

Town of Kingston Springs, Tennessee

Request for Proposal for Planning Services

(Total of 4 pages)

SUMMARY

The Town of Kingston Springs, Tennessee requests proposals to provide professional planning services.

Proposals must be received no later than **4:00 PM, May 15, 2009**. Proposals received after the above date and time may not be considered. Firms selected as finalists will be expected to interview during business hours during the week of June 1st, 2009.

Please submit six (6) unbound copies of your proposal by mail and one electronic copy to:

RFP – Planning Services
The Town of Kingston Springs
Attn: Laurie Cooper, City Manager
P.O. Box 256
Kingston Springs, TN 37082
Email: lcooper@kingstonsprings-tn.gov

Notwithstanding any other provisions of the RFP, the Town reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the Town or its taxpayers. It is further within the right of the Town to reject proposals that do not contain all elements and information requested in this document. The Town may also identify more than one service provider in order to ensure backup or obtain specialized expertise, if it determines that it is in the best interests of the public to do so. The Town of Kingston Springs shall not be liable for any losses incurred by any responders throughout this process.

GENERAL INFORMATION

The Town of Kingston Springs, TN is located in southern Cheatham County, approximately 25 miles from downtown Nashville, TN. The Town is comprised of approximately 10 square miles, with an estimated population of 3,000. The Kingston Springs Regional Planning Commission oversees development in this area along with the surrounding non-municipal area determined to be in the state mandated growth boundary. The landscape of this bedroom community consists of large residential lots development dating from the 1960's to current times. One county school district serves the community with 3 schools, grades K-12. There is very limited commercial/industrial development, with some potential for future development as the population increases and the national and regional economy stabilizes. Planning requires cooperation with regional watershed authorities and the regional planning district.

SCOPE OF SERVICES

The Town of Kingston Springs wishes to contract with an outside consulting firm or individual to provide planning services, referenced herein after as “City Planner”. The City Planner shall perform such duties as may be set forth within the City’s Comprehensive Plan, Zoning Ordinance, Subdivision Regulations, other city codes, provide both short-term and long term planning recommendations, coordinate and process various land use applications, or any additional planning matters as directed by the Town.

RESPONSIBILITIES

1. Maintain an accurate understanding of the city’s comprehensive plan, zoning ordinances, subdivision regulations and other city codes and policies;
2. Organize the application process in a manner that provides critical information to applicants so that they can gain an understanding of the procedures they must follow and the information they must provide with land use applications;
3. When applications are more complex than can be conveyed with standard informational materials, meet with applicants to review their proposal and identify the proper submittal guidelines to assure that there is a clear understanding of what is required for a complete application;
4. Review and prepare reports on Preliminary and Final Plats with input from appropriate consultants and/or departments, to ensure code compliance and to ensure that timely information is delivered to the Planning Commission and City Commission so that they can comply with statutory decision deadlines;
5. Review and prepare reports on zoning and land use applications;
6. Make appropriate presentations before the Planning Commission and /or City Council;
7. Coordinate permit review with appropriate commissions, consultants and/or departments;
8. Prepare written records and reports of investigation and violations of zoning codes; provide on-site field verification or direct others to perform inspections documenting compliance; encourage voluntary compliance and, when necessary, coordinate enforcement of zoning ordinances through communication with land owners and cooperation with the City Attorney; order the issuance of citations where appropriate; testify in court concerning inspection results if necessary;
9. Provide administrative support to the Planning Commission by preparing and maintaining records and completing directives of the Planning Commission;
10. Coordinate with staff and monitor recording of legal documents relating to land use;
11. Represent the City to residents and applicants in a respectful manner and make reasonable efforts to accurately estimate the cost of application related services.
12. Attend the regular monthly meetings of the Planning Commission and the Design Review Commission, which are held concurrently on the same evening. (Second Thursday of the month, 7:00 p.m.)

CONTENT OF PROPOSAL

Proposals shall contain the following information:

1. Cover letter and introduction including the name of the firm or individual and the name and telephone numbers of the person(s) authorized to represent the company regarding all matters related to the proposal;
2. Prospective providers should indicate how they envision being able to provide services to the Town of Kingston Springs, and how those services will fit within the goals and policies of the Town.
3. Experience working with other communities with similar geographic profiles and demographics.
4. Representative list of current clients with references contacts at three clients;
5. Resumes of key personnel to be performing the planning functions for the city, including education and professional certifications;
6. Samples of reports to be submitted to the Town which may address one or more of the following:
 - a. corrections (“comments”) to an initial submittal of a plat or site plan
 - b. a concept review
 - c. monthly inquiries from the public, developers, etc.
7. A fee schedule identifying specific rates for services and meeting attendance including sample invoice detail, billing schedule and mileage charges;
8. Identify if you would be willing to provide on-site hours at the City offices, and the charges that would be associated with that service;
9. Requirements for equipment to be provided by the Town (i.e. computers, software, printers, cameras, projectors, etc.)
10. Preferred method for receiving submittals
11. Provide any additional information that you feel is pertinent in the City’s decision on selecting a planning consultant.

INQUIRIES

No telephone interviews or solicitations.

Prospective service providers may submit **questions** by mail, e-mail, fax or telephone to:

Attn: Laurie Cooper, City Manager

P.O. Box 256

Kingston Springs, TN 37082

Email: lcooper@kingstonsprings-tn.gov

615-952-2110, ext. 15

OFFER EXPIRATION DATE

Proposals in response to this RFP will be valid for sixty (60) days from the proposal due date. The Town reserves the right to ask for an extension of time if needed.

OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of the Town of Kingston Springs and supporting materials will not be returned. The Town of Kingston Springs is not responsible for any costs incurred by the company in the preparation of the proposal or for presentation or related meeting time.

SERVICE AGREEMENT AND INSURANCE

The successful service provider will be asked to enter into a service agreement and to provide a certificate of insurance showing coverage for liability, workers compensation, and automobile. The service agreement will contain a provision specifying a deadline for submitting invoices. Any invoices submitted for services not billed in accordance with the deadline may, at the sole discretion of the Town, be considered invalid and payment may be refused. Any future relationship between the Contractor and the Town will be an “at will” relationship and may be terminated by either party, for any reason, following a 30 day notice.

INDEPENDENT CONTRACTOR STATUS

The City Planner will not be an employee of the city and must meet the IRS requirements for designation as an independent contractor or firm.

CONFLICT OF INTEREST

The Town of Kingston Springs requires that service providers disclose conflicts of interest when they may occur. The Town, at its discretion, may arrange for alternative third party support in such cases. In general, the Town will not allow a service provider to review applications from a client of the service provider. Past or pending client relationships may or may not be determined to be conflicts, but should always be disclosed and discussed with the Town.