

City of Joplin

602 S Main Street

Joplin, MO 64801

Request for Proposal

RFP 2015-12

City of Joplin Zoning Code Update

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2 NOTICE OF REQUEST FOR PROPOSALS

2.1 INVITATION

Notice is hereby given that sealed proposals will be received before 5:00 p.m. CDT on Monday, August 31, 2015 at the Planning, Development, and Neighborhood Services Department at Joplin City Hall, 602 S. Main Street, Joplin, Missouri 64801 for the update of the City of Joplin Zoning Code.

2.2 PROJECT DESCRIPTION

The City of Joplin, Missouri is seeking the services of qualified a planning consultant to update the city's zoning code. This update should encompass recommendations laid out in the City of Joplin's Comprehensive Plan, which was updated in 2012. This plan was adopted after the May 2011 tornado, which destroyed or damaged a large portion of the city, and builds on the pro-active response of the Citizens Advisory Recovery Team (CART) to the F5 tornado of May 22, 2011. This Plan includes a number of goals and development standards and also lays out specific corridors which are held to higher development standards. The zoning ordinance should also incorporate current and best planning practices, as well as provide clarification and consistency, remove contradictions or obsolete regulations, and to incorporate graphic illustrations, as may be appropriate.

This update will involve working through a collaborative process that involves a variety of stakeholders, culminating in a fully updated, user-friendly zoning code that is simple, flexible, easily understood by the general public, and easily administered by staff. This Zoning Code will be used in conjunction with other adopted plans and codes including, but not limited to, the Comprehensive Plan, the Historic Preservation Plan, the Long-Range Transportation Plan, and the Building Code.

2.3 COMMUNITY PROFILE

Joplin, Missouri is a small metropolitan community in Southwest Missouri with a population of 50,789 people. It is the central city in southwest Missouri, 12 miles southwest of Carthage, the county seat of Jasper County. Joplin has annexed land west to the state lines of both Oklahoma and Kansas. Springfield, Missouri is a half-hour drive on Interstate 44 to the northeast; Tulsa, Oklahoma is an hour-plus drive to the southwest; and the Fayetteville-Rogers-Springdale metropolitan area a 45 minute-drive south. Joplin is surrounded or abutting 17 separate jurisdictions totaling 30,620 people. Webb City and Carl Junction makes up the largest population of these separate communities. The Joplin MSA encompasses all of Newton and Jasper County with a population of 174,300. The daytime population swells to over 225,000, which can be contributed to Joplin being the retail, trucking, and medical hub in the "four states" region.

This contract will be for the update of the 2006 Zoning Code based on the current and future growth and planning issues within the region. Following the May 22, 2011 F5 tornado that destroyed nearly 7,000 homes and 2,000 buildings, Joplin has been in a constant rebuilding process. Since the tornado, nearly $150 million has been spent on residential construction and $812 million on commercial construction. Additionally, Joplin has been awarded $158 million in CDBG DR funding to help rebuild and revitalize the disaster area. The planning process has become increasingly important as the city continues to recover from the disaster and outlines preferred plans for development.

The 2012 Comprehensive Plan was adopted in July 2012. It outlines the overlay districts, planned development corridors, and future infill corridors for development in the city of Joplin. In addition, the plan outlines and addresses sustainable redevelopment in the Disaster Recovery Area, especially along the 20th Street Corridor. However, the goals and recommendations in the Comprehensive Plan cannot be achieved without a land use code update for the Disaster Recovery Area. The City of Joplin needs to update its Zoning Code in order to follow the guidelines set out in the 2012 Comprehensive Plan.

2.4 RFP TIMELINE

Name of the Proposal:	City of Joplin Zoning Code Update
Date of Issuance:	Friday, July 31, 2015
Deadline for Proposal Submittal:	Monday, August 31, 2015 before 5:00 p.m. CDT
Submit Proposal to:	City of Joplin Sealed Proposal: Joplin Zoning Code Update Planning, Development, and Neighborhood Services 602 S. Main Street Joplin, MO 64801
Point of Contact:	Taylor Cunningham, Planner Email: tcunning@joplinmo.org Phone: (417) 624-0820 Ext. 511 Fax: (417) 625-4738

Respondents shall restrict all contact with the City and direct all questions regarding this RFP, including questions regarding terms and conditions and technical specifications, to the Point of Contact.

