**INTRODUCTION AND OVERVIEW**

The City of New Albany, Mississippi is seeking a qualified firm to write the Long-Range Comprehensive Plan for New Albany, Mississippi, which will guide the City of New Albany for the next twenty (20) years. Earlier documents such as the 1997 Comprehensive Plan and the 2009 Land Use Plan are available for review at City Hall. It is the desire of the City that the firm selected for this project can demonstrate successes in urban planning along with the experience and skill necessary to complete all necessary tasks in-house or as part of a consulting team. It is important that an individual member of the firm or consulting team be the lead and principal point of contact throughout the entire process.

The plan must include required elements of Comprehensive Plans in Mississippi along with additional elements meeting the needs of the growing City of New Albany, such as, but not limited to:

● Extensive and thorough public participation

● Random surveys of each ward

● Development goals, objectives and strategies for achieving the vision of the City

● Land Use Analysis with emphasis on land markets, built out analysis and future supply and demand

● Future housing needs

● Transportation and traffic flow

● Balanced mobility, including greenways, bike trails and pedestrian elements

● Urban design and architectural analysis with particular attention to transect planning concepts, alternative zoning districts and city form

● Historic preservation, codes and ordinances

The City is requesting a two (2) document plan format: 1) the policy document-strategic plan; and 2) the implementation strategy. The implementation strategy will be a guide to implement the plan as well as used for capital improvement planning. This methodology will enable the plan to remain vital for many years to come.

**PROJECT TIMELINE**

Submission Date: April 1, 2018

**PROPOSAL INFORMATION**

Interested firms should describe their approach to the project. The responses should be brief, yet descriptive enough for the City to understand the method the submitter will undertake. At a minimum, the submitter should describe how they would propose accomplishing the major tasks associated with the project.

Firms interested in providing these services may so indicate by furnishing the city of New Albany with one (1) original (marked “Original”), ten (10) copies and one (1) electronic PDF copy of the following:

● Experience of the firm on work of a similar nature within the past ten (10) years

● Qualifications of key personnel including consultants to be assigned to this project including length of time with the firm, education, and experience on similar assignments

● Organizational chart of the proposed team, showing the names and roles of all key personnel and the firm they are associated with for the project

● Current workload and demonstrated ability to complete the work in a timely manner

● The location of the office that will be assigned the project.

Minimum Qualifications:

● Significant and demonstrated successful experience administering urban comprehensive plans, research, development review, development codes, historic preservation

● The leader of the team shall be a member of the American Institute of Certified Planners

● A variety of experience from throughout the country including Mississippi

**SELECTION PROCESS**

Upon receipt, an Evaluation Committee will evaluate and rank the submissions based on evaluation factors as outlined within this RFQ. The Evaluation Committee will develop a short list of qualified firms with whom oral presentation may take place. Key management individuals including the prospective project manager must be available at the presentation. If oral presentations are held, at the conclusion of oral presentations, the Evaluation Committee will perform a final scoring and ranking of the short-listed firms. Price is excluded as an evaluation factor at this stage.

The Evaluation Committee’s recommendation will be submitted to the Mayor and Board of Aldermen for final consideration, approval and negotiations. The City will select the proposal which it deems to be in the City’s best interest. The City will negotiate the final scope of work and budget with the successful firm based upon the Evaluation Committee’s rankings. If an agreement cannot be reached on price with this firm, negotiations are formally terminated with that firm and negotiations will then be conducted with the next most qualified firm based on the Evaluation Committee’s rankings. .

**EVALUATION CRITERIA**

Proposal will be evaluated on the following criteria:

● Qualifications of key personnel (20 points)

● Firm’s experience with similar projects (20 points)

● Ability to respond to specific project needs and schedules (10 points)

● Familiarity with relevant codes, standards and regulations (10 points)

● Past performance on similar projects (30 points)

● Proximity/location of the firm (10 points)

All proposals must be received no later than **April 1, 2018 at 4:00 PM Central Standard Time** at the:

Office of the Community Development Director

Attn: Billye Jean Stroud

135 E Bankhead St, **New Albany**, Mississippi 38652

The notation **“RFQ for the New Albany Comprehensive Plan”** must be clearly marked on the front of your sealed envelope or package. Faxed or e-mailed proposals will not be accepted as an original. However, you are directed to submit one (1) PDF copy via email with the same subject notation to: [faroberts@visitnewalbany.com](mailto:faroberts@visitnewalbany.com)

All **Statements of Qualification** and accompanying documentation will become the property of the City of New Albany and will not be returned. Statements received later than the submittal due date will not be considered. Submitting firms accept all risks of late delivery of mailed statements, regardless of fault.

