



**THE CITY OF SMYRNA  
2800 KING STREET  
SMYRNA, GEORGIA 30080**

**INVITATION TO SUBMIT PROPOSAL NO. RFP 17-009**

**REQUEST FOR PROPOSALS FOR  
DEVELOPMENT CONSULTANT SERVICES  
Update to City Comprehensive Plan**

**The purpose of this Request for Proposal (RFP) is to seek a qualified Consultant to work with the City of Smyrna Community Development Department on the 10-year update to the Comprehensive Plan.**

The anticipated schedule for the RFP is as follows:

RFP Available/Mailed/Posted	Monday, September 12, 2016
Pre Bid Conference	Tuesday, September 20th at 10 a.m.
Deadline for questions	Friday, September 23 <sup>rd</sup> at 5 p.m.
Proposal Submission and Opening	Friday, September 30 <sup>th</sup> at 2 p.m.
Short List Interviews - Cost Proposal Submission	Friday, October 7 <sup>th</sup> - appointments
Anticipated Award Date	October 2016

Thank you,

*Penny Murphy*

Penny Murphy, C.P.M.  
Purchasing Manager  
City of Smyrna GA

*Kelly Brown*

Kelly Brown, CPPB  
Purchasing Buyer  
City of Smyrna GA



**THE CITY OF SMYRNA  
2800 KING STREET  
SMYRNA, GEORGIA 30080**

**INVITATION TO SUBMIT PROPOSAL NO. RFP 17-009**

**REQUEST FOR PROPOSALS FOR  
DEVELOPMENT CONSULTANT SERVICES**

Competitive sealed proposals for Development Consultant Services will be received at the City of Smyrna Purchasing Department, 2800 King Street, Smyrna, GA 30080, no later than 2 p.m. on Friday, September 30, 2016, at which time the submitted proposals will be publicly opened. The first submission will not contain a Cost Proposal.

As described in the specifications attached, all proposal submissions for Development Consultant Services (RFP 17-009) must comply with all general and special instructions. The City is seeking a highly qualified planning firm with experience in the development of comprehensive plans. The city is looking for assistance in the update of the comprehensive plan in accordance to the standards and procedures established by the Georgia Department of Community Affairs.

A Pre Bid Conference will be conducted on Tuesday, September 20th at 10 a.m. at Brawner Hall, 3180 Atlanta Road, Building A, 2nd floor conference room.

During the process, a short list of Consultants will be developed and interviews conducted. Cost Proposals are due at the time of the interviews which will occur on Friday, October 7<sup>th</sup>, by appointment.

The City may award a contract to the best Consultant with innovative ideas and comparable experience and reserves the right to accept or reject any or all proposals and award in the best interest of the City which may not be the lowest cost.

Proposals must be delivered to the Purchasing Department address at City Hall no later than the time and date indicated. All information pertaining to proposal number, description, bidder, and opening date must be completed on the orange label provided in the bid package and must be attached to outside of the sealed proposal.

**QUESTIONS:** All questions or requests for information not included in the bid must be submitted in writing or via email no later than Friday, September 23<sup>rd</sup> at 5 p.m. to Kelly Brown, CPPB, Purchasing Buyer, City Hall. Email questions or inquires shall be submitted to [kbrown@smyrnaga.gov](mailto:kbrown@smyrnaga.gov). All questions and answers will be sent to all bidders. After the proposal submission deadline, no contact is permitted between bidders and any other City staff members or elected officials except the Purchasing Department. The Purchasing phone number is 678-631-5406.

Thank you.

