

Request for Proposals

CONSULTING SERVICES FOR THE CITY OF CENTERVILLE, GA

TOWN CENTER MASTER PLAN

Released: October 20, 2015

Proposals Due: November 20, 2015

Section 1: Summary

The Mayor and City Council of Centerville, Georgia, on behalf of the citizens of the city, wish to procure the services of qualified individuals, firms, or groups of firms, for professional services in the development of a Town Center Master Plan. The scope of the project will include public outreach and participation, assessment of existing conditions, design and aesthetic recommendations, and an implementation strategy. The goal of the project is to deliver a useable Town Center Master Plan that will allow Mayor and Council to move forward with the development of a live, work, play downtown area that will serve as the center of activity within the city.

The City of Centerville reserves the right to reject any and all proposals received.

Submission Content

Interested respondents must respond to the Request for Proposals (RFP) in writing, as well as provide a CD with the proposal in either a Microsoft Word (or compatible file) or a PDF file. Firms should provide five copies of the written proposal. Submissions must include all of the following:

1. A statement of qualifications for the firm, containing all information listed in Section 2 of this RFP.
2. A project narrative and scope of work, including a detailed description of the respondent's proposed approach to completing each of the tasks enumerated in Section 4 of this RFP.
3. A detailed timeline for completion of the project activities.
4. A proposed budget, broken down by task (appropriate form found in Appendix A).
5. An Information Release Form (appropriate form found in Appendix B).
6. A City of Centerville Contractor's Application Packet (found in Appendix D).

Invitation to Submit Proposals

Sealed proposals must be received by the Middle Georgia Regional Commission no later than 5:00 p.m., Friday, **November 20, 2015**. All questions should be directed in writing to Cam Yearty at cyearty@mg-rc.org before 5:00 p.m., Wednesday, **November 4, 2015**. Answers to all questions will be posted on the City of Centerville's website (www.centervillega.org) no later than 12:00 p.m., Monday, **November 9, 2015**.

Proposals should be submitted to:

Cam Yearty
Government Services Specialist
Middle Georgia Regional Commission
175 Emery Highway, Suite C
Macon, GA 31217

Proposals submitted after the specified due date and time may not be considered.

The City of Centerville is an equal opportunity employer.

Section 2: Qualifications

Respondents should submit documentation of qualifications for performing the work identified in the Scope of Services. Additionally, all respondents should provide the following information:

1. List of completed similar projects (including project name, location, and nature of work; date completed; project costs; and client's name, address, phone number, and other contact information).
2. Evidence of required licenses, permits, and professional qualifications, as applicable. Indicate any liability coverage and the amount of coverage.
3. Evidence of knowledge of national, state, regional, and local policies, trends, and issues relevant to the completion of this project.
4. Demonstrated proof of the respondent's ability to complete the project within the proposed budget and on the proposed timeline.
5. Organizational history, including years in business and resumes of all partners, associates, or consultants of the firm who will be working on this project.
6. List of at least three trade or other references (in addition to clients listed under Item 1) with name, address, phone number, and other contact information.

Award of a contract will be made to the firm whose proposal is determined to be most advantageous for the City of Centerville, taking into account all of the factors set forth in the Evaluation Criteria found in Section 6 of this RFP. A selection committee may conduct interviews with potential consultants, however, interviews are not required in order for a selection to be made. While cost is a factor in any bid award, it may not be the determining factor for this RFP.

Section 3: Background

Centerville was first called as such around 1888, receiving its name due to its location halfway between Byron and Wellston (now Warner Robins), and halfway between Macon and Perry. The City of Centerville was incorporated in 1958 as a rural community with a population of approximately 290. Since then, the community has grown into a suburban settlement with a population of over 7,000 residents. The population in Centerville, as with other areas within Houston County, has increased rapidly since the early 1990's. The city is approximately 3.8 square miles in area, giving it a modest population density of around 1,500 persons per square mile.

