

Comprehensive Plan Update Request for Proposal

Purpose

The purpose of this RFP is to obtain competitive proposals from qualified individuals or firms, interested in carrying out a Comprehensive Plan Update for the County of Wise, Virginia.

Project Budget/Schedule

The project budget has not been established. Interested consultants should provide a scope of work and a practical budget for undertaking the project. The County intends to select a consultant and begin work on updating the current Comprehensive Plan by Friday, January 10, 2014.

Tasks

The County of Wise requests proposals to lead the community in the preparation and adoption of an update to the Comprehensive Plan. The County seeks a consultant that will guide the creation of a community vision, growth and development policies, and implementation strategies. The consultant must be skilled in helping our community and agree on a vision and the means to achieve it. The evaluation and conclusions reached should place a great deal of attention on County Assets and the overall Quality of Life Component. A unique characteristic of Wise County is that it hosts a major 4-year institution of higher learning, (The University of Virginia's College at Wise) and a very active community college (Mountain Empire Community College). The effects of these two institutions upon economic development, commercial development and overall quality of life should be fully evaluated. Along with the Comprehensive Plan legislative requirements, the consultant should consider the following:

1. Public Outreach, Participation and Intergovernmental Coordination

The public participation process should involve a wide cross-section of residents, organizations and networks, appropriate meeting and discussion formats, and information dissemination. A Citizen Task Force of volunteers can assist the consultant in gathering community input. The Planning and Zoning Commission can assist the consultant at each step of the process. These roles should be defined in the consultant's proposal.

2. Demographics and Socioeconomics

The Plan should reflect current and projected demographic and socioeconomic trends and their implications on land use patterns and public services planning. The consultant should endeavor to obtain current and accurate demographic and socioeconomic data upon which policy recommendations will be based. Demographic and socioeconomic data from surrounding counties of the (3) closest

planning district commissions. (LENOWISCO, Cumberland Plateau, and Mount Rogers) should be obtained.

3. Future Land Use

The Future Land Use Plan shall incorporate the residential, industrial, technological, and commercial development that has occurred since the Plan was last adopted. This element shall also provide an outlook projection based on recent development and economic trends. The Plan shall address the relationship between the environment and human activities. A general inventory of the County's natural resources shall be established and measured against current development policies and practices. This element shall address the interconnectedness of the built and natural environments, and provide policy recommendations that will improve the state of balance.

4. Community Character and Urban Design

This document should be used as a tool and guide to direct the continuing use and/or further development of existing design standards and guidelines for the community as a whole.

5. Housing and Neighborhood

The housing element provides an opportunity to set policy direction relative to the range of housing products offered in Wise County to include diversity, and density. This element shall look beyond housing as an independent module and toward cohesive neighborhood planning. These should be conducted on a comparative analysis of housing products offered in Wise County to the same in the other counties of the 3 planning district commission of LENOWISCO, Cumberland, and Mount Rogers.

6. Transportation

The Plan should evaluate the County's existing transportation infrastructure and project where improvements are needed now and in the future. The possibility of future growth should indicate roadway improvements and expansion.

7. Public facilities Infrastructure

The plan shall evaluate the County's existing infrastructure and indicate where improvements are needed and expansion is likely.

8. Economic Development

The Plan shall address a range of policies that preserve and strengthen business and commerce in the County. This element shall characterize the unique attributes of local business districts and provide an evaluation of underutilized commercial and retail space and opportunities within the County. Projected employment and ratios of employment to housing units should be discussed.

9. Parks and Open Space

Evaluation and integration of facility inventories, trail connectivity, park accessibility, and recreational goals shall be within the Comprehensive Plan.

10. Environment

Wise County's streams are an important natural resource that needs protection. Wise County is committed to keeping the streams as a clean and beautiful natural resource that can be utilized for recreation.