3 FORMAT FOR STATEMENT OF QUALIFICATIONS

3.1 GENERAL INSTRUCTIONS

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFP. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs.

Responses shall be a maximum of twenty (20) printed pages. The cover, table of contents, divider sheets, work examples, and Submission Form do not count as printed pages. Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection. Responses and any other information submitted by Respondents in response to this RFP shall become the property of the City.

The City will not compensate Respondents for any expenses incurred in Response preparation of for any presentation that may be made, unless agreed to in writing in advance or required by law. Respondents submit the Responses at their own risk and expense.

Responses that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the City, at its option.

The City makes no representations of any kind that an award will be made as a result of this RFP or subsequent interview or recommendation. The City reserves the right to accept or reject any or all Responses, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in the City's best interest.

Responses shall consist of answers to the questions asked in the RFP. It is not necessary to repeat the question in the Responses; however, it is essential to reference the question number with the corresponding answer.

Failure to comply with requirements contained in this RFP may result in the rejection of the Responses.

4 SUBMITTAL INSTRUCTIONS

4.1 PROPOSAL

In order to facilitate the analysis of responses to this RFP, Consultants are required to prepare their proposals in accordance with the instructions outlined in this section. Consultants whose proposals deviate from these instructions may be considered non responsive and may be disqualified at the discretion of the City of Joplin.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Consultant's capabilities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis shall be concentrated on accuracy, completeness, and clarity of content.

A. Each of the seven (7) sections listed below shall be tabbed and labeled.

B. Each page shall be numbered on the bottom right hand corner.

C. Submit one (1) original proposal and five (5) copies.

D. The proposal shall be organized as follows:

Proposed Tab Section	**Title**
1.0	Cover Letter
2.0	Executive Summary
3.0	Company Background
4.0	Company Experience
5.0	Responses to Scope of Services
6.0	Sample Document(s)
7.0	Signature Page Form

4.2 SUBMITTAL REQUIREMENTS

The proposals will be based on the criteria introduced in the above section and must include the following components:

1.0 Cover Letter: A maximum one page letter stating the Respondent's interest in being considered for this project.

2.0 Executive Summary: A maximum three page summary of the Respondent's ability to complete this project based on background and experience.

3.0 Company Background: An introduction to the Respondent's background, including number of years active in company and field, education, and number and type of projects completed for all personnel that will be assigned to this project.

4.0 Company Experience: A list of projects the Respondent has completed within the past five (5) years that are similar to the project requested in this RFP. Special attention should be given to projects completed for other governmental entities, particularly cities. Include company name, address, person(s) to contact, telephone number, a brief description of the project completed, and date completed for references.

5.0 Responses to Scope of Services (See Section IV. Specifications of Services Requested): Narrative on project approach. Describe the schedule of events necessary to complete the project clearly defining the roles of all involved personnel. Outline familiarity with the project and identify critical or unique issues specific to this project. Outline a communications process and explain unique approaches used elsewhere. Respondents should acknowledge the timeline and deadlines, the required final products, and required public meetings

outlined in this RFP and their ability to complete these tasks on time. Respondents should include a cost summary, including the estimated hours and cost for each task and a total cost to complete the project.

6.0 Sample Document(s): The Respondent shall provide at least one (1) but not more than three (3) sample documents of similar projects completed.

7.0 Signature Page Form: See Attachment B at the end of this RFP. The form shall be signed and submitted with the Proposal.