In March 2007, the city was visited by a team of students from the University of Georgia's College of Environment and Design. The team worked with elected officials, city staff, and community stakeholders to conduct a charrette which resulted in three unique downtown design concepts that are outlined in the [Centerville New Town Center Plan](http://www.ced.uga.edu/pdfs/outreach/charrettes/centerville2007.pdf). The student-led designs can be viewed at the link below: <http://www.ced.uga.edu/pdfs/outreach/charrettes/centerville2007.pdf>.

In August 2015, the Mayor and City Council purchased approximately eight acres within the City of Centerville with the intent of it becoming the nexus of a Town Center development. The community now seeks qualified consultants who can deliver a master plan for the city-owned property and surrounding areas.

Section 4: Scope of Services

The proposal shall consist of the following four sections:

1. Public Outreach and Participation
2. Analysis of Existing Conditions
3. Design and Aesthetic Recommendations
4. Implementation Strategy

Task 1: Public Outreach and Participation

The goal of the Town Center Master Plan is to be a reflection of the community members, as well as Mayor and City Council. To this goal, the selected consultant will develop and implement a strategy for obtaining public input for the development of the plan. At a minimum, this strategy will include a kickoff meeting with Mayor and City Council and select stakeholders, regular briefings or reports to Mayor and City Council on the progress of the plan, presentation of draft design and aesthetic recommendations to the general public for the solicitation of feedback, and presentation of the final plan to Mayor and City Council for approval.

Task 2: Assessment of Existing Conditions

The selected consultant will provide Mayor and City Council with an assessment of existing conditions. The assessment should include a physical description of the lots currently owned by the City of Centerville, as well as those lots adjacent to and within the vicinity of city-owned lots. A general discussion of the conditions of all lots and buildings present should be included to assist the city in understanding properties which may be available for future purchase.

Task 3: Design and Aesthetic Recommendations

Drawing from public input received under Task 1 and the assessment conducted in Task 2, in coordination with the Mayor and City Council, the selected consultant will develop a site plan including design and aesthetic recommendations for the property currently owned by the City of Centerville and appropriate adjacent lots. This plan shall include the following elements:

- Goals and objectives of the Town Center Master Plan
- List of recommended features and amenities to achieve the goals and objectives
- Aesthetic recommendations to create a Town Center theme consistent with public input
- Design guidelines for future development, both public and private
- Connection diagrams to clearly show how public will access the space showing the following:
 - Access points and routes for walking, biking, and driving to the proposed area
 - Needed investments to facilitate proper access
- Recommended mix of land and building uses to promote live, work, and play opportunities within the Town Center
- Site plan showing all of the elements listed above, including sub-area plans as appropriate
- List of recommended public events, activities, and programs which would be appropriate for the site as developed in the site plan

Task 4: Implementation Strategy

Using the site plan developed under Task 3 as the starting point, the selected consultant will propose a recommended implementation strategy. This section will include a phased development process which details a list of actions to be undertaken at each phase of development. Approximate cost, projects to be completed, and a list of which goals and objectives from Task 3 will be accomplished should be included for each phase. The final phase will culminate with the full implementation of the proposed site plan.

The selected consultant will develop a list of partners who should be engaged in the implementation of the Town Center Master Plan. This list should include relevant individuals and organizations who either have an interest in or may be in a position to assist with the implementation of the plan. The list of partners should include local, regional, and statewide individuals and organizations as appropriate. A description of why each partner is included and how each may need to be engaged in the implementation process should be included.

In addition to project phasing and the identification of potential partners, the selected consultant will discuss strategies for implementation of the Town Center Master Plan. The consultant will identify and recommend the most appropriate funding and development strategies. The recommendations should include, but not be limited to, strategies such as public-private partnerships, public financing, and private development opportunities.

