

Request for Proposals
Professional Services for City of Tampa
Future Land Use Assessment
Submittal Requirements

Project Overview

The Hillsborough County City-County Planning Commission (the “Planning Commission”) is seeking proposals from qualified planning consultants to study and provide an analysis and recommendations regarding the Land Use Category Matrix and specific policy provisions within the City of Tampa Future Land Use Section of the Comprehensive Plan. The Land Use Category Matrix is located with the City of Tampa Comprehensive Plan: <https://planhillsborough.org/city-of-tampa-2040-comprehensive-plan/>

The study will consist of the review and analysis of the Land Use Category Matrix, specifically, reviewing the Future Land Use (FLU) category ranges of density and intensity, and identify missing or needed categories. The consultant shall also review other associated policy provisions that provide a bonus, incentive, or affect development in the Comprehensive Plan and examine their effectiveness. The consultant is encouraged to provide creative and out of the box solutions for addressing the overall structure of the FLU categories and the other policy provisions. The attached Scope of Services outlines the tasks anticipated to be completed by the consultant and necessary to complete this project.

A staff review committee, including staff from the Planning Commission and the City of Tampa, along with the primary consultant, will provide input throughout this project. Monthly meetings with the selected consultant and opportunities to review drafts and provide comments are expected.

Applicant Instructions

Sealed proposals (one e-mailed copy) are invited for the work as defined, suggested, or implied in the RFP, as well as any addenda issued to applicants before the submission of proposals. The selected consultant shall promptly enter negotiations after receiving written notice of the award. The Planning Commission expects to enter into a contract with the selected consultant within 45 days after receipt of notice of the award.

This RFP does not guarantee that an award of a contract. The Planning Commission expressly reserves the right to reject any or all proposals at any time and until the execution of a contract. The Planning Commission reserves the right to waive any discrepancies or technicalities in any proposal received. The Planning Commission further reserves the right to request modification or supplementation of any or all proposals.

RFP Documents

The draft project scope is attached. This scope will be revised based on the proposal selected. and Associated forms are on the following website:

<http://planhillsborough.org/future-land-use-assessment-rfp/>

RFP Requirements

Proposals must be submitted electronically in pdf format to the Planning Commission on or before February 10, 2022, at 5:00 pm. Proposals may not be changed or modified after delivery to the Planning Commission. All proposals must be valid and effective for a minimum of 90 days following the due date.

Requirements for Consultants not on the Planning Commission “Approved Consultant Service Provider List.”

The proposal shall be no more than 20 pages and shall include the following at a minimum:

1. Letter of Interest
2. Description of the approach to the project, including the projected timeline and project deliverables.
3. Three examples of work on FLU Assessments, or similar Comprehensive Planning projects, conducted by the firm.
4. The expertise of the team: team list, resumes, roles, qualifications, and experience of key personnel.
5. Availability and capacity to respond to requests and meet scope timelines.
6. The cost of the project based on the Scope of Services attached as Exhibit “A”, and a breakdown of the cost allocated to phases of the project by the tasks identified in the Scope of Services. The maximum proposal cost shall not exceed \$100,000.
7. Potential conflict of interest (e.g., other clients, investments, existing relationship with other local government boards, commissions, authorities, etc.).
8. Other relevant conditions or factors not specifically requested.
9. An authorized representative must sign all proposals.
10. Consultant or Service Provider Information Form must be completed in full and submitted with the proposal and does not count toward the page limit (see above). Access the form here: <https://planhillsborough.org/request-for-qualifications/>

Requirements for consultants on the Planning Commission “Approved Consultant Service Provider List.”

The proposal shall be no more than 10 pages and shall include the following at a minimum:

1. Letter of Interest
2. Description of the approach to the project, including the projected timeline and project deliverables.
3. Three examples of work on FLU Assessments, or similar Comprehensive Planning projects, conducted by the firm.
4. The cost of the project based on the Scope of Services attached as Exhibit “A”, and a breakdown of the cost allocated to phases of the project by the tasks identified in the Scope of Services. The maximum proposal cost shall not exceed \$100,000.
5. Other relevant conditions or factors not specifically requested.
6. An authorized representative must sign all proposals.

