

**Request for Proposal (RFP) for Professional Comprehensive Master Planning Services
For The City of Reynoldsburg**

The **City of Reynoldsburg (City)** is requesting proposals from consultant firms with the appropriate expertise and experience to coordinate the development of a Comprehensive Master Plan (the Plan).

Project Description:

Reynoldsburg is a City in Fairfield, Franklin, and Licking counties in the U.S. State of Ohio. It is a suburban community in the Columbus, Ohio metropolitan area.

The Plan defines and details the community's vision for both the short- and long-term future. It provides guidance for City decision making, and establishes goals and strategies to achieve the community's vision. It also provides a blueprint for how and where future investment and growth should occur in the City.

Submittals:

Each respondent must submit eight (8) copies of its response to this RFP by Friday, July 21, 2017 at 4:00 pm. (local time) to:

Dan Havener, LEED Green Assoc.
Director of Development
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, Ohio 43068

Write on the outside of the sealed envelope or box: "Proposal for the Reynoldsburg Comprehensive Master Plan Project"

Questions, Clarifications, and Addenda:

Information and questions about the project can be made in writing up to July 6, 2017 by contacting:

Dan Havener, LEED Green Assoc.
Director of Development
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, Ohio 43068
614.322.6884
dhavener@ci.reynoldsburg.oh.us

Responses will be posted on July 7, 2017 at www.ci.reynoldsburg.oh.us/departments/service-department. No oral questions or requests will be accepted by the City.

Qualifications:

Response to this request for proposal is to be provided in the following format:

- Letter of Interest (1 page): Cover letter indicating the consultant's interest in the project and identifying the consultant's ability to provide services needed.
- Project Approach (10 pages): Elaborate upon the Comprehensive Plan focus areas and provide an interpretation of each item, how the consultant proposes to accomplish them (including expectations of what the City will provide in terms of data, staff, or other resources), and recommend any additional elements that the consultant deems necessary or beneficial to provide a product that is engaging and implementable.
- Background Information for Each Consultant Included on the Team (5 pages): Summarize for each consultant its background and focus. List and describe the principals of each consultant, their length of association and general background. Provide a list of current active projects, including the name, type of project, location, consultant's role in the project and status of the project.
- Relevant Experience of Consultants Comprising the Team (10 pages): For each consultant, list examples of planning/design projects comparable in scale, program, process, component parts and function to this project. Planned as well as completed projects are eligible. Include drawings, photographs or published materials to illustrate the nature and scope of each example project. For all projects listed as relevant experience, include the following:
 - Location.
 - Client.
 - Date of project involvement.
 - Project description including illustrative materials and a written description of why this example is relevant to this master planning project.
 - Probable cost and scope of the project.
 - Specific services performed by the consultant. If the consultant submitting this response was not the principal consultant in charge of the example project, indicate the principal consultant.
- Team Composition: For each consultant included in the team provide names, titles and qualifications of individuals who will be assigned to the project. This section of the response should include descriptions of the respective roles that will be played by team members. Discuss the experiences of team members on the example projects referred to above. A resume (no more than 1 page in length) should be included for key team members in an addendum to the response.
- Professional References (1 page): List a minimum of three (3) references for each consultant. List references for the example projects. For each reference list the contact's name, email, and phone number.

- **Cost Proposal:** The cost proposal shall include the total fee for the preparation and delivery of the Comprehensive Plan, accompanied by a fee schedule and provide billing rates for team members. The total fee shall include other anticipated costs incurred and associated with preparing the Comprehensive Plan.

Products and Deliverables:

- Preliminary reports and project updates prepared at Comprehensive Plan milestones.
- Maps – ArcGIS format (files should be converted to AutoCAD format, version 14 or later, and pdfs of maps)
- Presentation graphics for public meetings as determined prior to meeting.
- Ten (10) color print copies of the Final Comprehensive Plan including any attachments or appendices.
- Electronic format of the Comprehensive Plan which will become the property of the City of Reynoldsburg for future use and modification.
- All other data and information collected through the process in both digital and paper copies.
- All public participation materials including any survey results or other information.

Evaluation Criteria:

Submitted proposals will be evaluated based on the following criteria:

- Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant.
- The consultant's general approach to the project. Although the City has identified a general nature of services required the consultant is given leeway toward the approach to the methodology to provide the requested services.
- **Past Record of Performance:** On contracts with other governmental agencies including such factors as quality of work, control of costs, and the ability to meet schedules.
- **Capacity of the Candidate:** To perform the work in a timely manner, affirmatively respond to the inquiries and schedule of the City, and indicate the appropriate personnel as the schedule dictates. •
- Qualifications of individuals who will have direct involvement in tasks on this project.