Section 5: Final Deliverables

The final deliverable shall include a report which addresses each of Tasks 1-4 as enumerated within the Scope of Services of this Request for Proposals. The final report shall include, at a minimum, 10 copies of the written report, including all supplemental documents and appendices which the consultant deems necessary for the fulfillment of the aforementioned tasks. The final submission shall also include an electronic copy of all report elements submitted as PDF files and in other formats as deemed necessary by Mayor and City Council.

The final deliverables shall be transmitted to the City of Centerville by **March 1, 2016**, unless otherwise agreed to between the parties.

Section 6: Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Qualifications, ability, and previous experience with local master planning studies and activities, including demonstrated knowledge of the local development process; public outreach and engagement; and national, state, regional, and local policies, regulations, trends, and issues.
2. Respondent's experience on similar projects, with demonstrated ability to comply with schedule and budget of a given contract.
3. Technical approach, with specific emphasis on effective stakeholder engagement.
4. Work plan and schedule for project completion.
5. Proposed project budget, which will be considered but may or may not be a deciding factor.

Section 7: Administrative Requirements

1. During the course of this project, a regular progress report is required. The method and schedule for these reports will be decided during contract negotiations between the selected consultant and the City of Centerville, but shall, at a minimum, include:
 - a. A comprehensive listing of accomplishments for the previous reporting period.
 - b. A comparison of actual accomplishments to the objectives established for the period.
 - c. Additional pertinent information when appropriate.
 - d. A summary of project expenses incurred during the reporting period, including the amount of the overall budget remaining for each task.
 - e. The final performance report must contain a summary of activities for the entire contract period. All required deliverables should be submitted with the final performance report.
2. The selected contractor will be required to comply with the Civil Rights Act of 1964 and all other Equal Employment Opportunity requirements.
3. The selected contractor will be required to declare and document any existing or potential conflicts of interest during the contract period, whether real or perceived.
4. Any change in key personnel on behalf of the consultant during the project period is subject to written approval by the City of Centerville.
5. The selected contractor will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when subcontractors are required, as possible.

Appendix A – Budget Analysis

Budget Analysis should include a breakdown of costs for each task and should include all project costs.

Project Task	List of Activities	Total Task Cost
<p><u>Task 1</u> Public Outreach and Participation</p>		
<p><u>Task 2</u> Assessment of Existing Conditions</p>		
<p><u>Task 3</u> Design and Aesthetic Recommendations</p>		
<p><u>Task 4</u> Implementation Strategy</p>		
<p><u>All Other Costs</u></p>		
<u>GRAND TOTAL COST</u>		

Appendix B – Information Release Form

I, _____, on behalf of _____ do
(Principal of Firm) *(Name of Firm)*

hereby authorize the City of Centerville, and its representatives, to obtain from past clients named herein of the firm:

(List former clients)

any records or information pertaining to any past plans that have been performed by the firm. This information is for the sole purpose of evaluating the qualifications of the firm to perform the Town Center Master Plan.

I understand that my authorization will remain effective from the date of my signature until **March 1, 2016**, unless extended by mutual agreement of both parties, and that the information obtained will be handled confidentially and in compliance with all applicable laws. I understand that I may revoke this authorization at any time by written and dated communication. I have read and understand the nature of this release.

