

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS

(A17-1389)

TO: Qualified Firms

FROM: The City of Tuscaloosa, Alabama

RE: Request for Proposals for City of Tuscaloosa 2018 Comprehensive Plan

DATE: February 2, 2018

Proposals are due by close of business (5:00 p.m. CST) Wednesday, March 21, 2018. Mandatory label required on outside of envelope: "Request for Proposals for City of Tuscaloosa 2018 Comprehensive Plan"

Section 1. Introduction.

The City of Tuscaloosa is seeking the services of a consultant firm/team with city planning experience. Respondents should have broad experience in conditions assessment, planning, land use plans, urban design, infrastructure, transportation, housing studies and plans, citizen and stakeholder involvement, and implementation.

This is a Request for Proposals ("RFP") containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

This is a procurement of professional services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with the standards of 24 CFR § 85.36. To wit:

- a. Each firm's experience and qualifications will be evaluated primarily as they relate to the firm's ability to provide **professional services for the development of the City of Tuscaloosa 2018 Comprehensive Plan.**
- b. The City will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement.

Tasks 1.0-2.0 are on a very tight timeline and must be completed by August 31, 2018. Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, competitive pricing, and financial and technical resources. The City will require firms to execute a “Disbarment and Suspension Statement” certifying / verifying that the firm is not suspended or disbarred. This is a qualifications-based procurement of professional consulting services whereby competitors’ qualifications will be evaluated and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

- c. Written proposals will be reviewed and rated by a panel of qualified City employees. The rating system will consist of a numerical grading system, as set forth in Section 3. The City may or may not elect to interview any of the responding firms.
- d. The City has exclusive and sole discretion to determine the firm whose services will be most advantageous to the City, and reserves the right to reject all firms.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Proposal. Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

Section 2. General Scope of Services

The City of Tuscaloosa seeks the services of a professional consulting firm which has the knowledge, experience and expertise to perform the services as requested.

The project of interest is as follows:

The City of Tuscaloosa’s Comprehensive Plan update will be a city-wide document that incorporates existing studies and plans, addressing infrastructure, transportation, housing, and land use. This long-term vision for Tuscaloosa will set the direction for the city’s growth and development in the coming decades. The city’s last comprehensive plan update was in May 2009, where a city-wide future land use plan was developed.

Since May 2009, an EF4 tornado tore through 12 percent of the city (April 2011), changing the course of any plans the city had previously commissioned. This document is necessary, as many smaller, area plans have been conducted over the years, but a comprehensive, city-wide approach has not been taken, much less a comprehensive, city-wide approach that also examines the pre and post-tornado efforts undertaken by the city and its partners.

Unprecedented growth has occurred at the University of Alabama, requiring resource decisions to be made with limited information. The city, with a population of 99,543 in 2016, is in the initial stages of examining housing issues and developing policies to improve the broader housing market. The city is interested in identifying housing needs of a wide variety of family households, understanding that adequate housing could become a key component in the recruitment and retention of major employers and businesses interested in locating in Tuscaloosa. Updating the comprehensive plan will assist the City of Tuscaloosa in maintaining its reputation as a great place to live, work, and play and provide guidance for the City's leaders.

2018 Comprehensive Plan Scope of Work:

Task 1.0. Existing Conditions Assessment

1.1. Existing Housing Analysis

- Housing types

- Median prices

- Renter- vs. owner-occupied housing, including pre- and post-April 2011 tornado figures

1.2. Existing Infrastructure Analysis

- Integrate the findings of the 2017-2018 Infrastructure Asset Inventory and Pavement Condition Rating.

- Public Utilities

 - Sewer lines, conditions, capacity, deficiencies. Include any funded sewer extension projects. Integrate the findings of the 2009 and 2014 Hydraulic Model of the sanitary sewer system.

