To: Mayor Patterson and the Board of Aldermen

From: Andrea Correll, City Planner

Date: October 17, 2014

Re: Request for Qualifications for the City of Oxford 2015 Comprehensive Plan

Please find attached the Request for Qualifications (RFQ) for the City of Oxford 2015 Comprehensive Plan for your review and approval.

If you approve this RFQ, it will be advertised and placed on three websites:

- The City of Oxford
- The Mississippi Chapter of the American Planning Association
- The American Planning Association

Oxford is such a vibrant interesting City from a planning perceptive I am sure we will have submittals from outside of the state of Mississippi.

If you have additional questions or need further clarification, please contact me at 232-2305.
REQUEST FOR QUALIFICATIONS (RFQ) FOR PLANNING SERVICES FOR THE
DEVELOPMENT OF THE 2015 LONG RANGE COMPREHENSIVE PLAN FOR
OXFORD, MISSISSIPPI

The City of

Oxford
MISSISSIPPI

CITY OF OXFORD, MISSISSIPPI
107 COURTHOUSE SQUARE

October 2014
INTRODUCTION AND OVERVIEW

The City of Oxford, Mississippi is seeking a qualified firm to write the Long-Range Comprehensive Plan for Oxford, Mississippi, which will guide the City of Oxford for the next 20 years. Earlier documents such as the 2020 Vision Plan and 2004 Comprehensive Plan are available for review on the City’s website. It is the desire of the City that the firm selected for this project will have the experience and skills necessary to complete all necessary tasks in-house, or as part of a consulting team. It is important that an individual member of the firm or consulting team be the lead and principal point of contact throughout the entire process. The leader of the team should be a member of the American Institute of Certified Planners. The plan must include the required elements of Comprehensive Plans in Mississippi but additional elements meeting the needs of the rapidly growing City of Oxford are welcome.

PROJECT TIMELINE

Award Project: December 2014
Starting Date for Project: January 2015
Plan Completion: June/July 2015

PROPOSAL INFORMATION

Firms interested in providing these services may so indicated by furnishing the City of Oxford with one original (marked “Original”), ten (10) copies and one (1) CD of the following:

- Experience of the firm on work of a similar nature within the past five years
- Qualifications of key personnel including consultants to be assigned to this project including length of time with the firm, education, and experience on similar assignments
- Organizational chart of the proposed team, showing the names and roles of all key personnel and the firm they are associated with the project
- Current workload and demonstrated ability to complete the work in a timely manner
- The location of the office that will be assigned the project.

All proposals must be received no later than **2:00 PM Central Standard Time – Friday, November 14th, 2014** at the:

Office of the Clerk  
107 Courthouse Square  
Oxford, Mississippi 38655

The notation “RFQ for the Comprehensive Plan” must be clearly marked on the front of your sealed envelope or package. Faxed or e-mailed proposals will not be accepted. **Attachments 1 and 2 must be signed for the proposal to be considered responsive.**

**SELECTION PROCESS**

Upon receipt of proposals, a Selection Committee will evaluate and rank the submissions based on evaluation factors as outlined within this RFQ. The Evaluation Committee will develop a short list of qualified firms with whom oral presentations may take place. Key management individuals including the prospective project manager must be available at the presentation. If oral presentations are held, at the conclusion of oral presentations, the Evaluation Committee will perform a final scoring and ranking of the short-listed firms. Price is excluded as an evaluation factor, and negotiations are conducted with the most qualified firm only. If an agreement cannot be reached on price with the most qualified firm, negotiations are formally terminated with that firm and negotiations are then conducted with the next most qualified firm.

Prior to evaluation or referral to the Evaluation Committee, all submitted proposals will be reviewed for responsiveness. The Committee's recommendation will be submitted to the Mayor and Board of Aldermen for final consideration and approval.
EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

- Qualifications of key personnel (20 points)
- Firm’s experience with similar projects (25 points)
- Ability to respond to specific project needs and schedules (10 points)
- Familiarity with relevant codes, standards and regulations (5 points)
- Past performance on similar projects (30 points)
- Proximity/location of the firm (10 points)

DISPUTES RELATING TO PROCESS AND AWARD

Any protest shall be in writing, submitted to Andrea Correll, AICP, City Planner, City of Oxford, 107 Courthouse Square - Oxford, Mississippi 38655

All protests shall include:

1. The name and address of the proposer;
2. The solicitation or project number; and
3. A detailed statement as to the nature of the protest.

