

City of Scottsbluff, Nebraska

Tuesday, January 17, 2017

Regular Meeting

Item Consent3

Council to approve the Request for Qualifications for the East Overland Business Corridor Revitalization and authorize the City Clerk to advertise for bids to be received by February 6, 2017 at 2:00 p.m.

Staff Contact: Annie Folck, City Planner

Agenda Statement

Item No.

For meeting of: January 17, 2017

AGENDA TITLE: Council to consider Request for Qualifications for the Evaluation, Recommendations, and Estimated Costs for the Revitalization of the East Overland Corridor of the City of Scottsbluff

SUBMITTED BY DEPARTMENT/ORGANIZATION: Planning and Zoning

PRESENTATION BY:

SUMMARY EXPLANATION: The City of Scottsbluff has received a \$30,000 planning grant for the southeast neighborhood of Scottsbluff. Once the plan is completed, the City can apply for up to \$700,000 of implementation funds for qualifying activities identified in the plan. This RFQ was reviewed by a steering committee made up of representatives from the community and presented at a public meeting on January 10th. Both English speaking and Spanish speaking residents at the meeting were able to provide their input on the RFQ and the proposed project it describes. It was agreed that the focus of the planning project should be revitalizing the East Overland business corridor. The plan should address land use and zoning and should also include strategies to encourage business development. Traffic and other safety concerns along the corridor should also be addressed.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION:

EXHIBITS				
Resolution <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Contract <input type="checkbox"/>	Minutes <input type="checkbox"/>	Plan/Map <input type="checkbox"/>
Other (specify) <input checked="" type="checkbox"/> Request for Qualifications				

NOTIFICATION LIST: Yes ☐ No ☒ Further Instructions ☐

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk



CITY OF SCOTTSBLUFF
Development Services
2525 Circle Drive
Scottsbluff, NE 69361

REQUEST FOR QUALIFICATIONS AND BID PROPOSALS

FOR

PROFESSIONAL PLANNING SERVICES RELATING TO:

EVALUATION, RECOMMENDATIONS, AND ESTIMATED COSTS
For the Revitalization of the East Overland Corridor of the City of Scottsbluff

Contact

Annie Folck, PE – Planner
(308) 630-6244

January 17, 2017

EVALUATION, RECOMMENDATIONS, AND ESTIMATED COSTS
For the Revitalization of the East Overland Corridor of the City of Scottsbluff

PUBLIC NOTICE

EVALUATION, RECOMMENDATIONS, AND ESTIMATED COSTS

For the Revitalization of the East Overland Corridor of the City of Scottsbluff, ultimately to be incorporated into and part of the City's Comprehensive Plan

The City of Scottsbluff, population 15,023, is soliciting written statements of qualifications and bid proposals from qualified professional design firms for a Revitalization Plan for the East Overland Corridor. This includes the following:

- Review current land use and zoning and make recommendations for improvement
- Address public safety and security, identifying potential capital improvements
- Develop a Revitalization Plan for the East Overland Corridor that can be incorporated into the City's Comprehensive Plan
- Create a feasible implementation strategy that includes activities eligible for CDBG Comprehensive Development Phase II Implementation Funds.
- Total project costs are not to exceed \$40,000

Detailed information pertaining to submission of a response to this RFQ may be obtained from the City of Scottsbluff, Office of the City Clerk, 2525 Circle Drive, Scottsbluff, Nebraska, 69361.

One (1) original and three (3) signed copies of the proposal must be received prior to 2:00 PM Monday, February 6, 2017 at the City of Scottsbluff, City Clerk's Office, 2525 Circle Drive, Scottsbluff, Nebraska 69361. Submittals must be in a sealed envelope clearly marked "Proposal and Bid Estimate for the Revitalization of the East Overland Corridor of the City of Scottsbluff".