If you have questions related to the RFQ, please contact Frankie Roberts, Municipal Clerk, (662) 534-1010 or faroberts@visitnewalbany.com

**DISPUTES RELATED TO PROCESS AND AWARD**

Any protest shall be in writing submitted to Frankie Roberts, Municipal Clerk, City of New Albany, 101 West Bankhead Street, New Albany, Mississippi 38652.

All protests shall include:

1. The name and address of the proposer;
2. The solicitation or project number; and
3. A detailed statement as to the nature of the protest.

Protests regarding the award of a contract shall be submitted to the Municipal Clerk, or designee, as soon as possible, but not later than five (5) calendar days after the award of contract. Upon a protect, the Mayor will appoint a Protest Committee or at least three (3) members to review the protest. The Protest Committee will notify the protestor in writing in a prompt manner of its decision.

**TERMS AND CONDITIONS**

1. The City of New Albany is not obligated to enter into a contract; nor is it responsible for any costs associated with the preparation of submittals and interviews. Submittals received after the deadline will not be considered. The City of New Albany reserves the right to reject any and all submittals and to interview and/or select a non-submitting firm which in the City of New Albany’s judgment will best meet the needs of the City of New Albany.
2. This RFQ may be obtained during normal business hours by calling (662) 534-1010. The proposal packet may also be picked up at 101 West Bankhead Street, New Albany, Mississippi.
3. The City of New Albany will not assume or accept any responsibility for the opening of a proposal envelope or package prior to the scheduled opening if that envelope or package is not sealed and marked as specified.
4. The City of New Albany reserves the right to reject any and all proposals, to waive any informality in any proposal, and to award to the proposer whose proposal is, at the sole discretion of the City of New Albany, determined to be in the best interest of the City.
5. All requests for additional information, clarification, or interpretations concerning this RFQ must be submitted in writing no later than ten (10) days prior to the proposal due date to Frankie Roberts, Municipal Clerk, 101 West Bankhead Street, New Albany, Mississippi 38652. Responses to inquiries will be made five (5) days prior to the proposal due date.
6. Any and all addenda, amendments, and interpretation to the RFQ will be issued in writing by the City of New Albany and sent to all prospective proposers who received an original RFQ and will become part of the RFQ package having the same binding effect as the provision of the original RFQ.
7. Proposals are to be signed by an officer of the company authorized to bind the firm to its provisions. Proposals are to contain a statement indicating the period during which the proposals will remain valid.
8. The City of New Albany reserves the right to postpone the date for opening proposals and to reject any or all proposals, reject any particular item on a proposal, and waive any minor informality.
9. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFQ, and all reports, charts, and other documentation submitted by proposers shall become the property of the City of New Albany.
10. Ownership of all data, materials and documentation originated and prepared for the City of New Albany pursuant to this RFQ shall belong exclusively to the City of New Albany and be subject to public inspection in accordance with the Mississippi Public Records Act and Freedom of Information Act. Trade secrets or proprietary information submitted by the Offeror shall not be subject to public disclosure except to the extent as may be allowed under the Freedom of Information Act, or as otherwise may be required by law or a court of competent jurisdiction. Written notice of trade secrets or proprietary information, or other information that the proposer believes is not subject to public disclosure must clearly identify materials to be protect and state the reason why protection is necessary. The proprietary or trade material submitted must be identified by underscoring or other editing method to distinguish the specific word, figures, or paragraphs that constitute protected information.
11. As this is a Request for Qualifications, no information regarding the proposal shall be released except in accordance to applicable law. Once an award has been made, all proposals will be open to public inspection, subject to the provisions set forth above.

If you have questions related to this RFQ, please contact: 662-534-3438, Billye Jean Stroud,Community Development Director or billyejeanstroud@newalbanymainstreet.com