



City of Manchester – Planning and Zoning
Planning Consultant Services for Planned Business District
Request for Qualifications #19-102

CITY OF MANCHESTER, MISSOURI

REQUEST FOR QUALIFICATIONS

RFQ NUMBER #19-102

Planning Consultant Services for Planned Business District

August 15, 2019

INCLUDED ARE:

Proposal Instructions

Terms and Conditions

Scope of Work



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PROPOSAL INSTRUCTIONS

PURPOSE

The purpose of this Request for Qualifications (RFQ) is to obtain competitive proposals from qualified consultants capable of producing a redevelopment plan for the planned business district.

The RFQ includes the overall scope of services and specific functionality desired, as well as required vendor qualifications.

This RFQ provides prospective companies with enough information to enable them to prepare and submit proposals for consideration by the City of Manchester to satisfy the needs as outlined.

PROPOSAL SUBMISSION

Sealed proposals must be received by the City of Manchester, Missouri; City Administrator, 14318 Manchester Rd., Manchester, MO 63011 prior to September 13, 2019 at 3:00 P.M. (CDT). Each proposal shall consist of one original (identified as such and one electronic copy on flash/thumb drive of the complete proposal. The file submitted on flash/thumb drive shall include all attachments and signatures, where applicable.

It is the responsibility of the Proposer to ensure that their proposal is received to the City Administrator, prior to the deadline. Companies mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals received after the deadline for receipt of proposals will not be opened or considered.

Proposals must be clearly identified as a proposal for the City of Manchester, Missouri “RFQ #19-102 “Planning Consultant Services” and shall show such information on the outside of the proposal packet. Proposals will not be accepted by facsimile or email transmittal. Do not staple or submit bid in any type of binder; binder clips are acceptable.

QUESTIONS

All questions must be submitted in writing to Larry Perney, City Administrator, no later than 12:00 P.M. (CDT) on September 6, 2019 via email lperney@manchestermo.gov.

END OF PROPOSAL INSTRUCTIONS



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TERMS AND CONDITIONS

QUALIFICATIONS:

All companies shall be licensed, insured, and bonded and shall furnish satisfactory evidence to the City that they have previously performed/provided the types of series as specified below.

LAWS AND ORDINANCES, REGULATIONS, LICENSING FEES:

Firm shall conform to all rules, regulations, ordinances, laws or directives set forth by the City of Manchester and/or the State of Missouri.

LAW GOVERNING:

All state of Missouri and/or Federal Laws shall be hereby specifically made part of this contract as set forth herein.

NON-DISCRIMINATING:

The contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.


Firm shall comply with Section 285.525 – 285.550 RSMo. regarding enrollment in a federal work authorization program. A signed, notarized affidavit (attached) and supporting documentation affirming enrollment in a federal work authorization program must be submitted with proposal. Failure to comply with this provision may result in rejection of proposal.

E-VERIFY:

Company shall be E-verify compliant and shall provide documentation to support this requirement within the proposal including the Memorandum of Understanding (MOU) and the electronic signature page completed in its entirety.

METHOD OF AWARD /SELECTION:

The proposals will be evaluated by the City. A response summary of proposals will be available by contacting Larry Perney, City Administrator. The response summary will only include the names of the companies that submitted proposals that were delivered by the required RFQ submittal date and time. Until award of the contract, the responses shall be held in confidence and shall not be available for public review.

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TERMS/CANCELLATION AND DAMAGES:

This contract may be terminated by either or both parties upon thirty (30) days written notice or upon mutual agreement of both parties.

If the City, because of the Vendor’s breach, terminates this Contract, the City shall have the right to purchase service elsewhere and to charge the Vendor with any additional cost incurred.

Notwithstanding the above, the Vendor shall not be relieved of any liability to the City for damages sustained by the City by virtue of any breach of this contract by the Vendor and the City may withhold any payments to the Vendor until such time as the amount of such damages due the City from the Vendor shall be determined.

PRICING:

This request for proposal is one (1) year agreement, exercised at the sole discretion of the City of Manchester, Missouri. The pricing stated by the respondent in the cost proposal section shall remain firm for a one (1) year period from the start date of the contract. No price increases will be allowed for the duration on the contract. Price decreased are allowed at any time.

CONTACT WITH CITY OF MANCHESTER PERSONNEL:

As specified above, all contact with the City should be channeled through the City Administrator. No contact with other City employees, officials, or Board of Aldermen members is to be made by responding proposers throughout the entire process.

RESPONSE MATERIAL OWNERSHIP:

All proposals become the property of the City of Manchester, Missouri upon receipt and will only be returned to the proposer at the City’s option. Selection or rejection of the proposal will not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFQ. Disqualification of a proposal does not eliminate this right.

PROPRIETARY INFORMATION:

All material submitted in response to this RFQ will become public record and will be subject to inspection after an Intent to Award notice is issued. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request and approval by the City Clerk. Neither cost or pricing information nor a total proposal will be considered proprietary.