All submittals must be received by the City Clerk, of the City of Scottsbluff,

Cindy Dickinson
City Clerk

Publish 3T: January 20, 2017
 January 27, 2017
 February 3, 2017

EVALUATION, RECOMMENDATIONS, AND ESTIMATED COSTS

For the Revitalization of the East Overland Corridor of the City of Scottsbluff

I. INTRODUCTION

The intent of this request is to solicit a written Statement of Qualifications and Bid Proposals, hereafter referred to as “Proposal”, from a qualified person(s), firm, or corporation, hereafter referred to as “Consultant,” to provide planning services for a Revitalization Plan for the East Overland Corridor (corridor boundaries delineated in Exhibit A). This proposal includes the following:

- Review current land use and zoning and make recommendations for improvement
- Address public safety and security, identifying potential capital improvements
- Develop a Revitalization Plan for the East Overland Corridor that can be incorporated into the City’s Comprehensive Plan and utilized by neighborhood improvement groups
- Create a feasible implementation strategy that includes activities eligible for CDBG Comprehensive Development Phase II Implementation Funds.

To be eligible for consideration, the Consultant must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this Proposal.

II. SCOPE OF WORK

The City of Scottsbluff is the grantee of a Nebraska Department of Economic Development CDBG Phase I Comprehensive Development Planning Grant. The consulting firm or individual selected will aid in the production of a Revitalization Plan for the East Overland Corridor, located in Southeast Scottsbluff. The plan will assist the East Overland Corridor in short and long-term planning and enable the City of Scottsbluff to procure additional CDBG Phase II implementation funds. The plan must include public meetings and input from the community. This community includes a significant number of Spanish speaking residents. The project Steering Committee will provide translation services as needed, but consultants should be prepared to work with both English and Spanish speaking residents.

The Southeast neighborhood of Scottsbluff has historically been an underserved, low income, high minority area of town. It currently has a reputation among outsiders as being an undesirable location in which to live or to open a business. The residents of the area are proud of their community and believe that it has a lot of positive attributes, but they feel as though others throughout Scottsbluff look down on them. They also feel as though they are ignored by the City. The City has done extensive work recently to reach out to this group of people, and in doing so, has determined that there is a need for a neighborhood-level planning and revitalization effort.

The overall goal of a Redevelopment Plan for this area would be to develop a plan based on community input that would guide and encourage redevelopment in the area for years to come. Currently there is a mix of incompatible land uses throughout the area, with heavy commercial uses adjacent to residential areas. This plan would provide recommendations for land use and zoning, possibly including recommendations for a mixed-use zoning policy for the City, which

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over time would improve the quality of life for area residents by providing for more appropriate land uses next to residential areas. The plan would also recommend capital improvements for the area. In past planning workshops, area residents have expressed interest in street improvements, with pedestrian improvements, landscaping, and bike lanes. Because it is a low-income area, many area residents do not have access to vehicles, so improved safety for pedestrians and cyclists is a high priority. However, the capital improvements recommended by the plan would ultimately be determined through the planning process, with additional outreach to and input from area residents. The community desires a consultant who can listen to and capture the community's unique cultural character; to build on the community's roots and plan for the success of future generations.

Because the southeast area of Scottsbluff has a history of negative stigma, there has been minimal private investment in the area in past decades. There are many run-down, vacant buildings throughout the area. The neighborhood is in need of significant investment to start turning things around. A redevelopment plan coupled with significant public investments in the area could help spur growth and investment in the area by the private sector. The goal of this Redevelopment Plan along with a project that qualifies for CDBG Implementation funds is to change the overall perception of this area of town, improving the quality of life for residents and making it more attractive for private investors.

Area residents are very excited about the possibility of making improvements to the neighborhood. The City has had excellent attendance at focus group meetings, workshops, and the public hearing for this grant. Area organizations are ready and willing to help get residents involved in the planning process. A steering committee made up of neighborhood representatives has been formed to work hand-in-hand with the selected consultant to assist with public outreach and ensure that the end result is a plan that accurately reflects the desires of neighborhood residents.

The selected consultant will be expected to perform the entire scope of services, included, but not limited to:

Step 1 – Study and Evaluation

Step 1 will involve the selected Consultant reviewing existing documents and meeting with community residents to determine priorities for the corridor. Excellent communication skills will be essential for a successful project. The preliminary scope of services is to be understood as a minimum and is subject to change at the discretion of the City.