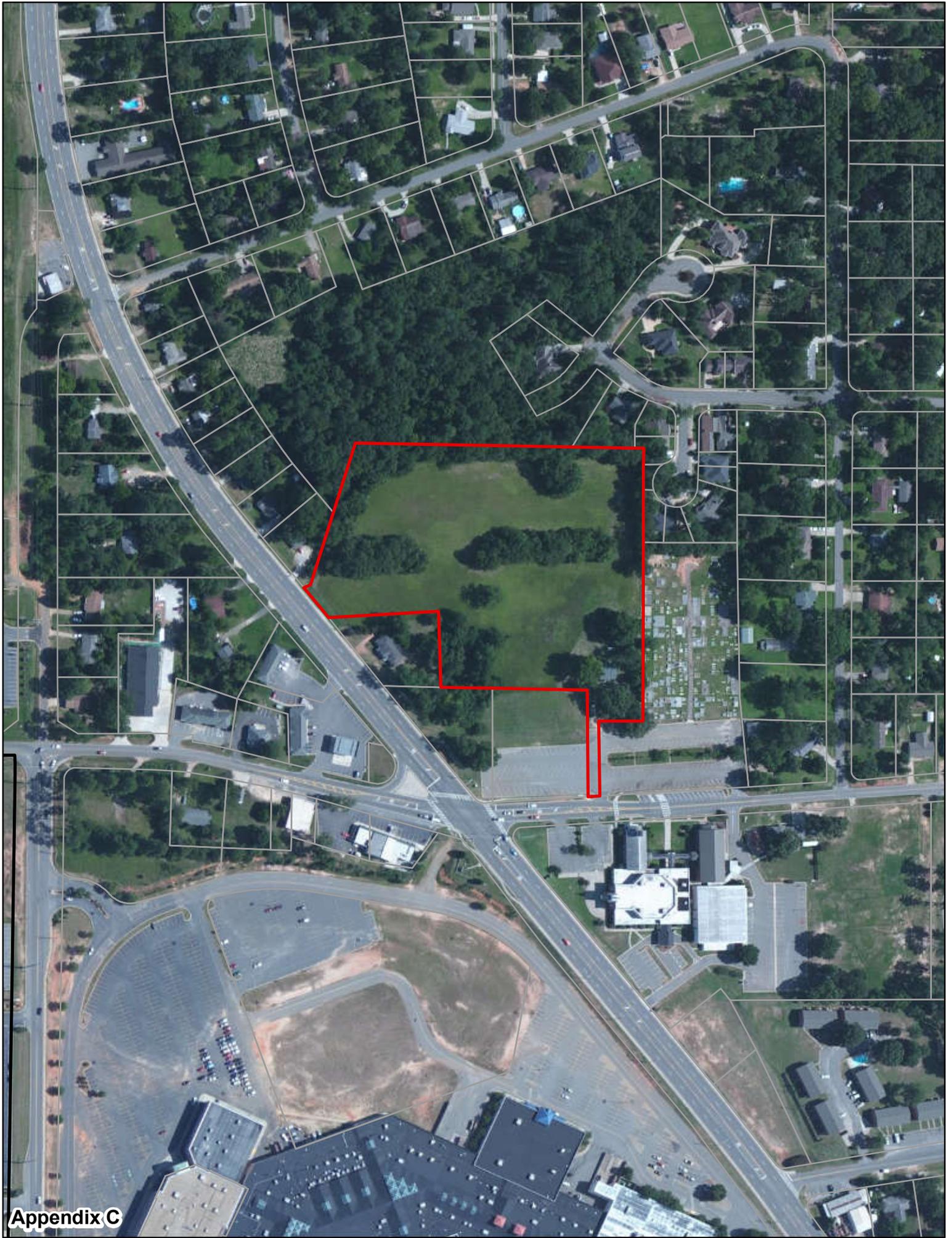
Signature of Principal of Firm

Date

Witness

Date

Appendix C – Location Map



Appendix D – City of Centerville Contractor’s Application Packet

* * * *

CITY OF CENTERVILLE

300 East Church Street
Centerville, Georgia 31028-1099
Phone: (478) 953-4734 Fax: (478) 953-4797

JOHN R. HARLEY
MAYOR



February 28, 2014

Krista Bedingfield
City Clerk

Rebecca L. Tydings
City Attorney

Members
Of
Council

Cameron Andrews
Post 1

Randall Wright
Post 2

Edward Tucker
Post 3

Jonathan D. Nichols
Post 4

Dear City of Centerville Vendor:

Please be advised that all persons or entities entering into an agreement with the City of Centerville for a public benefit or the renewing of a public benefit should complete the attached Contactor's Application packet. Also included in this requirement are all individuals, firms or corporations engaged in the physical performance of services on behalf of the City Of Centerville.