Minimum Qualifications

1. Applicant must be registered to conduct business in the State of Florida and Hillsborough County, as applicable.
2. The proposal shall not exceed the budgeted amount of \$100,000 and \$75,000 must be billed before September 1, 2022.
3. Five years of experience, of which three have been in the State of Florida with projects related to comprehensive planning and FLU categories.

RFP Schedule

Issuance Date: January 12

Electronic Submittal of Questions: January 20 by 12:00 pm (noon)

Answers to Questions posted to RFP Webpage: January 26

Due Date: February 11 by 5:00 pm

Interview Notification: February 18

Interviews with Top Three Applicants: February 28 and March 2

It is recommended to note the above dates in case you are selected for an interview.

Planning Commission Staff Selection: March 4

Planning Commission Approval of Consultant Selection: April 11

Evaluation

The Planning Commission anticipates awarding a contract upon determining which proposal is most advantageous to the agency. Members of the Planning Commission staff, and City of Tampa staff, will comprise an evaluation committee and will review the submitted proposals. The evaluation committee will meet and score the proposals by group consensus based on the following evaluation criteria and prepare a list ranking the proposal for consideration:

1. Qualifications and Experience (40 points)
 - Special experience with the type of project
 - Location and qualifications of the firm
 - Qualification of the staff designated for the project
 - Performance on similar projects
 - Prior awards and equitable distribution of contracts among qualified firms.
2. Schedule and Budget (20 points)
 - Cost
 - Schedule
 - Grasp of scope, needs, and special circumstances
 - Capability to undertake the project
3. Grasp of Scope (40 points)

- Quality and completeness of the written proposal submitted
 - Originality on approach to project
 - Sensitivity to local issues (e.g., citizen/political concerns)
 - Conflict of Interest – other clients, investments, relationships to interested boards, commission, authorities, councils.
4. Minority Business Enterprise Bonus (5 Points)

A total award of 105 points is possible. The top three ranked consultants will be invited to participate in a phone interview. The score will be based on oral communication skills and demonstrated confidence in the ability to accomplish the scope tasks.

Miscellaneous

1. The Planning Commission reserves the right to request written clarification of opened proposals. To secure the best offer, the Planning Commission will provide equal treatment to all applicants concerning any such communication and all information obtained.
2. It is the responsibility of the applicant to submit electronically to malonej@plancom.org and dickensm@plancom.org. Proposals not submitted by the deadline will not be considered. Proposals may not be changed or modified after submission to the Planning Commission.
3. Mark all proposals: **Planning Commission RFP for Consultant Services.**
4. Successful applicants may not assign any part of the work or the resulting contract without the express written consent of the Planning Commission at its sole discretion.
5. Minority Business Enterprise (MBE), as defined in the Florida Small and Minority Business Act, will be afforded a full opportunity to participate in any award made by the Planning Commission pursuant to the RFP and will not be subjected to discrimination on the basis of race, color, sex or national origin. Qualified firms may receive up to a five-point bonus preference for MBE participation. The applicant or applicable subcontractor must be certified or registered as a bona fide MBE with Hillsborough County or granted a reciprocal certification by Hillsborough County to be eligible for the award of bonus points. It is the responsibility of the proposing firm to furnish all necessary information and documentation to the Planning Commission to receive the bonus points. There is a required minimum participation rate of ten percent for any subcontractor meeting these qualifications.
6. The Planning Commission reserves the right to reject any proposal made by a contractor or subcontractor convicted of a public entity crime.
7. All information disclosed in the RFP process is considered in the public domain and is a public record subject to inspection unless an exemption applies.
8. As a condition of entering into a contract with the Planning Commission, the successful applicant shall be required to procure and maintain commercial general liability insurance in an amount acceptable to the Planning Commission.
9. The successful applicant may not subsequently change or substitute the team leader or another key member of their team without the express written approval of the Planning Commission's contract administrator.

Contact

Please direct any questions regarding the RFP to the Project Managers: Melissa Dickens, AICP, (dickensm@plancom.org or 813-756-0355) or Jennifer Malone, AICP (malonej@plancom.org or 813-582-7324).