*Penny Murphy*

*Kelly Brown*

Penny Murphy, C.P.M.  
Purchasing Manager

Kelly Brown, CPPB  
Purchasing Buyer

---

## GENERAL INSTRUCTIONS

1. All proposals must be delivered to the City of Smyrna Purchasing Division, 2800 King Street, Smyrna, Georgia 30080, no later than the time and date indicated in the Request for Proposal. Any proposal received after that time will not be considered for award.
2. All proposals submitted shall be all inclusive.  
***PLEASE NOTE: We encourage you to save paper. It is not necessary to return this entire document with your response. Please return only the relevant pages on which your company has included a response.***
3. The City of Smyrna is a tax exempt Municipal Corporation. No sales tax will be charged on any products or services. Any sales tax paid on materials for the project shall be incorporated into the price of materials for the project. Our FEI number is 58-6000664.
4. The City of Smyrna reserves the right to waive any and all technicalities, formalities or irregularities. The City may also accept or reject any or all proposals, and award the bid to the lowest responsive and responsible bidder in the best interest of the City. The City may reject the proposal of any Consultant that has previously failed to perform properly or complete on time, contracts of a similar nature. Proposals by a Consultant that, in the sole opinion and discretion of the City of Smyrna, is not in the position to fulfill the contract may also be rejected.
5. All proposals must be submitted using the bid pricing and other forms provided. All information regarding bidder name, address, telephone number and contact person must be provided. Bidders must fill in bid prices and other information as indicated.
6. All bidders shall provide appropriate proof of a current and valid occupational license issued by an agency from within the State of Georgia. Any bidder owing fees, taxes or other monies to the City of Smyrna will be automatically disqualified.
7. Proposals may be withdrawn by written or faxed request, provided such withdrawals are received prior to the time and date of the opening of bid proposals.
8. **All proposals must be submitted with one original and five (5) copies.** Bids should be in a sealed envelope marked "DEVELOPMENT CONSULTANT SERVICES". All information pertaining to proposal number, description, bidder, and opening date must be completed on the orange label provided in the bid package and must be attached to outside of the sealed proposal. **Cost Proposals will be submitted during the short list interview phase.**
9. If a bidder chooses to not submit a proposal, it is requested that a "NO BID" form be submitted stating the reason for the "no bid". For our records, it is important that we know why bidders chose to not submit. A "No Bid" form is attached for the your use. Any bidder submitting a "no bid" will be recorded as such.
10. Bidders not responding will be recorded as "No Response". After three consecutive "No Responses", the bidder will be dropped from the bid list.

---

## SPECIAL INSTRUCTIONS

### 1. **Scope Reduction Clause**

The City of Smyrna (the “City”) reserves the right to reduce or increase the scope of the project if the lowest responsible and responsive Consultant’s proposal is higher or lower than our budgeted amount for the project. The City of Smyrna, at its sole discretion, reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction clause will be enacted only if it is in the best interest of the City and constitutes no guarantee of scope.

### 2. **Additional Work**

The City of Smyrna reserves the right to add to the contract any future work, with the agreement of the Consultant, at unit prices offered in this proposal. This option will be enacted during the contract or within twelve months of the end of the contract, if in the best interest of the City, and with agreement of the Consultant (“Consultant”).

### 3. **Insurance Requirements**

All Quotations submitted must be accompanied by a Certificate of Insurance in compliance with the minimum requirements of the State of Georgia to include worker’s compensation. Upon Bid Award, Contractor shall present a Certificate naming the City of Smyrna as Additional Insured. Contractor shall be responsible for all injuries or damages of any kind resulting from his work, to persons or property. The minimum insurance requirements are as follows:

- a. Commercial General Liability Coverage for personal injury and/or property damage with a minimum limit of \$1,000,000 per occurrence.
- b. Commercial Excess Umbrella for liability for bodily injury and/or property damage and in excess over other coverage in an amount of at least \$2,000,000 combined single limit.
- c. Worker’s Compensation and Employers Liability – Statutory coverage at a minimum of \$100,000 per accident.

Each policy shall contain an endorsement that, in the event of change or cancellation, a thirty (30) day prior written notice must be sent by mail to the City.

All Consultants will be required to provide evidence of insurance of at least \$1,000,000 of Errors and Omissions coverage prior to award of business.