This step should include tasks such as:

- Reviewing pertinent background documents including the City's Comprehensive Plan, minutes from community input sessions, Brownfields inventory, and the East Overland Blight and Substandard Study.
- Working with a steering committee made up of neighborhood representatives to develop and implement a public engagement process to obtain input from residents and business owners,

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including those whose primary language is Spanish. Translation services will be provided by the steering committee.

Step 2 – Identify Future Redevelopment Potential

The selected Consultant should work with the City and community to identify future redevelopment potential and make recommendations for how to implement suggested changes. Work should include:

- Facilitating meetings with the project steering committee.
- Preparing and facilitating public meetings to obtain citizen and business owner input on potential for redevelopment, as well as keeping citizens informed about the project, accommodating English and Spanish speakers. The steering committee can assist with translation as needed.
- Preparing a refined plan addressing the following:
 - Zoning and land use issues throughout the corridor
 - Potential for mixed-use zoning throughout the corridor
 - Significant infrastructure deficiencies or needs
 - Potential improvements that address safety and security of residents, with an emphasis on traffic calming, walkability, and the potential for other alternative transportation in the area
 - Potential improvements to define entryways to the corridor, creating a sense of arrival
 - Potential improvements to western entry of the corridor to improve traffic flow into the corridor
 - Strategies for revitalizing the corridor, with a particular focus on ways to increase potential for existing and new businesses in the area
 - Plan should also reflect the unique character and culture of neighborhood residents

Step 3 – Develop Implementation Strategy

Consultant shall develop a feasible implementation strategy that includes activities eligible for CDBG Comprehensive Development Phase II Implementation Funds. Work would include:

- Facilitating meetings with the steering committee to maintain communication.
- Identifying activities eligible for Phase II Implementation funds and prioritizing activities for which Phase II Implementation Funds should be pursued.
- Providing cost estimates and timeline for implementation.

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III. TIME FRAME

Work is scheduled to begin within 30 days from Notice of Award/Notice to Proceed. Work should be completed no later than May 31, 2017.

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IV. GENERAL PROVISIONS

The procurement process is subject to applicable provisions of federal, state and local laws and ordinances.

1. The City will not be liable for any costs incurred in preparing, submitting or presenting a Consultant's submittals or any associated travel costs.
2. Although discussions may be conducted with Consultants submitting acceptable proposals, consultant selection may be made without any discussion.
3. The City reserves the right to postpone the opening and/or review of Consultant submittals for cause or convenience. The City also reserves the right to reject any and all proposals, in whole or in part, and to waive any information therein.
4. If only one qualified Consultant responds by the due date, the City may enter into contract negotiations with that Consultant.
5. Total project costs are not to exceed \$40,000.

V. CONTENT AND FORMAT OF PROPOSALS

Each Consultant must include in their submission the following documents so that each Consultant can be effectively evaluated in a similar manner. Each submission is limited to no more than 30 single sided or 15 double sided letter size sheets.

1. A Letter of Interest is required and should display a clear understanding of the project, include a positive commitment to complete the work in the specified time period, and explain why the Consultant should be selected in no more than three pages. Address and contact information for each party in a proposed joint venture should be included.
2. Qualifications: Consultant submittals must include a statement of qualifications and all required certifications. Information must be included summarizing and documenting the qualifications of the Consultants in relation to the contractual services anticipated.
3. Experience and Competence of Consultant(s): Information must be included summarizing and documenting the experience and competence of the Consultant in relation to the contractual services anticipated. Consultant is required to include, at a minimum, the names and addresses of a representative list of at least three clients/references with which the Consultant has contracted with for similar work.
4. Personnel Qualifications and Availability: Consultant must identify and summarize the relevant experience of any personnel that would actually coordinate with the project and provide any technical assistance. The qualifications of these individuals will be considered. The use of locally based personnel and any relevant local knowledge will also be considered.

