

## **REQUEST FOR PROPOSAL**

**To:** Planning Firms

**From:** Village of Orchard

**Subject:** Request for Proposal (RFP) Planning Grant

**Issue Date:** 8/16/21

**Due Date:** 9/16/21

The Village of Orchard is applying for Planning Funds through the Community Development Block Grant (CDBG) Program from the Nebraska Department of Economic Development and is seeking "Request for Proposals" from experienced and well-qualified planning firms to provide professional services for an evaluation of the Village. A qualified professional planning firm shall be a professional firm that has experience in projects of similar scope and size as described in the scope of services section.

### **SCOPE OF SERVICES AND CRITERIA**

The Plan should examine the following criteria:

- Develop a comprehensive plan for the entire town.
- Develop Downtown Revitalization (DTR) Plan.
- Analyze and develop Blight and Substandard Study and General Redevelopment Plan for the entire Village.

### **SELECTION PROCESS**

The final selection of the Planning firm will be according to the following criteria and weighing factors:

1. Technical expertise of the firm in connection with the proposed scope of services to be provided and the complexity of the project. *(20 points)*
2. Past 5-year record of performance on contracts with municipality and other clients including quality of work, timeliness and cost control. Include examples of past planning projects of a similar nature and a contact person with phone number for all projects. *(20 points)*
3. Capacity of the firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm. Include a project team for this specific job and qualifications of all team members. *(20 points)*
4. Familiarity of the firm with the types of problems applicable to the project and knowledge of Community Development Block Grants. *(20 points)*
5. Proposed cost and fee schedule. *(20 points)*

### **SUBMITTAL REQUIREMENTS**

The Consultant shall include in the submittal:

- Letter of Interest.
- A brief discussion of your project understanding and scope of work outlining your project approach for the study.

- Capacity and qualifications of the firm(s) including a list of proposed team members including project specific experience and proposed roles in the project (with specific emphasis on downtown revitalization).
- List of similar projects completed in the last 5 years.
- Proposed timeline.
- Proposed cost and fee schedule.

Elaborate and expensive presentation aids are neither necessary nor encouraged. After an initial review, interviews may be conducted followed by a rescoring of proposals. The firm's proposal that best meets the needs of the Village will be considered. Negotiations of the firm's proposed scope of services and contract amount may be conducted after the selection of the respondent's proposal. Only fixed price (or not to exceed) contracts will be considered. Cost and percentage of cost contracts are not allowed. The Village of Orchard is an equal opportunity employer and require all contractors and consultants to comply with all applicable Federal and State laws and regulations.

If you have questions you may email Riah Deane, Community Planner, Northeast Nebraska Economic Development District at [riah@nenedd.org](mailto:riah@nenedd.org), or call 402-379-1150. Submittals including 7 hard copies shall be delivered to: Village of Orchard, Attn: Brenda Harrison, Village Clerk, PO Box 256, 230 Windom St., Orchard, NE 68764-0256 by September 16, 2021, at 4:00 p.m.