### 4. **Indemnification**

Consultant shall assume the obligation to indemnify and hold harmless the City, its officers, employees, engineers, associates, agents, sub Consultants and representatives from and against any and all claims, damages, suits, fees, judgments, costs, expenses (including attorneys’ fees), liability or payment arising out of, or through, injury to any person or persons including death and loss of services, or damage to property, suffered through any cause whatsoever in the work involved in the contract and to defend on their behalf any suit brought against them arising from such cause.

### 5. **Georgia Security and Immigration Compliance**

In compliance with the Georgia Security and Immigration Compliance act of 2006 Act 457, Section 2 of Senate Bill 529, Chapter 300-10-1 (O.C.G.A. 13-10-91) and further updated in House Bill 87 and Senate Bill 160, all Contractors must comply with the above mentioned State of Georgia regulations by completing the provided affidavits relative to Contractor and subContractor stating affirmatively that the Contractor and any subContractors are registered and participating in a federal work authorization program. All applicable affidavits have been included with this RFP and must be signed and provided with the quotation submission. An individual, or company with no employees, should complete the SAVE documentation and include a copy of a principal's drivers' license or passport to verify U.S. citizenship.

6. **Default and Termination**

a. **Default**

The City may on thirty (30) days notice to the Consultant terminate the service contract, and without prejudice to any other remedy it may have, when the Consultant materially defaults in the performance of any provision of this specification, or materially fails to carry out the work in accordance with the provisions of the service contract. Default by the Consultant will include, but is not limited to, the following:

- i. Failure by the selected bank to provide service in accordance with the specifications.
- ii. Insolvency or filing of a voluntary or involuntary petition in bankruptcy court by the Consultant.
- iii. Consultant fails to cure any other breach of default in the performance of its duties or obligations set forth in the contract within five (5) days of receipt by Consultant of written notice of such breach or default.

b. **Termination**

The City may terminate the contract, for convenience purposes, upon ninety (90) days written notice. Upon any termination of the contract, the Consultant shall, unless notified in writing otherwise, take all reasonable precautions to complete the work in progress and to minimize the expenses of the City incident to such termination and the completion of the work. Thereafter, the Consultant shall promptly discontinue the work. The City will pay the Consultant all monies owed for work completed.



**Scope of Services**  
**Development Consulting**  
**for**  
**Comprehensive Plan Update**

**Invitation to Consultants**

The City of Smyrna is seeking proposals from qualified consultants to complete an update of the city's comprehensive plan. The comprehensive plan must comply with the requirements of Chapter 110-12-1: Standards and Procedures for Local Comprehensive Planning "Local Planning Requirements" published by the Georgia Department of Community Affairs as updated March 1, 2014. This update to the City's Plan must be completed and approved by the Georgia Department of Community Affairs no later than **October 31, 2017**.

**Project Overview**

The comprehensive plan update will be completed with input from the Mayor and City Council, city staff members, city boards and commissions, interested and concerned citizens, local businesses, and other stakeholders of the Smyrna community. Due to the city's anticipated growth from redevelopment and other activities, the primary objective of the comprehensive plan update is to create a consensus among the stakeholders regarding future development within the city over the next five years, while also looking at long-term goals for the next ten to fifteen years. It is envisioned that the comprehensive plan update will include numerous opportunities for public involvement throughout the planning process. Anticipated public involvement activities may include open houses, workshops, meetings, surveys, hearings, and other methods to gather input from stakeholder groups and present ideas prior to adoption of the plan.

**Scope of Work**

A general description of the scope of work is provided in the above "Project Overview". It is anticipated that the scope of work will generally involve a visioning process, development of the required documents, and a public review and adoption process.

The Georgia Standards and Procedures for Local Comprehensive Planning provides the guidelines for all jurisdictions in the State of Georgia regarding the content, organization, analysis, map structure, and format of comprehensive plans. These standards shall be the basis for the City of Smyrna comprehensive plan update. In order to maintain qualified local government certification, and thereby remain eligible for selected state funding and permitting programs, the City of Smyrna must prepare, adopt, maintain, and implement a comprehensive plan as specified in these standards.

