. **Business Organization.** The full name and address of the firm's organization and the branch office that will perform the services described herein shall be stated. The Principal-in-Charge of the branch office shall be identified. Include a statement regarding the history and resources of the firm such as year established, ownership, financial viability and major areas of expertise. A statement shall be included from the firm that to the best of its knowledge, there are no circumstances that shall cause a conflict of interest in performing services for the City of Defiance.
- b. **Technical Approach and Scope of Work.** The responding firm shall state its understanding of the project as outlined. The scope of the approach in rendering the services required, including the use of sub-consultants, shall be detailed. Describe key plan elements and tasks you believe should be accomplished to complete the project and how you propose to execute them. Include a narrative on any innovative ideas used in other similar projects which may be applicable to this project.
- c. **Related Experience and References.** Descriptions of a minimum of two (2) and a maximum of five (5) projects of similar size and nature shall be submitted along with the corresponding reference contacts. No representative project should be more than five (5)

years old. Briefly describe other projects that demonstrate relevant planning experience, with an emphasis on implementation. The selected consultant shall have a track record and understanding of how to develop and implement the recommended strategies and tools identified in the Comprehensive Plan.

- d. Project Staffing and Organization. Provide a brief description of the staffing and availability to complete this project, emphasizing specialized skills available for this project. Identify key personnel who will provide the required services directly to the City under this request.
- e. Project Schedule. Describe a general timeframe to complete the project by planning phase and plan element. Also include the timeline for plan implementation.
- f. Additional information. Provide any additional information regarding your firm's experience and capabilities that you feel would be important to the success of the project.

### **Evaluation of Qualifications**

The City of Defiance will evaluate responding firms and rank in order of their qualifications. Evaluation of the statements and ultimate selection of the firm is based on the following criteria:

- Business Organization (10 points)
- Technical Approach and Scope of Work (30 points)
- Related Experience (30 points)
- Project Staffing and Organization (15 points)
- Project Schedule (10 points)
- Additional Information (5 points)

As required by Ohio Revised Code Section 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the City of Defiance may decide to conduct interviews and will subsequently enter into contract negotiations with the most highly qualified firm. The City will be represented at these interviews by the City Administrator, the City Engineer, the City Planner and other relevant City staff. Once the City and the consultant agree upon the scope of services, the consultant will develop a fee proposal for the City's consideration. If the fee proposal is agreeable, the two parties will enter into a contract. If the fee proposal is not acceptable, the two parties will attempt to agree on revisions to the scope of work and budget, and if agreeable enter into a contract for the project.

### **Limitations and Reservations**

The City reserves the right to accept or reject any or all submittals received as a result of this request, or to cancel in part or in its entirety this Request for Qualifications if in the best interest of the City to do so. The City of Defiance will not reimburse any firm or individual for any costs associated with the submittal of qualifications or in the negotiation of a final agreement for the work being considered.

### **Contact Person(s):**

Any questions concerning the proposals should be directed to Melinda K. Sprow, PE, Defiance City Engineer, 631 Perry Street, Defiance, Ohio 43512, phone 419-784-2249, msprow@cityofdefiance.com.