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5. Project Proposal: Consultant must provide a project proposal, which is in accordance with the information provided in this RFQ. Consultant proposals must include the following elements:
- a. A detailed service plan addressing the “Scope of Work” as detailed above, and
 - b. A list of all costs for each phase of the project, through its completion
 - c. Any other information deemed necessary by the proposing Consultant

VI. SELECTION PROCEDURE

The objective is to select the highest qualified Consultant for the services to be rendered, at a compensation determined as fair and reasonable to the City. To accomplish this objective, Consultant will be evaluated on the following basis:

	<u>Evaluation Criteria</u>	<u>Maximum Points</u>
1.	Letter of Interest	10
2.	Qualifications	20
3.	Experience and Competence of Consultant(s)	20
4.	Personnel Qualifications and Availability and Work Schedule	20
5.	Project Proposal	30
	Maximum Total Points	100

Before assigning final scores the City may, at its discretion, schedule face-to-face interviews or telephone conferences with each Consultant. Each member of the Committee will then assign up to the maximum points noted above to each criterion based on the Consultant's submittals and any other information obtained through interviews and/or telephone conferences. Consultants will be ranked according to their total cumulative points.

Following the completion of the evaluation, the City will enter into contract negotiations with the top-ranked Consultant. If a mutually satisfactory agreement cannot be negotiated with the top-ranked Consultant, said Consultant will be asked to document a final offer in writing before terminating negotiations. Negotiations will then be initiated with the second-ranked Consultant, and so forth, until a contract has been negotiated with a qualified Consultant, or halted at the discretion of the City.

The City reserves the right to reject any and all applicants if the requirements as set forth herein are not met or if the City deems an Consultant unqualified on the basis of the overall analysis of the criteria outlined above.

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CLARIFICATION OF SPECIFICATIONS

Requests for clarification of any items, requirements or specifications contained in this RFQ must be received in writing at the City offices no later than **no later than 3:30 P.M., on Monday, January 30, 2017. Please fax, email or deliver all RFQ clarification requests to:**

City of Scottsbluff
Attn: Annie Folck, PE – Planning Supervisor
2525 Circle Drive
Scottsbluff, NE 69361
Phone: (308) 630-6244
Email: afolck@scottsbluff.org

VII. RESPONDENT SUBMITTALS

To be considered, one (1) original and three (3) copies of the required submittals must be received at the City Clerk's Office:

City of Scottsbluff
Attn: Cindy Dickinson, City Clerk
2525 Circle Drive
Scottsbluff, NE 69361
Phone: (308) 630-6221
Email: cdickins@scottsbluff.org

To be considered, One (1) original and three (3) signed copies of the proposal must be received prior to 2:00 PM Monday, February 6, 2017 at the City of Scottsbluff, City Clerk's Office, 2525 Circle Drive, Scottsbluff, Nebraska 69361. Submittals must be in a sealed envelope clearly marked "Proposal and Bid Estimate for the Revitalization of the East Overland Corridor of the City of Scottsbluff". As soon as possible thereafter, the City shall review the documents that include each Consultant's letter of interest, qualifications and required certifications and assurances.

Consultant submissions not in compliance with the instructions contained in this section and/or not containing the information requested may be declared "non-responsive" and disqualified from consideration.

VIII. MISCELLANEOUS PROVISIONS

Proposals received after the due date and time will not be considered. Modifications received after the due date will not be considered. No responsibility will be attached to the City for the premature opening of a package not properly addressed and identified, and/or delivered to

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the wrong office. The City may reject any and all proposals and reserves the right to waive any technicalities, irregularities, or informalities in any proposals or in the proposed procedure.

Documents: This RFQ comprises the following documents (all of which are herein collectively referred to as the “Documents”):

- PUBLIC NOTICE
- REQUEST FOR QUALIFICATIONS
- EXHIBIT A – MAP OF EAST OVERLAND CORRIDOR

Contract Award: It is anticipated that, if one or more proposals is accepted, the City may enter into one or more contracts for said services or may enter into one Contract with a sub-contract for one or more of the specific elements under the Preliminary Scope of Services.

Owner’s Representative: It is understood that the City will designate an Owner’s Representative to provide oversight and administration during the performance of the professional services covered by any contract that is awarded.

“EXHIBIT A”

MAP OF EAST OVERLAND CORRIDOR

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