- 1. Required Elements.** The comprehensive plan must include the required plan elements specified below.

- 
- a. Community Goals.** The purpose of the Community Goals element is to lay out a road map for the community's future, developed through a very public process of involving community leaders and stakeholders in making key decisions about the future of the community. The Community Goals are the most important part of the plan, for they identify the community's direction for the future, and are intended to generate local pride and enthusiasm about the future of the community, thereby leading citizens and leadership to act to ensure that the plan is implemented. The result must be an easy-to-use document readily referenced by community leaders as they work toward achieving this desired future of the community.

The Community Goals must include the four components listed below:

- i. General Vision Statement.** Include a general statement that paints a picture of what the community desires to become, providing a complete description of the development patterns to be encouraged within the jurisdiction.
  - ii. List of Community Goals.** Include a listing of the goals the community seeks to achieve.
  - iii. Community Policies.** Include any policies the city selects to provide ongoing guidance and direction to city officials for making decisions consistent with achieving the Community Goals.
- b. Needs and Opportunities.** This is the locally agreed upon list of Needs and Opportunities the community intends to address. Each of the needs or opportunities that the community identifies as high priority must be followed-up with corresponding implementation measures in the Community Work Program. The list must be developed by involving community stakeholders in carrying out a SWOT (strengths, weaknesses, opportunities, threats) or similar analysis of the community. The following resources may also be enlisted to help stakeholders identify local Needs and Opportunities:
- i. Supplemental Planning Recommendations.** Review the list of typical needs and opportunities provided in the Supplemental Planning Recommendations and select those that are applicable for the community.
  - ii. Analysis of Data and Information.** Check for potential needs and opportunities by reviewing and evaluating the data and information about the community that is provided on the Department's website. When evaluating this data and information, focus on:
    - \* Whether it verifies needs or opportunities identified previously;
    - \* Whether it uncovers new needs or opportunities not previously identified;
    - \* Whether it indicates significant local trends that need to be considered in the planning process.

In order to ensure a concise and readable comprehensive plan, it is not recommended to include the data and information provided on the

---

Department's website in the comprehensive plan, nor is it required to include evaluations, data, or maps to substantiate or illustrate the identified needs or opportunities.

- iii. **Analysis of Consistency with Quality Community Objectives.** Evaluate the city's current policies, activities, and development patterns by comparing with the Department's Quality Community Objectives and the supporting Best Practices available on the Department of Community Affairs website. Use this analysis to identify any community needs and opportunities for adapting local activities, development patterns and implementation practices to the Quality Community Objectives.
- c. **Community Work Program.** This element of the comprehensive plan lays out the specific activities the community plans to undertake during the next five years to address the priority Needs and Opportunities, identified Target Areas (if applicable), or to achieve portions of the Community Goals. This includes any activities, initiatives, programs, ordinances, administrative systems to be put in place to implement the plan. The Community Work Program must include the following information for each listed activity:
  - i. Brief description of the activity;
  - ii. Legal authorization for the activity, if applicable;
  - iii. Timeframe for initiating and completing the activity;
  - iv. Responsible party for implementing the activity;
  - v. Estimated cost (if any) of implementing the activity; and
  - vi. Funding source(s), if applicable.
- d. **Economic Development Element.** Identify needs and opportunities related to economic development and vitality of the community, and Community Work Program activities for addressing these needs and opportunities, considering such factors as diversity of the economic base, quality of the local labor force, effectiveness of local economic development agencies, programs and tools. The Comprehensive Economic Development Strategy (CEDS) for the region may be substituted for this element.
- e. **Land Use Element.** The Land Use Element must include the component listed below:
  - i. **Future Land Use Map and Narrative.** Prepare a Future Land Use Map that uses conventional categories or classifications to depict the location (typically parcel by parcel) of specific future land uses. Prepare the Future Land Use Map using the following land use classification scheme described below and include a narrative that explains how to interpret the map and each land use category.
    1. **Standard Categories.** More detailed categories used by communities must be able to be grouped into one of the following standard categories:

- a. **Residential.** The predominant use of land within the residential category is for single-family and multi-family dwelling units organized into general categories of net densities.
- b. **Commercial.** This category is for land dedicated to non-industrial business uses, including retail sales, office, service and entertainment facilities, organized into general categories of intensities. Commercial uses may be located as a single use in one building or grouped together in a shopping center or office building. Communities may elect to separate office uses from other commercial uses, such as retail, service or entertainment facilities.
- c. **Industrial.** This category is for land dedicated to manufacturing facilities, processing plants, factories, warehousing and wholesale trade facilities, mining or mineral extraction activities, or other similar uses.
- d. **Public/Institutional.** This category includes certain state, federal or local government uses, and institutional land uses. Government uses include government building complexes, police and fire stations, libraries, prisons, post offices, schools, military installations, etc. Examples of institutional land uses include colleges, churches, cemeteries, hospitals, etc. Do not include facilities that are publicly owned, but would be classified more accurately in another land use category. For example, include publicly owned parks and/or recreational facilities in the park/recreation/conservation category; include landfills in the industrial category; and include general office buildings containing government offices in the commercial category.
- e. **Transportation/Communication/Utilities.** This category includes such uses as major transportation routes, public transit stations, power generation plants, railroad facilities, radio towers, telephone switching stations, airports, port facilities or other similar uses.

- f. **Park/Recreation/Conservation.** This category is for land dedicated to active or passive recreational uses. These areas may be either publicly or privately owned and may include playgrounds, public parks, nature preserves, wildlife management areas, national forests, golf courses, recreation centers or similar uses.
  - g. **Agriculture/Forestry.** This category is for land dedicated to farming (fields, lots, pastures, farmsteads, specialty farms, livestock production, etc.), agriculture, or commercial timber or pulpwood harvesting.
  - h. **Undeveloped/Vacant.** This category is for lots or tracts of land that are served by typical urban public services (water, sewer, etc.) but have not been developed for a specific use or were developed for a specific use that has since been abandoned.
  - i. **Mixed Use.** For a detailed, fine-grained mixed land use, or one in which land uses are more evenly balanced, mixed land use categories may be created and applied at the discretion of the community. If used, mixed land use categories must be clearly defined, including the types of land uses allowed, the percentage distribution among the mix of uses (or other objective measure of the combination), and the allowable density of each use.
- f. **Transportation Element.** The Metropolitan Planning Organization's transportation strategy for the region may be substituted for this element; or, if a separate Transportation Element is prepared, it must include the following components:
- i. Evaluate the adequacy of the following major components of the local transportation system for serving needs of the community throughout the planning period:
    - 1. **Road Network.** Identify roads, highways and bridges. Also identify any significant issues with the road network, including connectivity, signalized intersections or inadequate signage.
    - 2. **Alternative Modes.** Identify bicycle, pedestrian facilities and public transportation or other services for populations without automobiles. Also identify areas of the community where mode choice is limited. Evaluate how effectively mobility needs of the community are met by these alternative transportation modes.
    - 3. **Parking.** Identify areas with insufficient parking or inadequate parking facilities (e.g., downtown, busy commercial areas), excess

---

or obsolete surface parking facilities in need of retrofitting or redevelopment.

4. **Railroads, Trucking, Port Facilities and Airports.** Identify freight and passenger rail lines, major rail intermodal facilities, non-rail freight operations, seaports, harbors, and commercial and general purpose air terminals. Evaluate the impact of these on the overall transportation network.