 - Water lines, conditions, capacity, deficiencies, integrating the findings of the 2017 Hydraulic Model of the campus-area water distribution system

 - Storm water/storm drains

 - Communication/Telecommunication (including fiber optic)

Public buildings/public facilities and assessment, integrating the findings of the 2017 Vertical Assets Assessment and Inventory Report (City Facilities)

1.3. Existing Transportation Analysis

Integrate the findings of the 2017-2018 Infrastructure Asset Inventory and Pavement Condition Rating.

Integrate any funded road projects.

Street conditions

Bicycle infrastructure, utilizing findings from Sassafras Center for Arts and Environment and the Alabama Statewide Bicycle and Pedestrian Plan

Pedestrian infrastructure

Airport infrastructure

Rail infrastructure

Transportation analysis should include, but not be limited to, vehicular circulation patterns, trip making characteristics, roadway capacity, multi-modal level of service, potential for public transit, alternative travel modes, and travel demands. Look at how large properties are accessed, truck routes, and vehicle/pedestrian conflict points.

Analysis could also include a parking analysis, inventory of current surface, on-street, and structured parking, along with parking utilization and turn-over (city-wide, but especially in downtown/University strip area)

1.4. Baseline Data Collection

Collect and review existing data depending on availability from the City, including, but not limited to:

Existing Land Use

Blight statistics (utilizing data from property maintenance and code enforcement at a minimum)

Crime statistics

Undeveloped property

Green infrastructure/natural assets

Cultural/Historic areas and properties

Tax and land values

Retail, office, and industrial space availability

Employment, income, economic statistics on population

Land conditions (wetlands, flood zone, etc.)

Topography

1.5. Initial Stakeholder Involvement

Visioning. Perceptions about places, infrastructure, mobility, accessibility, parking, safety, architecture (building materials), open space, businesses.

Task 2.0. Comprehensive Five Year Affordable Housing Study

Thorough analysis of existing housing conditions with actionable recommendations to ensure affordable, high quality housing and a range of housing types available to accommodate City of Tuscaloosa residents.

Study should provide clear goals and strategies for stakeholders to identify and meet community-wide housing needs.

Study should include any necessary narratives, diagrams, maps, data tables, and visual communications to convey the concepts and data necessary.

For the purposes of the study, those who pay in excess of 30% of their income for housing and/or live in unsuitable housing conditions are considered to have unmet housing needs in the City of Tuscaloosa.

At a minimum, the study should include the following components:

1. Comprehensive housing need assessment for a range of income levels, particularly those at 80% and below the median income. Analysis should identify current and future housing trends in population, employment, income, and housing that affect the affordability of housing for the workforce in Tuscaloosa, including, but not limited to, those in the retail, health, education, municipal, and skilled trade work professions.
2. An inventory of all housing, the types of housing available, including owner-occupied and rental housing, and the associated costs.
3. Inventory and mapping of existing public housing, tax credit projects, section 202 projects, and all subsidized housing in Tuscaloosa. Break down the number of housing units, bedroom sizes, housing types, and general condition of the affordable housing inventory.
4. Survey of existing affordable housing in low- and moderate-income neighborhoods, estimating the number of units, condition of inventory, type of housing, and estimate the number of units suitable for rehabilitation.
5. Determination of the existing unmet housing need by various income levels in the city.
6. A demand assessment with the following:
 - a. Existing demographic (population and housing) and economic (jobs and wages) data and provide the relationship to the current housing

- situation. Determine how many single-family residences are being occupied by multiple families.
- b. Develop profiles for existing and potential renters and homeowners. Examples: sales and service personnel, nurses, teachers, law enforcement officers, construction workers, etc.
 - c. Develop comparison of incomes vs. housing costs for renter and owner housing (existing and new construction).
 - d. Identify gaps of under-served populations in the housing market by income levels and the demand for new renter- and owner- housing.
 - e. Quantify the number of existing housing units and future units needed by type and price range.
 - f. Propose a range of actions to address the need, the priorities, and a method to target specific income levels, including any proposed changes to the current policies and regulations of the city.
 - g. Examine a range of financial methods that would provide housing for the low- and moderate-income population.
7. Strategies for achieving housing goals and implementation as follows:
- a. Identify housing programs the city should consider implementing to address potential housing needs.
 - b. Identify policies and regulations the city could implement to improve the existing housing stock, increase new affordable units, and strengthen neighborhoods.
 - c. Recommend dedicated financial mechanisms (public and private) to meet any housing needs and increase the supply of affordable housing.
 - d. Determine appropriate staff levels needed at the city or non-profit organizations to address existing and future housing needs.
8. Examining future growth impacts as follows:
- a. Identify the impacts the creation of existing commercial enterprises and increasing the workforce could have on the existing housing market.