Protests regarding the award of a contract shall be submitted to the City Planner, or designee, as soon as possible, but not later than five (5) calendar days after the award of contract. The City Planner will promptly make a determination in writing regarding the validity of the protest and if the award should be delayed or considered for revisions.

In the event that a protester receives an unfavorable decision from the City Planner to its protest, the protester shall have the right to appeal the decision by submitting a written appeal to the Mayor of the City of Oxford, 107 Courthouse Square Oxford, Mississippi 38655, within five (5) calendar days after receipt of the decision of the Director of Planning and Development. The Mayor will appoint a Protest Committee of at least three (3) members to review the protest. The Protest Committee will notify the protestor in writing in a prompt manner of its decision.
**TERMS AND CONDITIONS**

1. The City of Oxford is not obligated to enter into a contract; nor is it responsible for any costs associated with the preparation of submittals and interviews. Submittals received after the deadline will not be considered. The City of Oxford reserves the right to reject any and all submittals and to interview and/or select a firm, which in the City of Oxford's judgment, will best meet the needs of the City of Oxford.

2. This RFQ may be obtained during normal business hours by calling 662-232-2305. The proposal packet may also be picked up at 107 Courthouse Square - Oxford, MS.

3. The City of Oxford will not assume or accept any responsibility for the opening of a proposal envelope or package prior to the scheduled opening if that envelope or package is not sealed and marked as specified.

4. The City of Oxford reserves the right to reject any and all proposals, to waive any informality in any proposal, and to award to the proposer whose proposal is, at the sole discretion of the City of Oxford, determined to be in the best interest of the City.

5. All requests for additional information, clarification, or interpretation concerning this RFQ must be submitted in writing no later than ten days prior to the proposal due date to: Andrea Correll, 107 Courthouse Square, Oxford, MS 38655. Responses to inquiries will be made five days prior to the proposal due date.

6. Any and all addenda, amendments, and interpretations to the RFQ will be issued in writing by the City of Oxford and sent to all prospective proposers who received an original RFQ and will become part of the RFQ package having the same binding effect as the provisions of the original RFQ.

7. Proposals are to be signed by an officer of the company authorized to bind the firm to its provisions. Proposals are to contain a statement indicating the period during which the proposals will remain valid.

8. The City of Oxford reserves the right to postpone the date for opening proposals and to reject any or all proposals, reject any particular item on a proposal, and waive any minor informality.

9. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFQ, and all reports, charts, and other documentation submitted by proposers shall become the property of the City of Oxford.

10. Ownership of all data, materials and documentation originated and prepared for the City of Oxford pursuant to this RFQ shall belong exclusively to the City of Oxford and be
subject to public inspection in accordance with the Mississippi Public Records Act and
Freedom of Information Act. Trade secrets or proprietary information submitted by the
Offeror shall not be subject to public disclosure except to the extent as may be allowed
under the Freedom of Information Act, or as otherwise may be required by law or a court
of competent jurisdiction. Written notice of trade secrets or proprietary information, or
other information that the proposer believes is not subject to public disclosure must clearly
identify materials to be protected and state the reason why protection is necessary. The
proprietary or trade material submitted must be identified by underscoring or other editing
method to distinguish the specific word, figures, or paragraphs that constitute protected
information.

11. As this is a Request for Qualifications, no information regarding the proposal shall be
released except in accordance to applicable law. Once an award has been made, all
proposals will be open to public inspection, subject to the provisions set forth above.

12. The successful proposer will need to show proof of General Liability and Errors and
Omission insurance.

If you have questions related to this RFQ, please contact Andrea Correll, City Planner at
662-232-2305 or acorrell@oxfordms.net.