5. **Transportation and Land Use Connection.** The transportation element should recognize that transportation policies, programs, and projects should be planned in alignment with local land use development policies. Future transportation investments should similarly be matched with appropriate land use policies.

ii. Develop a strategy for addressing any needs or opportunities identified above and integrate this strategy into the Community Work Program.

g. **Housing Element.** Use the following factors to evaluate the adequacy and suitability of existing housing stock to serve current and future community needs. Develop Community Work Program activities for addressing any identified needs or opportunities. Factors to consider include: housing types and mix, condition and occupancy, local cost of housing, cost-burdened households in the community, jobs-housing balance, housing needs of special populations, and availability of housing options across the life cycle. The Consolidated Plan for the community may be substituted for this element.

2. **Community Involvement.** Each element of the comprehensive plan must be prepared with opportunity for involvement and input from stakeholders and the general public, in order to ensure that the plan reflects the full range of community needs and values. The three steps for involving stakeholders and the general public in developing the comprehensive plan are listed below.

a. **Identification of Stakeholders.** Compile a list of stakeholders who need to have a voice in the development of the plan. Members of the governing authority must be included among the selected stakeholders and be actively involved in plan preparation, such as serving on the steering committee that guides development of the plan.

b. **Identification of Participation Techniques.** Review each of the recommended community participation techniques identified in the Supplemental Planning Recommendations to select those to be used locally for involving the selected stakeholders in the process of developing the plan. At minimum, the city must form a steering committee to oversee and participate in development of the plan that includes some of the stakeholders identified in section (a) above, members of the governing authority, local economic development practitioners, and local government staff.

c. **Conduct Participation Program.** Invite each of the stakeholders identified in section (a) above to participate in the activities and events identified in section

(b). Use these participation events to solicit specific input on the content of the plan. Hold regular meetings of the steering committee to provide input and feedback to the plan preparers as the plan is developed.

- 3. Consideration of the Regional Water Plan and the Environmental Planning Criteria.** During the process of preparing the comprehensive plan, the city must review the Regional Water Plan(s) covering its area and the Rules for Environmental Planning Criteria (established and administered by the Department of Natural Resources pursuant to O.C.G.A. 12-2-8) to determine if there is need to adapt local implementation practices or development regulations to address protection of these important natural resources. The city must certify that it has considered both the Regional Water Plan and the Rules for Environmental Planning Criteria when it transmits the plan to the Regional Commission for review.
- 4. Review of the Comprehensive Plan.** Upon completion, the comprehensive plan must be transmitted to the Regional Commission for review. Both the Regional Commission and the Department will review the plan and respond to the city with findings and recommendations.
- 5. Adoption of the Comprehensive Plan.** Once approved by the Department as being in compliance with the Minimum Standards and Procedures, the local government may adopt the plan. Specific details for this review process are covered in section 110-12-1-.04.

### **Comprehensive Plan Procedures:**

#### **1. Preparation, Transmittal and Review of the Comprehensive Plan.**

- a. **First Required Public Hearing.** A first public hearing must be held at the inception of the local planning process. The purpose of this hearing is to brief the community on the process to be used to develop the plan, opportunities for public participation in development of the plan, and to obtain input on the proposed planning process. Once public comments have been addressed, the community may begin the process of developing the plan.
- b. **Developing the Plan - Community Involvement.** Each element of the plan must be prepared with considerable opportunity for involvement and input from stakeholders, local leadership, and the general public, following the process specified in section 110-12-1--02(2). This will help ensure that the plan reflects the full range of community needs and values and that the plan will be implemented, because citizens and leadership that are involved in plan development are likely to become committed to seeing it through.
- c. **Second Public Hearing.** A second public hearing must be held once the plan has been drafted and made available for public review, but prior to its transmittal to the Regional Commission for review. The purpose of this hearing is to brief the

---

community on the contents of the plan, provide an opportunity for residents to make final suggestions, additions or revisions, and notify the community of when the plan will be submitted to the Regional Commission for review. Once public comments have been addressed, the plan must be transmitted to the Regional Commission with a cover letter signed by the chief elected official of the local government.