Task 3.0. Project Communications and Stakeholder Involvement

Task 3.1. Project Communications

Must work with staff, elected officials, the City's Planning and Zoning Commission, non-governmental organization (NGO) entities, citizens at large, and neighborhood representatives to discuss and collect data.

Must work with city Public Relations staff (PR Staff) to develop an interactive website dedicated to the Comprehensive Plan Update.

Task 3.2. Stakeholder Involvement and Public Participation

Must develop a citizen participation plan to define a collaborative effort with stakeholders, public, City, and affected organizations.

Task 4.0. Comprehensive Plan Development

Task 4.1. Integration of Existing Studies and Plans

Must include integration of West Tuscaloosa Study (2017-2018).

Must include integration of University of Alabama's (UA) latest 5-year master plan.

Must integrate Tuscaloosa City Schools (TCS) and Tuscaloosa County School System (TCSS) plans for school locations.

Must integrate Tuscaloosa Housing Authority's (THA) Facility Plan.

Must integrate Tuscaloosa Housing Authority's (THA) Five Year Plan (2015-2019).

Must integrate the findings of the City of Tuscaloosa Five Year Consolidated Plan (2015-2019).

Must integrate findings of 2015 City of Tuscaloosa Analysis of Impediments to Fair Housing Choice.

Must integrate Alabama Center for Real Estate (ACRE) Housing Needs Analysis.

Must integrate existing or potential natural resource or bathymetric studies.

Must integrate student spending surveys.

Must include integration of and attention to specific concentration areas:

1. University/Campus/Downtown
2. North Tuscaloosa, from Bryant Bridge to the north
3. Lake Tuscaloosa/Lake Nicol/Lake Harris
4. Eastern Growth including the 1-20/59 and Skyland Boulevard corridors
5. Highway 69 South corridor, including Shelton State Community College

Task 4.2. Master Street Plan

Roadway improvements, expansion, new facilities

Modal priorities

Identify and prioritize pedestrian mobility routes

Identify and recommend on-street bicycle facilities, including lanes, shared lane markings, etc.

Integrate the City of Tuscaloosa Drainage Standards

Task 4.3. Future Growth Areas/Types

Task 4.4. Water and Sewer Extension Plan

Task 4.5. Annexation Plan

Task 4.6. Future Land Use Plan

Land uses to Include, but are not limited to:

Commercial

Office

Neighborhood Services

General Retail

Lodging

Highway Commercial

Commercial Services

Downtown

Technology/Industry

Industrial

Manufacturing

Technology Park

Vocational

Research and Development, approaching from an economic development perspective

Residential

Addressing affordable and workforce housing.

Addressing apartments and density.

Government/Institutional

Mixed-Use

Parks/Open Space

Addressing health and wellness initiatives

Create an open space/parks zoning district

Task 4.7. Special Districts

1. University/Campus/Downtown
2. North Tuscaloosa (from Bryant Bridge and north)
3. West Tuscaloosa, including Stillman College
4. Lake Tuscaloosa/Lake Nicol/Lake Harris
 - a. Density
 - b. Water quality
 - c. Erosion
5. Eastern Growth including the 1-20/59 and Skyland Boulevard corridors

6. Highway 69 South corridor, including Shelton State Community College

Task 4.9. Public Facility Plan

Task 5.0. Plan Document Development/Delivery

Task 5.1. Project Management

Must develop an Executive Summary.