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CONFIDENTIALITY:

The Vendor agrees that it will not permit the disclosure or duplication of any information received from the City or stored on City systems unless such disclosure or duplication is specifically authorized in writing by the City, or as required by law.

EVALUATION RIGHTS:

The City reserves the right to: a) reject any or all proposals, or to make no award, b) require modifications to initial proposals, c) make partial or multiple awards, or d) further negotiate costs submitted in proposals. The City reserves the right to award the contract in any manner deemed in the best interest of its citizens.

REJECTION OF PROPOSALS:

The City of Manchester, Missouri reserves the right to reject any or all proposals received in response to this RFQ, or to cancel this RFQ if it is in the best interest of the City to do so. Failure to furnish all information or to follow the proposal format requested in this RFQ may disqualify the proposal. Any exception to the Scope of Work must be identified in the proposal.

INCURRING COSTS:

The City of Manchester, Missouri shall not be obligated or be liable for any cost incurred by the Consultant prior to issuance of a contract. All cost to prepare and submit a response to this solicitation shall be borne by the Consultant.

SUBMISSION OR PROPOSALS AND SUPPLEMENTAL MATERIALS:

Proposals shall be submitted to the Office of the City Administrator. If supplemental materials are required or requested, then they must be submitted to the Office of the City Administrator as part of the proposal. Supplemental materials will not be accepted after the proposals have been opened, unless requested by the Office of the City Administrator. Submission or distribution by the company of unsolicited supplemental materials to the City employees or Officials may result in rejection of the proposal.

DISCRIMINATION POLICY:

The City of Manchester advises the public that it does not discriminate against any person on account of race, color, religion, creed, sex, age, ancestry, or national origin, and that such nondiscrimination is extended to procurement of materials and/or the provision of municipal services.



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WAIVER:

The City reserves the right to waive any variances from the original RFQ in cases where the variances are considered to be in the best interest of the City.

INSURANCE:

The firm or company that is awarded a contract shall maintain during the life of the agreement and furnish to the City the appropriate Professional Liability, Commercial General Liability, and Workers Compensation insurance certificates listing the City of Manchester as an “Additional Insured” during the Term of the Agreement, and a copy of such “Additional Insured” endorsement must accompany the certificate.

INDEMNITY:

The Vendor shall, at all times, fully indemnify, hold harmless, and defend the City and its officers, members, agents and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Vendor and its employees, or because of any act or omission, neglect or misconduct of the Vendor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise.

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

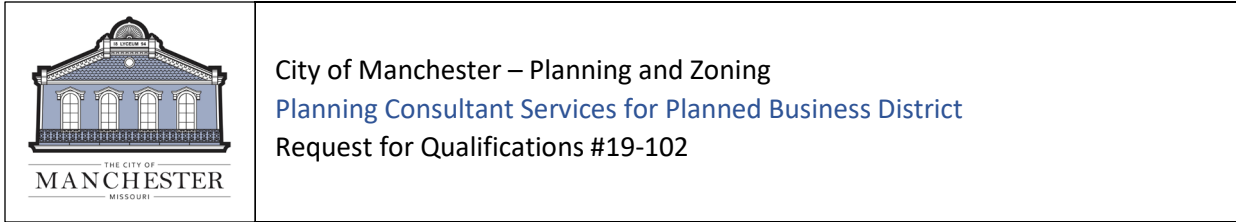
Nothing contained herein shall be construed as prohibiting the City, its directors, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

The Vendor shall likewise be liable for the cost, fees and expenses incurred in the City’s or the Vendor’s defense of any such claims, actions, or suits.

PAYMENT TERMS AND CONDITIONS:

The City’s payment terms are Net 30 days. The City is exempt from Missouri sales and use taxes and will not pay taxes for any product or service. A copy of the City’s tax-exempt certificate shall be presented to the firm or company that is awarded a contract.

END OF TERMS AND CONDITIONS



SCOPE OF SERVICES

Overview

The City of Manchester is seeking a response to this Request for Qualifications (RFQ) from consultants interested in providing professional services needed to develop a plan for Redevelopment of the Planned Business Development District. The district is located generally along the south side of Manchester Road between State Highway 141 and a St. Louis County arterial, Sulphur Spring Road. The total area within the boundaries described above and shown on the map is approximately 50 acres, including the rights-of-way of streets and highways that are within the area’s boundaries. The area consists of mostly small businesses, as well as City Hall, a car dealership, a community ball field, and an American Legion post.

The Planned Business Development District area has long been the commercial hub of Manchester; however, this area is visibly struggling with inadequately sized and constructed buildings, lack of continued investment and appeal and overall deterioration. While Manchester Road (State Highway 100) has significant traffic volumes to attract commercial interest, it merely serves as a conduit for moving vehicles through it. The redevelopment of this area is intended to reinvigorate the area and create a sense of “place” so that it becomes a destination worthy of people enjoying being there to shop, work, play, and, possibly, live.

