



**REQUEST FOR PROPOSAL
#1684**

**DEVELOPMENT OF COMPREHENSIVE
20-YEAR LAND USE PLAN
FOR THE
CITY OF ATHENS, TENNESSEE**

**CLOSING LOCATION:
ATHENS MUNICIPAL BUILDING
ATTN: PURCHASING DEPARTMENT
815 North Jackson Street
Athens, TN 37303
(423) 744-2780**

ISSUED: October 31, 2018

DUE: November 21, 2018, 2:00 PM EST

NOTICE FOR REQUEST FOR PROPOSAL (RFP)
#1684

Notice is hereby given that the City of Athens is receiving sealed proposals for Professional Services for the **DEVELOPMENT OF A COMPREHENSIVE 20-YEAR LAND USE PLAN** for the City of Athens as described by specifications included in this bid package.

Proposals shall be identified on the exterior of the sealed envelope with all the information included in the attached Bid Return Address Sheet and clearly marked "Proposal to Develop 20-Year Comprehensive Land Use Plan". Proposals are to be addressed to the City of Athens and mailed or delivered to the following address:

City of Athens
Attn: Purchasing Department
815 North Jackson Street
Athens, TN 37303

Proposals will be **received until November 21, 2018 at 2:00 PM Eastern**. Late proposals will not be considered under any circumstances. Proposals will be accepted if the date/time stamped by the Purchasing Department is 2:00 PM; date/time stamps of 2:01 PM or later will be rejected.

During the evaluation process, the City of Athens reserves the right, where it may serve the City of Athens' best interest, to request additional information or clarifications from vendors, or to allow corrections of errors or omissions. Questions and requests for clarification or additional information by electronic mail should be directed by telephone or e-mail to the following City contact:

Anthony Casteel
Community Development Director
815 North Jackson Street
Athens, Tennessee 37303
(423)744-2750
acasteel@cityofathenstn.com

The City reserves the right to reject any or all proposals regarding the quote, to waive irregularities in any proposal, and to make an award in any manner, consistent with law, deemed in the best interest of the City.

INSTRUCTIONS TO BIDDERS

Proposal Submittal Date: November 21, 2018

Scope of Work

The City is soliciting proposals from firms/individuals interested in developing a comprehensive 20-Year Land Use Plan for the City of Athens, Tennessee.

At a minimum the plan should include the following items:

- INTRODUCTION
- BACKGROUND AND HISTORY OF THE CITY
- NATURAL FACTORS AFFECTING DEVELOPMENT
- SOCIO-ECONOMIC FACTORS AFFECTING DEVELOPMENT
- EXISTING LAND USE AND TRANSPORTATION ANALYSIS
- DEVELOPMENT PLAN
- PLAN IMPLEMENTATION

The plan shall be based on the most current data available to ensure accuracy and the best picture of the community going forward.

Consultant responsibilities will be as follows:

1. Gather all data necessary to complete the plan. The City will furnish all currently available data that exists in each City department and will rely on the consultant to provide whatever necessary data that is deficient.
2. Create all necessary graphic and maps necessary to complete the plan. The City will provide all current GIS data it possesses to the consultant as needed during the plan process. Any updates to the data will be the consultant's responsibility and all updated data will become/remain the sole property of the City of Athens and will be release and or returned to the City up on completion of the project.
3. All required Public meetings are to be coordinated with City staff but facilitated by the consultant. The premise is to remove the City as much as possible from the process and having the neutral third party facilitate the plan during the public input process to ensure this is the citizen's plan for the City's future.
4. Submission and Presentation of Plan to the Planning Commission and to the Athens City Council.
5. Final submission of all deliverables, including electronic versions of the Land Use Plan.

Methodology

1. A discussion of the general approach to the work demonstrating basic understanding of the requirements of the project and the expected scope of the 20-Year Comprehensive Land Use Plan.
2. A detailed description of work tasks associated with each phase of the work and a

- preliminary assignment of key personnel, time, and costs associated with each task.
3. A detailed itemization of all proposed direct expenses for the project including travel, per diem expenses, printing, and the like. The consultant's proposed total project costs must be for a lump-sum amount.
 4. A schedule for the completion of work, including time for review by City staff.

The following work products shall be submitted at the conclusion of the project:

1. A new 20-Year Comprehensive Land Use Plan. Product to be supplied in hard copy and digital format in MS Word with JPEG or other high-quality image formats.

Deliverables

The deliverables should be presented in electronic format that can be accessed and used to either print or email copies of the report or other information which is updated quarterly and can be generated as needed. Three (3) bound hard copies of the deliverables should also be presented.

Inquiries

Inquiries or requests for information about the City should be directed to:

Anthony Casteel
Community Development Director
815 North Jackson Street
Athens, Tennessee 37303
(423)744-2750
acasteel@cityofathenstn.com

Firms Qualifications

To be considered, the applicant shall provide a description of experience that includes:

1. A resolute description of the firm, including number of years of operation, location of offices (including the lead office of this project), and services provided.
2. A resume or bio for each key person to be involved.
3. A list and description of relevant projects, including the project name, location and date.
4. For submittals including more than one firm, items 1-3 shall be provided for any sub-consulting firms.

Cost of Services and Schedule

Include all fees and costs associated with the completion of this project and a schedule for completion of the project. Project must be completed before September 30, 2019.

Method of Payment

The project cost shall be a “lump sum” and the submission schedule shall coincide with progress billing or be billed as a single payment upon completion and acceptance of work. An invoice under this project shall include only reimbursement requests for actual, reasonable, and necessary expenditures required by the delivery of service described by this RFP. The lump sum amount shall include, but is not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the selected consultant. Travel, lodging, meal costs shall be included in the lump sum and shall be subject to the amounts and limitations specified in the current State Comprehensive Travel Regulations.

RFP Submissions

Proposal and qualifications should be submitted in hard copies to the following by **no later than 2:00 P.M. on Wednesday, November 21, 2018 Eastern Standard Time**. Proposals should be submitted to:

City of Athens
Attn: Purchasing Department
815 North Jackson Street
Athens, Tennessee 37303

Proposals will be accepted if the date/time stamped by the Purchasing Department is 2:00 PM; date/time stamps of 2:01 PM or later will be rejected. Proposals postmarked or hand delivered after the designated deadline shall be considered late and rejected. Verbal or emailed quotes will not be accepted.

Evaluation

The Athens Regional/Municipal Planning Commission staff will review the proposals submitted and make a recommendation to Athens City Council. It is expected that the selected firm will begin work shortly after an agreement is executed and the final deliverables due on a mutually agreed upon schedule. The City of Athens shall evaluate the qualifications of firms based at a minimum on their ability to deliver the desired product outlined herein as well as:

- (1) the consultant’s experience in preparing the Land Use Plan,
- (2) the consultant’s proposal, which shall include the proposed staff who are to prepare the project documents and their qualifications and experience,
- (3) firms or individuals responding to this request should also demonstrate their familiarity with the project area and
- (4) the resources anticipated,
- (5) their schedule of work adhering to scheduled deadline, and
- (6) the consultant should demonstrate their ability to perform the required work within a timeframe without compromising sound professional standards.

Award of the Bid

The proposal shall be deemed as having been awarded when formal notice of award shall have been delivered by the City to the Bidder. A recommendation of the vendor will be submitted to the Athens City Council to be voted on at a regular meeting.

Title VI Policy

The City of Athens will not discriminate in the purchase of all goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Right program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaintfilingcust.html> or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to use by mail at U.S. Department of Agriculture, Director, Office of Adjunction, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

Iran Divestment Act

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106 – List of persons engaging in investment activities in Iran.