This is an annual requirement that will need to be completed each year and/or for every new contract entered into by the entity conducting business with the City of Centerville.

Please return these forms back to the City of Centerville, City Clerk's Office, located at 300 E. Church Street, Centerville, GA 31028. **All affidavits submitted that are not signed and notarized will be considered incomplete and will not be processed. Failure to return these forms properly could result in the delay of payment for services.**

The Contractor's Application packet consist of the following forms, City of Centerville Contractor's Application, a W-9, a SAVE Affidavit, and an E-Verify Affidavit. Please include the front and back copy of all "Secure and Verifiable Documents" with each packet. To better assist you with the completion of this request, we have attached a list of "*Frequently Asked Questions*".

Thank you in advance for all your assistance. Should you have any further questions, please feel free to contact the City Clerk's Office at 478.953.4734, we are opened Monday – Friday from 8am-5pm.

Sincerely,

Lee Siefert

AP/ PR Clerk
City of Centerville

City of Centerville Contractor's Application

GENERAL INFORMATION

LEGAL COMPANY NAME _____

DBA (if applicable) _____

PRIMARY BUSINESS ADDRESS _____

LIST NAMES OF OFFICERS, OWNERS OR PARTNERS: _____

REMITTANCE INFORMATION

MAKE PAYABLE TO: _____

ADDRESS (if different from above) _____

PRIMARY CONTACT _____ TITLE _____

TELEPHONE# _____ FAX# _____

EMAIL ADDRESS _____

ACCOUNTS RECEIVABLE

CONTACT NAME _____ TELEPHONE # _____

EMAIL ADDRESS _____

TYPE OF BUSINESS _____

TAXPAYER ID# _____ STATE CONTRACTOR'S LIC# _____

E-VERIFY ID# _____ EXEMPT STATUS (Y/N) _____

CONTRACT DESCRIPTION _____

CONTRACT # _____

DATE OF CONTRACT: (START) _____ (ENDING) _____

CONTRACT AMOUNT _____

Please return this form to : **City Of Centerville**
300 E Church Street
Centerville, GA 31028

**PLEASE NOTE THAT NO PAYMENT FOR SERVICES WILL BE PROCESSED UNTIL ALL OF THE FOLLOWING
FORMS ARE RECEIVED BY THE CITY OF CENTERVILLE
A COMPLETED CONTRACTOR'S APPLICATION, W-9, E-VERIFY AND SAVE AFFIDAVIT FORMS**

SAVE Affidavit Frequently Asked Questions

Why do we have to participate in SAVE? Where can I find the law? The Georgia General Assembly passed legislation in 2007 that makes compliance with SAVE a requirement. The law is codified in O.C.G.A. § 50-36-1 and requires, among other things, that state agencies and departments and every political subdivision of the state, including cities, verify the lawful presence in the United States of any applicant for a public benefit and verify that the applicant is legally entitled to receive the benefit for which they applied.

Where can I find the O.C.G.A. § 50-36-1 law online? Please visit this website <http://www.lexisnexis.com/hottopics/gacode/Default.asp> for detailed information regarding O.C.G.A. § 50-36-1.

Who should sign the SAVE Affidavit? The applicant that signed the application for the public benefit must be the individual signing the SAVE Affidavit. Applicants should be authorized to sign on behalf of the company.

Who is an Applicant?

- An "applicant" is any natural person, 18 years or older, who has made application for access to public benefits on behalf of an individual, business, corporation, partnership or other private entity. O.C.G.A. § 50-36-1(a)(3).

Do applicants need to sign the SAVE Affidavit every time a benefit is requested or renewed?