The City of Manchester has long relied on individual business and property owners to be in the best position to respond to the market and emerging trends. However, given the lack of investment, slow pace of change and transformation, increasing vacancies, and unappealing nature of the district, the City intends to take a more active role in guiding and implementing a vision for the area’s future and is looking for guidance to determine the best approach.

The selected consultant or consulting firm will work closely with the Director of Planning, Zoning and Economic Development and the Mayor and Board of Aldermen to carry out this work. The process may also include working with stakeholders with varied perspectives. A completed assessment and planning document must be presented approved by the Mayor and Board of Aldermen. The mission of the City is to promote economic development, create a town center/Central Business District, and improve the quality of life for the residents. The City’s efforts are developed in response to local needs, conducted with an awareness of national trends and policies, organized within strong community-wide partnerships, and respectful of and sensitive to the diversity and strengths of all community members.

The selected consultant will:

- Meet with the Mayor and Board of Aldermen as needed to discuss the objectives and progress of the project.
- Assist with choosing the types of tools used to gather assessment information and conduct statistical analysis of data.



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- Determine the best approach and develop a plan to meet the needs of the community.
- Incorporate knowledge of sustainable design, adaptation and mitigation strategies.
- Assist the Planning Department with revising Zoning Regulations to support redevelopment.
- Assist the City with determining reasonable incentives. The City will consider supporting a proposed project with certain public redevelopment and financing tools available for use by the City under certain Missouri Statutes:
 - Tax Increment Financing (TIF) – R.S. MO 99.800 – 99.865;
 - Urban Redevelopment Corporations (Chapter 353) – R.S. MO 353.010 – 353.190;
 - Transportation Development Districts (TDD) – R.S. MO 238.200 – 238.280;
 - Community Improvement Districts (CID) – R.S. MO 67.1401 – 67.1571; and
 - Neighborhood Improvement Districts (NID) – R.S. MO 67.453 – 67.475.
- Provide illustrations, plans, and graphics throughout the process.
- Present final product to the Mayor and Board of Aldermen

Available Documents:

The following documents are available for consultants responding to the Request for Qualifications (RFQ):

- 1) 2004 Comprehensive Plan
- 2) City’s Municipal Code
- 3) Maps showing the City’s current municipal boundaries
- 4) Maps showing the City’s current Planned Business District
- 5) The City’s Operating and Capital Budgets

Schedule of Activities:

A suggested schedule is presented below. If the consultant anticipates difficulties with the proposed delivery schedule, the consultant should so indicate and propose an alternate schedule in the response to the RFQ.

Scope of Work	Work Schedule
Issue Request for Qualifications	August 14, 2019
Proposals due to the City	September 13, 2019 at 3:00 PM CDT
Consultant interviews	Week of September 23, 2019
Selection of Consultant	September 30, 2019
Contract Execution	October 7, 2019
Draft report and presentation to staff	March 2020

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Final report and presentation to Board

April 2020



Proposed Budget:

Project costs are expected to be less than \$20,000. The final dollar amount will be negotiated as part of the final contract and scope of work with the successful consultant.

Desired Consultant Qualifications and Submission Requirements:

The successful consultant will be able to demonstrate competency with redevelopment, redevelopment plans, implementation of redevelopment plans, knowledge of Missouri State redevelopment incentives, working with other Missouri municipalities, and presenting at public meetings. Specifically, the City is seeking the following characteristics in a consultant:

1. The number of years your company has performed services similar to those requested.
2. A description of past or present work performed during the past five years by the Consultant similar to those requested.
3. A list of three project references. Please include contact name, telephone number and email address.
4. Description of a recommended project approach and strategy including preliminary milestones and tasks to be completed.
5. Commitment of identified key staff to the project.
6. Ability to complete work in a timely manner.
7. Experience in working with municipal budgets and local government service providers.
8. Experience with municipal redevelopment within the State of Missouri and knowledge of State statutes and local rules and procedures related to redevelopment.

Supplemental Information (use additional sheets as necessary):


1. Name of Primary contact, address and phone number.

2. What day(s) and time(s) is the primary contact available? _____

3. Provide a brief history of the company.

4. Describe any name or ownership changes in the past five (5) years.

5. Submit a sample copy of your current contract/agreement with all terms and conditions (subject to review by the City’s legal review).

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6. Cost Proposal:

- Provide a comprehensive cost proposal with a complete breakdown and a grand total.
- The City reserves the right to choose all or a portion of the items proposed.

Evaluation Criteria:

The City Reserves the right to select the Vendor who best meets the “overall” needs of the City of Manchester primarily on the following criteria (not listed in any order of importance):

- All cost related to the project.
- The ability to serve the City of Manchester’s needs.
- Adherence to the requested information specifications, thoroughness of the Proposal, as well as the overall format of the presentation.
- The financial stability, longevity, and strength of the Vendor.
- Experience in working with municipal budgets, and local government service providers.
- Experience with municipal redevelopment within the State of Missouri and knowledge of State statutes and local rules and procedures related to redevelopment.

END OF SCOPE OF SERVICES