5 SPECIFICATIONS OF SERVICES REQUESTED

5.1 GENERAL STATEMENT

The City of Joplin is seeking a qualified consultant to prepare and complete an update of the City of Joplin Zoning Code. The update shall be based on the existing Zoning Code completed in 2006 (http://joplinmo.org/DocumentCenter/Home/View/65) and the Comprehensive Plan completed in 2012 (http://joplinmo.org/DocumentCenter/View/1101). The Consultant shall have significant experience in the preparation and completion of zoning codes and ordinances, and include at least one (1) but no more than three (3) example(s) of previous projects with their proposal.

The Zoning Code Update shall be based on the principles outlined in the City of Joplin's 2012 Comprehensive Plan, which outlines design guidelines for sustainable development, especially along planned development corridors. There are four major planned development corridors outlined in the plan: Rangeline Road, Connecticut Avenue, 20th Street, and West 26th street that were severely impacted by the 2011 tornado. There are also future infill corridors: North Main Street, West 32nd Street, Range Line Road North, Schifferdecker Avenue, Maiden Lane, and East 26th Street in addition to an overlay district on South Main Street. The updated zoning code should take these guidelines outlined in the Comprehensive Plan and create a zoning code that can put them into practice.

Additionally, the Zoning Code should be updated to eliminate any redundancies and outdated Zoning Codes along with the incorporation of current best practices for planning, land use, and zoning. This may include, but is not limited to: principles of smart growth, new urbanism, and sustainability.

5.2 SCOPE OF SERVICES – TIMELINE

Timeline for RFP Process: The timeline listed below is the City's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule.

RFP Advertised:	July 31, 2015
Proposals Due:	August 31, 2015 at 5:00 P.M.
Committee Review:	September 1-8, 2015
Interviews:	September 10-11, 2015
Consultant Selection:	September 14

Contract and Scope of Services Negotiations:	September 15-October 2
Contract to City Council:	October 5

6 EVALUATION PROCEDURE AND FACTORS TO BE CONSIDERED IN THE EVALUATION PROCESS

6.1 QUALIFICATIONS OF PROPOSERS

The Proposer may be required before the award of any contract to show to the complete satisfaction of The City that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner. The Proposer may also be required to give a past history and references in order to satisfy The City in regard to the Proposer's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to The City all information for this purpose that may be requested. The City reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy The City that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the Proposer's qualifications shall include:

A. The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
B. The ability of the Proposers to perform the work or provide the service promptly or within the time specified, without delay or interference;
C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
D. The quality of performance of previous contracts or services.

A selection committee made up of qualified City staff shall review and evaluate all responses. The selection committee will have only the response to the solicitation to review for selection of finalists. It is therefore important that respondents emphasize specific information pertinent to the work requested.

In general, the proposals will be evaluated based on, but not limited to, the general evaluation criteria listed above, as well as background, experience, response to scope of services, and supporting documents as part of the submittal requirements.

After the selection process, the Selection Committee shall negotiate on behalf of the City of Joplin, a contract based on the fees and fee structure as submitted in the proposal. The City of Joplin reserves the right to delete elements or expand the scope of the contract based on the negotiated fees at the time of contract letting.

7 GENERAL INFORMATION AND REQUIREMENTS:

7.1 PUBLIC INFORMATION

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.

7.2 TYPE OF CONTRACT

The final contract form shall be negotiated between and be mutually acceptable to the parties. Any contract resulting from this effort will be negotiated at the sole discretion of City of Joplin (the "City"), and/or their agents.

7.3 NO LOBBYING

Respondent acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the City, it will not take any action, make any effort or support or engage others on its behalf to take actions or efforts with attempt to influence the decision making process for this RFP in the favor of the Respondent. This includes direct contact with the City Council, City Manager and City staff of the City of Joplin, commissioners of the Zoning and Planning Commission, and others who may be engaged in the process. Additionally, the Respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision making process. Any Respondent violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

7.4 DEADLINE FOR SUBMISSION OF INTEREST

The Respondent will submit Responses at the time and location described below:

Time/Date: Received by 5:00 PM CDT on Monday, August 31, 2015. RFPs received after this time and date will not be accepted.

