



CITY OF MONROE

REQUEST FOR QUALIFICATIONS

PROFESSIONAL CONSULTING & PLANNING SERVICES

PROPOSALS DUE: No later than April 27th, 2021 2:00 PM EST.

Late proposals will not be accepted.

BACKGROUND

The City of Monroe is seeking Statement of Qualifications from Professional Planning Consultants to develop a Planned Commercial Development zoning as well as review and offer updates to the City of Monroe's Planned Development Districts zoning sections in general.

This Request for Qualifications (RFQ) will result in a contract to perform specific planning/design duties for the City of Monroe as specified in the scope of services. The selected vendor will then work with city staff to complete the scope of work.

The City of Monroe reserves the right to withdraw this RFQ, or reject any and all submittals in response to this RFQ for any reason at any time during the bid process due to unforeseen or any change in circumstances. This RFQ plus the resulting agreement shall be consistent with all terms and conditions associated with contracts entered into by the City of Monroe. The City of Monroe is not liable or responsible for any cost(s) incurred during the preparation, presentation or submission as a response to this RFQ.

SCOPE OF SERVICES

The scope of services to be included, but not limited to, are as follows:

- Create a Planned Commercial Development Pattern Book for a shopping center development, owned by the City, located at 140 Blaine Street, Monroe, Georgia, and consisting of 8.84 acres. Pattern Book to include a site master plan, proposed architecture, signage, streetscape, landscape and other design elements within the project. The documents created in this process will be used to rezone the existing parcel and guide future development of the site into a desirable mixed-use commercial hub for Monroe.
- Review and offer suggested updates to the City of Monroe's Planned Development Districts sections of the City of Monroe Zoning Ordinance. The update will include a general modernization of the Zoning Ordinance to provide clarity, improve overall functionality and achieve greater sensitivity to the character of the City.

MINIMUM OFFEROR REQUIREMENTS

TECHNICAL - Please provide a detailed description of Vendor's demonstrated approach and competences for all aspects of services outlined in the Scope of Services.

FIRM & STAFF QUALIFICATIONS - Please provide a brief description and history of the firm along with information related to previous experiences and providing services similar in nature, size and scope to those outlined in the Scope of Services. Please provide at least three (3) references for which the firm has performed services within the past five (5) years that are similar to the requirements as outlined in the Scope of Services. Please also provide organization chart, resumes, and qualifications of staff who would be assigned to the processes.

COST - Please provide a structure of fees associated with scope of services being requested. Vendors are encouraged to provide any additional information (including discounts or incentives) that address the best value of offer presented.

EVALUATION CRITERIA

The criteria used in the selection of the top three (3) companies are as follows:

- Overall score of evaluation team based on stated requirements
- Experience with design and administration of projects of similar scope
- Proposed fee structure, budget, and timeline/availability for completion
- Company qualifications and experience
- Overall responsiveness and approach to the RFP

SUBMISSION INSTRUCTIONS

The guidelines for submission of the RFP package should be as follows:

- The RFP package should be delivered in a completely sealed envelope or package.
- The outside of the package should be clearly marked “Professional Planning Services”.
- The RFP may be submitted in person or mailed to the following address:

City of Monroe
Attn: Sadie Krawczyk
215 North Broad Street, 2nd Floor
Monroe, GA 30655
P: 770-266-5331
E: sadiek@monroega.gov

- All packages should contain three (3) copies of the submitted Statement of Qualifications, which should be printed on 8.5” x 11” single-sided paper.

All submitted RFQ’s should follow instructions and be complete in scope as requested by the City of Monroe. These RFQ’s are to be submitted in person or by mail no later than April 9 at 5 pm (EST). Late submissions will not be accepted, and will be returned unopened to the original sender.

Please make sure upon downloading a copy of the RFQ that you email the Economic Development Director at sadiek@monroega.gov with your company’s name and information in order to be included on any additional addenda or items of information that may be distributed during the course of the RFP. Please submit any questions regarding this RFQ to Sadie Krawczyk, Economic Development Director via email at sadiek@monroega.gov.

While these estimates will serve to understand reasonable and customary charges for the vendor, final financial agreements will be negotiated after the vendor has been selected. Both sides will then agree to negotiate in good faith to reach a financial agreement that is equitable to both parties.

Qualifications will be reviewed and evaluated by a selection committee based on the criteria listed herein. At the discretion of the selection committee, companies may or may not be invited to participate in an interview or subsequent Request for Proposal (RFP) process. We thank you in advance for your qualification submission and welcome any questions you may have during the process.