Yes. A new Affidavit must be signed every time that a public benefit is requested or renewed. It is possible that a person's legal status may have changed since the last application for a benefit. SAVE Affidavits are required for all contracts, purchase orders, licenses, etc.

Can I email or fax a copy of the SAVE Affidavit? Yes. The SAVE Affidavit and photo ID copy can be mailed, emailed or faxed. It must be completed in its entirety.

What if the applicant who has applied for a public benefit refuses to sign the SAVE Affidavit?

If the applicant refuses to sign the SAVE Affidavit the city will not provide the public benefit. The city has signed a contract with the Department of Homeland Security that requires the city to verify eligibility prior to granting a public benefit. This includes business and alcohol licenses.

What forms of identification are not considered "Secure and Verifiable Documents"? The following forms of ID are not considered 'secure and verifiable documents': Matricula Consular de Alta Seguridad; Matricula Consular Card; Consular Matriculation Card; Consular Identification Card.

Examples of Acceptable Secure and Verifiable Documents

- United States Passport or United States Passport Card
- Military ID cards
- Driver's Licenses and Identification Cards
- Tribal Identification Card
- United States Permanent Resident Card or
- Alien Registration Receipt (The United States Permanent Resident Card (Form I-551) was formerly known as the Alien Registration Receipt Card (I-151).
- Employment Authorization Document (EAD)
- Passport of a Foreign Government
- Merchant Mariner Document or Credential issued by the United States Coast Guard
- Free and Secure Trade (FAST) Card
- NEXUS Card
- Secure Electronic Network for Travelers Rapid Inspection (SENTRI) Card
- Canadian Driver's License
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS). The Certificate of Citizenship (Form N-560 or Form N-561) is a document issued by the United States government as proof of citizenship.
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) A Certificate of United States Naturalization (Form N-550 or Form N-570)

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) _____
[*type of public benefit*], as referenced in O.C.G.A. § 50-36-1, from
_____ [name of government entity], the undersigned applicant
verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:
_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20___

NOTARY PUBLIC
My Commission Expires:

E-Verify Frequently Asked Questions

What is E-Verify? Georgia law requires that cities employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. All contractors and all employees must be verified through the system.

Who should sign the E-Verify Affidavit? The applicant that signed the application for the public benefit must be the individual signing the E-Verify Affidavit. Applicants should be authorized to sign on behalf of the company.

Do applicants need to sign the E-Verify Affidavit every time a benefit is requested or renewed? A company/organization must submit an E-Verify Affidavit annually to the City of Centerville.

Can I email or fax a copy of the E-Verify Affidavit? Yes. The E-Verify Affidavit can be mailed, emailed or faxed. It must be completed in its entirety.

What if the applicant who has applied for a public benefit refuses to sign the E-Verify Affidavit? If the applicant refuses to sign the E-Verify Affidavit the city will not provide the public benefit. The city is required to submit an annual compliance report to the Department of Audits and Accounts for all contracts entered into for the 'physical performance of services'. Beginning January 1, 2012 the same provisions will apply to the issuance of occupational tax certificates and other licenses/permits.

Examples of Acceptable Secure and Verifiable Documents

- United States Passport or United States Passport Card
- Military ID cards
- Driver's Licenses and Identification Cards
- Tribal Identification Card
- United States Permanent Resident Card or
- Alien Registration Receipt (The United States Permanent Resident Card (Form I-551) was formerly known as the Alien Registration Receipt Card (I-151).
- Employment Authorization Document (EAD)
- Passport of a Foreign Government
- Merchant Mariner Document or Credential issued by the United States Coast Guard
- Free and Secure Trade (FAST) Card
- NEXUS Card
- Secure Electronic Network for Travelers Rapid Inspection (SENTRI) Card
- Canadian Driver's License
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS). The Certificate of Citizenship (Form N-560 or Form N-561) is a document issued by the United States government as proof of citizenship.
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) A Certificate of United States Naturalization (Form N-550 or Form N-570)

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:
