



Request for Qualifications: On-Call Planning Services

Scope

The City of Salina seeks the services of a qualified consultant for both current and long-range planning services to assist the Community & Development Services Director, Zoning Administrator and other city officials on an on-call basis. Services require expertise in urban planning, urban design, community engagement, and other planning services. Any experience with landscape architecture, historic preservation or building architecture would be beneficial. Typical assignments may include the following:

- Assist with reviewing urban design and streetscape plans, area plans, and other planning projects.
- Assist with drafting and reviewing design standards and guidelines for the downtown area and local historic districts.
- Review development applications for Certificates of Compatibility and Certificates of Appropriateness
- Perform research and conduct data collection, analysis, and representation.
- Assist with community engagement and facilitation services related to visioning for downtown events and activities, long-range planning, urban design, and general planning issues.
- Assist, advise, and consult with city representatives on planning matters, and attend Downtown Design Review Board, Heritage Commission and Board of Zoning Appeals meetings as requested.
- Be available for consultation or to answer questions from various city representatives via telephone, Zoom or email.

RFQ PROCESS

The City will select and negotiate with those consultants whose submittals are responsive to this RFQ and are in the best interest of the City. Any documents submitted in response to this RFQ must provide sufficient detail and information so as to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered responsive to this RFQ. The City reserves the right to cancel this solicitation at any time.

All statements of qualifications must be received by **July 1, 2021 by 2:00pm**. At that time, all responses received will be opened. When responses are opened, the names of the consultants and all responses to the RFQ shall be a matter of public record. All criteria for evaluation are set forth in the RFQ. Only these criteria will be used by the City to determine, in its judgment, the most qualified firm. The City reserves the right to reject any or all responses with or without

cause. There is no expressed or implied obligation for the City of Salina to reimburse responding firms for any expenses incurred in preparing responses in response to this request.

1. Submission

Please submit 4 hard copies. Label the submission and send to:

**City of Salina
Attn: City Clerk
PO BOX 736
Salina, KS 67402**

It is the sole responsibility of the consultant to see that submittals are received in a timely manner. The consultant shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

2. Proposal Deadline

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the consultant that: "The submitted proposal was received after the delivery time designated for the receipt of responses and therefore considered non-responsive."

All submittals shall be prepared and submitted in accordance with the provisions of this RFQ. However, the City reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof.

Each consultant shall examine all RFQ documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing through the City Clerk, cityclerkoffice@salina.org

The City shall not be responsible for oral interpretation given by any city employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the RFQ, the City will attempt to notify all prospective consultants who have secured the same. However, it shall be the responsibility of each consultant, prior to submitting their proposal, to contact the City of Salina to determine if the addenda were issued and to make such the addenda are part of the competitive proposal.

3. Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the consultant and shall indicate whether the consultant is a corporation, general partnership, individual or other business entity. The Statements of Qualifications shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the consultant to the submitted competitive proposal.

4. Openness of Procurement Process

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations. All documents relating to this RFQ, subsequent submittals, and meetings with the City Council are subject to statutory requirements of the Kansas Open Records Act.

5. Errors and Omissions

Once a response is submitted, the City may consider requests by any consultant to correct errors or omissions, but shall retain sole discretionary authority to determine the outcome of such a request.

6. Retention and Disposal of Statement of Qualifications

The City reserves the right to retain all submitted statements for public record keeping purposes. No copies of any material will be returned to the consultant. The City reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

SCHEDULE

The schedule for submittal of a Statements of Qualifications is as follows:

- Request for Qualifications posted to the City's website on: **June 11, 2021**
- Deadline to Receive Responses: **July 1, 2021 by 2:00 p.m.**
- Proposal reviews: **July 5-15, 2021**
- Notification to all applicants: **July 16, 2021 by 5:00 p.m.**

Instructions to Complete RFQ

Required Information

Consultant, and/or any sub-consultants, must present satisfactory evidence to the City indicating their ability to meet the scope of work within a prompt time frame. In addition, to ensure consistency, responses should generally conform to the following format:

Cover Letter

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Sections:

1. Introduction and Execution
2. Qualifications
3. Qualifications of Staff
4. Familiarity/History with the Region
5. References
6. Sample Documents

Section 1 – Introduction and Execution

This section must contain an overview of the consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local contact

information (if available) of the consultant. The introduction will include a statement to the effect that:

- The submission of this Statement of Qualifications indicates acceptance by the firm of the stipulations contained in the Request for Qualifications and the terms and conditions of the Professional Services Agreement included therein.
- The statement must be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the consultant to the submitted response.

Section 2 – Qualifications

Provide a description and history of the firm. Provide recent experience demonstrating current capacity, familiarity and expertise with urban design, historic preservation, streetscape plans, areas plans, and other planning practices as they relate to municipal or local government operations and community development. Specific experience with projects or contracts matching those described within this document will be most valuable.

Consultants responding must be located in an adjacent state so they can respond quickly if needed.

Section 3 – Qualification of Staff

Provide resumes and hourly billing rates for the project staff likely to be utilized in performing the Scope of Services.

The consultant chosen must provide a project manager who is an AICP planner.

Section 4 – Familiarity/History within the Region

Provide a list of relevant engagements the firm completed for local government entities within the last ten (10) years. Must provide at least two specific example of providing on-call type services. Explain how previous experience may be of benefit in the execution of the scope presented by the RFQ. Provide a statement of your understanding of Salina. Preference will be given to firms that understand its environment and the unique challenges facing rural communities.

Section 5 – References

Provide at least four references for which the firm has performed services that are similar to the requirements outlined in this RFQ. At least two of the references must be specifically related to providing on-call type services. For each reference give a contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.

Section 6 – Sample Documents

The Consultant is encouraged to provide examples of plan review correspondence, staff reports, inspection records, or other documents created and used for similar projects.

Evaluation and Selection

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. After reviewing the received responses, the City may choose at its sole discretion to hold interviews with short-listed firms.

Requirements

Assignment of and Responsibility for Personnel

The consultant's assignment of personnel to perform the Services shall be subject to the City's oversight and general guidance. The City reserves the right to request qualifications and/or reject service from any and all employees of the Service Provider.

While upon City premises, the consultant's employees and agents shall be subject to the City's rules and regulations respecting its property and the conduct of employees thereon.

Ownership of Work Product

The Service Provider agrees that any documents, materials and work products produced in whole or in part through it under this Agreement, any intellectual property rights of Service Provider therein (collectively the "Works") are intended to be owned by the City

Means of Communication and Management

The consultant will devise and implement a tracking method to accurately log receipt, response and status of each submittal and project.

All developed work products will conform to the standards and deadlines set forth in city policy and code and dictated by the boards and commissions.

Depending on the situation and needs of the City, the consultant may need to travel to Salina. At the City's discretion, other means of communication can be used as an alternative to travel such as virtual meetings.