Resources Available

The following resources are available on the County website; the link to the RFP includes access to each of these documents:

Comprehensive Plan
Zoning Ordinance
County GIS
Scope of Work

The following considerations are intended to guide the preparation of a Comprehensive Plan that will serve as a blueprint for the future growth and development of Wise County. The resulting plan should be both a physical and policy based plan and provide implementation actions and strategies, and include illustrative maps, tables and graphics. The Comprehensive Plan should integrate all of the County's existing plans. Elements of the Comprehensive Plan will include, but need not be limited to:

- A. Statement of Community Values
- B. Desired Community, Social, Cultural Character, and Sustainability Desired typologies and physical characteristics Community, scale, form, and design Neighborhoods Gateways
- C. Parks, open space, and recreation and public library services
- D. Historical characteristics to be preserved and enhanced
- E. Community and Cultural Facilities, Programs, and Arts
- F. Housing-multi-family and single family
- G. Economic Development and Sustainability

H. Transportation

Vehicular connectivity
Pedestrian and bicycle connectivity
Streets and corridors
Safe routes to school
Short-term needs/improvements
Long-term needs/improvements

I. Services, Public Facilities, and Infrastructure

Utilities (water and wastewater) Streets
Sidewalks and Trails
Parking
Ditches

J. Environmental Sustainability

K. Balancing, Sustainability, Land Use, Infrastructure, and Zoning Practices

L. Future Land Use Map

M. Implementation strategies and actions

N. Zoning Framework

DELIVERABLE PRODUCTS

The consultant should provide 10 copies of the final Comprehensive Plan and implementation/action steps, including color maps to the County upon adoption of the Plan.

All data and information that has been collected through the process shall be provided in digital and hard copies. All documents must be available in electronic format: text should be in Microsoft Word and Adobe PDF. A future land use map shall be provided in PDF and GIS format.

Proposal Submittal Requirements

Each proposal shall use 8 x 11" sheets (foldouts are acceptable for charts, sample plans, etc.), and shall include ten (10) copies. PDF versions are acceptable in addition to the paper submittals as long as they are submitted on CDs or Flash Drives. The proposal shall be placed in a sealed envelope and marked clearly on the outside "RFP-Comprehensive Plan."

Proposals should include:

1. Cover Letter: Cover letter shall be provided that succinctly explains the Consultant's interest in the project. The letter shall contain the name, address, and phone number of the person who will serve as

the firm's principal contact person with the County and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm.

2. Statement of Project Understanding: Provide a one-page statement outlining the philosophy of the team in approaching this project and the team's grasp of issues and goals to address in this study.

3. Qualifications of Firm/Project Team: Provide names, titles, and responsibilities of key personnel who will be responsible for the management and completion of this project. Include qualifications, experience of each, and the length of time with the company.

4. Strategy and Implementation Plan: Describe your (the consultant's) interpretation of the County's objectives with regard to this RFP. Describe the proposed strategy and/or plan for achieving the objectives of this RFP. Proposer may utilize a written narrative or any other printed technique to demonstrate his/her ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the RFP objectives are accomplished.

5. Services: Describe services to be provided and any that may be specifically excluded. Describe what, if anything, the County is expected to provide.

6. Organization and Staffing Plan: List any outside consultants or firms who might perform services for this project. Describe personnel organization; identify the people doing the work and whether they are employees or subcontractors.

7. Timeline: Provide a time-line for completing milestones for each step and adoption of the Plan.

8. References: Give at least three (3) references for projects of similar size and scope, including at least two (2) references for projects completed during the past two years. References of staff that will be assigned to the project are also required. Staff references shall include, but are not limited to years of experience, education, and previous projects.

9. Fee Proposal: The fee proposal should be based on completion of the comprehensive plan only. Provide a complete list of costs per task and a total fee for the proposal, including expected reimbursable expenses (nonbinding) for completion of the scope of services set forth in the proposal. Costs must be listed in detail, i.e., itemizing each component of the work program as well as hourly rates, travel, meetings, etc. Tasks can be itemized as "optional" and bid independently to allow flexibility in fees.

PROPOSAL DEADLINE: Proposals are due by Friday, December 6, 2013 to:

The County of Wise reserves the right to reject any and all proposals. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether electronic or in hard copy, will remain the property of the County and will be provided to the County upon completion of the contract or upon request.

EVALUATION CRITERIA

Firm selected will be chosen on the basis of their apparent ability to best meet the overall expectations of the County. The County reserves the right to reject any and all submittals. The following parameters will be used to evaluate the submittals (in no particular order of priority):

Responsiveness of submittal to the RFP Basic Knowledge of the community

Understanding of the project and the objectives

Experience in integrating land use, transportation, environmental conservation, affordable housing, economic development, and implementation strategies

Consensus building experience working with diverse communities

Necessary resources

Required skills

Demonstrated capability

Cost estimate that provides greatest value to the community

CONFIDENTIAL MATERIAL

All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. "Proprietary or Confidential Information" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "Confidential Disclosure" and placed in a separate envelope shall establish a confidential, proprietary relationship. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.