To: City of Joplin
Sealed Proposal: City of Joplin Zoning Code Update
Planning, Development, and Neighborhood Services
602 S. Main Street
Joplin, MO 64801

The Respondent shall submit one (1) original with five (5) identical copies of the Response in print and with one PDF copy provided on CD or USB drive. An original signature must be included on the "THE CITY OF JOPLIN REQUEST FOR PROPOSAL SUBMISSION FORM" document submitted with original document.

Late received Responses will be returned to the Respondent unopened. Properly submitted Responses by the Respondents will not be returned. Hard copies of RFP materials must be enclosed in a sealed envelope (box or container) addressed as noted above; the package must clearly identify the submittal deadline and that the response is for the City of Joplin Zoning Code Update.

7.5 Evaluation of Qualifications

The evaluation of the Responses shall be based on the requirements described in this RFP. All property submitted Responses will be reviewed, evaluated, and ranked by the City, with input from the Committee as noted above. The City will contact those Proposers with the top ranked proposals that best meet the City's needs. The number of selected proposals will be determined by the selection committee. Each of these will be required to meet with the selection committee at a time to be specified. The City reserves the right to contact only one company at this stage and to immediately proceed with contact negotiations if appropriate. The proposals will be reviewed in depth with the selection committee at that time. The City will contact the Proposer that best meet the City's needs and attempt to negotiate an agreement that is acceptable to both parties. An anticipated decision is scheduled to occur by July 17, 2015.

7.6 City's Reservation of Rights

The City may evaluate the Responses based on the anticipated completion of all or any portion of the Project. The City reserves the right to reject any and all Responses and re-solicit for new Responses, or to reject any and all proposals and temporarily or permanently abandon the Project. The City makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

7.7 Acceptance of Evaluation Methodology

By submitting its Responses to this RFP, Respondent accepts the evaluation process and acknowledges and accepts that the determination of the "most qualified" firm will require subjective judgments by the City.

7.8 No Reimbursement for Costs

The Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFP shall be at the sole risk and responsibility of the Respondent.

7.9 Eligible Respondents

Only individual firms or lawfully formed business organizations may apply (this does not preclude a Respondent from using consultants). The City will contract only with the individual firm or formal organization that submits its Responses. All work related to this project will either be supervised or completed by personnel who meet 36 CFR 61, Appendix A, professional qualifications.

7.10 Reference Checks

Respondent acknowledges and accepts that through the RFP evaluation process reference checks and background investigations may be conducted as a part of the due-diligence process.

7.11 Disposition of Proposals

All submitted proposals become the property of The City.

7.12 Nonconforming Terms and Conditions

A proposal that includes terms and conditions that do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. The City reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its proposal prior to a determination by The City of non-responsiveness based on the submission of nonconforming terms and conditions.

7.13 Debarment

By submitting a proposal, the Proposer certifies that it is not currently debarred with submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government and that is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government.

THE CITY OF JOPLIN

REQUEST FOR PROPOSAL SUBMISSION FORM

RFP 2015-12

Company _____

Address _____

Contact Person_____

Telephone Number_____

Email_____

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT THE JRC'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Respondent acknowledges and agrees that (1) this RFP is a solicitation for Interest and is not a contract or an offer to contract; (2) the submission of Responses by Respondent in response to this RFP will not create a contract between the City and Respondent; (3) Neither the City or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the City will be awarded under this RFP; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFP.

By signature hereon, Respondent offers and agrees to furnish to the City all of the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

By signature hereon, Respondent affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant, elected officials, leadership or staff of the City or partner organizations in connection with the submitted Responses.

By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Developer represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, or the Federal antitrust laws, nor communicated directly or indirectly the Responses made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent represents and warrants that:

Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;

Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

By signature hereon, Respondent affirms that it has not violated any of the noted No-Lobbying provisions or specification contained in this RFP.

By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the City and the Committee, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

Submitted and certified this ___ day of _____.

BY:

Signature Date: _____

Name (Printed): _____

Title: _____

Signature: _____

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE

(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____

Affiant