



REQUEST FOR PROPOSALS (RFP)
RFP19 - 0307

TO: All Prospective Providers

FROM: Kevin Keller, Planning and Development Director

RE: Request for Proposals – Town of Braselton Comprehensive Plan Update

DEADLINE FOR SUBMITTAL: April 12, 2019

General Project Description

The Town of Braselton, Georgia, is soliciting professional service proposals from interested, experienced and qualified consulting firms to lead and develop the Town's 20-year Comprehensive Plan Update. The goal is to update the existing 2030 Comprehensive Plan to create a 20-year policy document that guides the future growth of the Town and promotes the needs, goals, and objectives of the community.

Description of Services

The specific planning consulting services the Town is seeking shall include, but shall not be limited to:

1. The development of the community assessment.
2. The facilitation of all public meetings and community stakeholder meetings.
3. The development of additional public outreach tools (i.e. online surveys, social media).
4. The collection and documentation of all public comments and input.
5. Develop written minutes of all public and stakeholder meetings.
6. The development of the community agenda.
7. Transmittal of all required documents to the Northeast Georgia Regional Commission and Georgia Department of Community Affairs (DCA).

The consultant selected will be required to demonstrate diligence that all applicable state and regional guidelines and deadlines for local Comprehensive Planning are satisfied throughout the development and adoption of the plan.

The deadline set forth by the Department of Community Affairs for the adoption of the Comprehensive Plan Update is October 31, 2020. An adoption of the Plan Update in

advance of this deadline is desired. The 30-year Comprehensive Plan was originally adopted in 2010 with a Plan Update adopted in 2015.

Prospective Service Providers requesting a site visit, requiring general information, minor clarification or interpretation of the proposal documents may direct their request(s) to Kevin Keller, Planning and Development Director, via e-mail at kdkeller@braselton.net.

Proposal Submission and Format Requirements

Submit two (2) hard copies and one (1) electronic copy in PDF format on an USB flash drive of the Consultant's proposal. Submittals shall be mailed, or hand delivered to the Town of Braselton prior to 2:00 p.m., April 12, 2019. Proposals shall be submitted in a sealed package clearly marked and must contain a second sealed envelope containing consultant's fee proposal.

Proposals should include, but is not limited to the following information:

Section 1 Cover Letter – Cover letter signed by an officer of the firm, binding the firm to all of the commitments made in the submittal.

Section 2 Review of Description of Services – Proposers must comment on the firm's ability to provide the services listed in the Description of Services outlined above. Provide comments, and suggest modifications, changes and/or additions as appropriate.

Section 3 Project Approach and Proposed Schedule – Propose a project approach with a schedule. Include any significant milestone dates necessary to complete all tasks.

Section 4 Related Project Experience – Present a description of your firm's past performance on similar projects.

Section 5 References – A minimum of three (3) references from past projects (of similar size and scope) completed by the proposed project manager and/or project team should be provided. Please provide the following information for each reference. All references must contain relevant projects completed within the past 7 years.

- Firm, Owner, or Agency Contact Person and Full Contact Information
- Project Description
- List of Services Provided Section

Section 6 Sub-Consultants – Identify any subconsultants your firm will utilize. Include resumes of key individuals who will be directly involved in this project, and briefly describe any past involvement in joint projects with these subconsultants.

Section 7 Fee Proposal – Submit a fee proposal in a separate sealed envelope. The fee proposal should itemize the fee for each task, showing the estimated hours of each staff member assigned and the associated fee for that staff member or subconsultant. Also, provide hourly rate schedules for all key project staff, including subconsultants.

Proposal Ranking Criteria

The proposals will be ranked on the following criteria:

1. Experience and qualifications of the firm or team (up to 30 points)
2. Project Approach (up to 30 points)
3. Quality of package submitted (up to 10 points)
4. Fee Proposal (up to 30 points)

Addenda to this RFP, if issued, will be posted on the Town’s website at: www.braselton.net/town_info/rfp_bids/index.php. It shall be the Consultant’s responsibility to check the Town’s website to obtain any addenda that may be issued.

All sealed proposals must be submitted by April 12, 2019 to the address below:

For hand delivery or express delivery:	For delivery via U.S. Postal Service
Kevin Keller, Planning and Development Director 4986 Highway 53, Braselton GA 30517	Kevin Keller, Planning and Development Director P.O. Box 306, Braselton GA 30517