Task 5.2. Framework for updated Zoning Ordinance

Task 6.0. City Code Updates

Task 6.1. Update Zoning Ordinance

City-wide update

Simplified, easy to understand and enforce

Form-based (determine appropriate geographic areas)

Lake development (density, lot sizes, etc.)

Planning office/division to have administrative relief on certain items

Modernization – parking codes, new uses, etc. Images where appropriate to help explain code in a graphic sense

Task 6.2. Update Subdivision Regulations

Separate sections for new residential subdivisions, resubdivisions, and planning jurisdiction subdivisions

Simple, easy to understand and enforce

Address Future Growth, Topography, Land Conditions, etc.

Address sidewalks, required public infrastructure improvements

Lake development (density, lot sizes, steep slope development, etc.)

The order of the Task Order Directives above does not necessarily indicate the order in which they must be completed, but they shall be completed as part of the Comprehensive Plan Update.

Section 3. Firm Qualification and Proposal Requirements

Firms interested in performing the work will be considered on the basis of a Proposal containing information submitted in response to this request. in a form limited to thirty (30)

pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages.

Proposals are due by close of business (5:00 p.m. CST) Wednesday, March 21, 2018. Mandatory label required on outside of envelope: "Request for Proposals for City of Tuscaloosa 2018 Comprehensive Plan".

Consultants responding to this RFP should mail or deliver ten (10) hard copies of the submission and an electronic copy of the submission (on a flash drive, CD, or DVD) to the following address:

**Glenda Webb, City Attorney
Office of the City Attorney
City of Tuscaloosa
Post Office Box 2089
Tuscaloosa, Alabama 35403-2089
(205) 248-5140**

**Courier address:
Office of the City Attorney
2201 University Blvd.
Tuscaloosa, Alabama 35401**

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount, separated by task number, as listed in the scope of services for this project.

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2.

The following information must be submitted with the proposal on the date indicated above and in the order indicated below:

- a. Recently Completed Projects. Evidence of satisfactory performance of at least three (3) completed projects of the type indicated above, done within the last three years. Provide these completed project documents on a jump drive. (20 points possible)

- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
1. The general experience of the firm. Preference will be given to firms based in the Southeast. Please give the location of your firm office, number of years in business and experience with similar projects completed in the Southeast region. (20 points possible)
 2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided. (5points possible)
 3. A statement of experience and work of similar nature that all the proposed personnel have performed, including references for each project. (5points possible)
 4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (5 points possible)
 5. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (5 points possible)
 6. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (5 points possible)
- c. Discuss the proposed approach to completing the needed services and how your firm will coordinate the project. (10 points possible)
- d. Ability to complete Tasks 1.0-2.0 by August 31, 2018. (Pass or Fail)
- e. Please include a statement as to potential general conflicts of interest that would prevent the City of Tuscaloosa from entering into an agreement with your firm pursuant to this RFP. If none exists, such a statement should be made. (Pass or Fail)

- f. Pricing. Provide a fee sheet that enumerates the pricing and/or hourly rates for all professional and non-professional services necessary to perform all Tasks (Task 1 through Task 6) listed in "Section 2: Scope of Services." Provide an estimated cost for each Task (Task 1 through Task 6) listed in "Section 2: Scope of Services." (25 points possible)
1. Indicate your prices and/or cost structure, as well as your expectations, concerning reimbursement for travel, per diem expenses, photocopying, telephone lines or other incidental expenses.
 2. If additional work is required beyond the scope of this contract, how would those services be billed? This may include additional presentations, tasks added after the contract, or follow-up assistance as requested. Indicate your prices and/or cost structure, as well as your expectations, concerning reimbursement of this additional work.

The City reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the City. Any questions by the firm related to this RFP should be submitted in writing. In the interest of fairness and in order to maintain impartiality, the City may not respond to questions from individual firms during the RFP process.

END RFP.