- d. **Submittal for Review.** Upon completion, the local government must transmit its plan to the Regional Commission for review. This transmittal must include the community's certification that it has considered both the Regional Water Plan and the Rules for Environmental Planning Criteria as provided in section [110-12-1-.02\(3\)](#). Once received, the Regional Commission shall immediately forward the plan to the Department for review, indicating the date the plan was received from the local government. This date of submittal for review is the beginning of the plan review process.
- e. **Notification of Interested Parties.** Once the Regional Commission has accepted the plan for review, it shall immediately notify interested parties of the availability of the plan for review and comment, providing the name of the local government, the general nature of the plan and a deadline by which comments must be returned to the Regional Commission. At minimum, interested parties shall include:
- i. Local governments inside or outside the Regional Commission's region that are contiguous to the submitting local government, and other local governments that are likely to be affected by the plan;
  - ii. Any local authorities, special districts, or other entities identified in evaluating intergovernmental coordination mechanisms and processes (if applicable);
  - iii. Regional Commissions that are contiguous to the local government or that are likely to be affected by the plan; and
  - iv. Affected state agencies, including the Department of Transportation, the Department of Natural Resources, the Georgia Environmental Facilities Authority, and the Department.
- The Regional Commission may (at its sole discretion) conduct a hearing at which any local government, Regional Commission or other local, regional, or state agency may present its views on the plan. The rules for conducting such hearings shall be as approved and adopted by the Council of the Regional Commission.
- f. **Regional Commission Review.** The Regional Commission shall review the plan for potential conflicts with plans of neighboring jurisdictions, opportunities for inter jurisdictional/regional solutions to common issues, and consistency with the adopted regional plan for the region.
- g. **Department Review.** The Department shall review the required elements of the plan for compliance with the Minimum Standards and Procedures. This review may result in identification of deficiencies that must be resolved before the plan can be approved. The Department may also offer advisory comments for improving the plan, but these are only for consideration by the local government. The Department's findings and recommendations resulting from its review shall be transmitted to the

---

Regional Commission for inclusion in the final report within 35 days after submittal for review.

- h. **Report of Findings and Recommendations.** Within 40 days after submittal for review, the Regional Commission must transmit a report of findings and recommendations to the local government and copy the Department. This report must include:
- i. Comments submitted by interested parties that reviewed the plan and (if applicable) a summary of the regional review hearing, detailing any significant issues raised;
  - ii. The Regional Commission's findings from its Intergovernmental and Consistency review of the plan and its recommendations for addressing these findings; and
  - iii. A copy of the Department's findings and recommendations resulting from its review of the plan.
- i. **Plan Revisions.** If the Report of Findings and Recommendations indicates that the plan is not yet in compliance with the Minimum Standards and Procedures, the local government must address any requested changes by revising the plan and resubmitting it to the Regional Commission for review. Once the plan is resubmitted for review, both the Department and the Regional Commission will complete their review and respond to the local government as soon as possible. This process of revision and review can be repeated until the plan is found to be in compliance with the Minimum Standards and Procedures.
- j. **Adoption of the Plan.** Once the plan has been found by the Department to be in compliance with the Minimum Standards and Procedures, the local governing body may adopt the approved plan. In order to maintain Qualified Local Government certification, the local government must adopt the approved plan. If the local government fails to adopt the plan within one year after the plan is found to be in compliance with the Minimum Standards and Procedures, it will be necessary to resubmit the plan for review as provided at [110-12-1-.04](#) (1)(d).
- k. **Notification of Local Adoption.** Within seven days of local adoption of the approved plan, the local government must provide a copy of the adoption resolution to the Regional Commission. Within seven days of receipt of this written notice, the Regional Commission must forward this resolution to the Department.
- l. **Qualified Local Government Certification.** Once the Department has been notified by the Regional Commission that a local government has adopted the approved plan, the Department will notify the local government that Qualified Local Government certification has been extended.
- m. **Publicizing the Plan.** Once adopted by the local government, the availability of the plan must be publicized by the local government for public information. This requirement may be met by providing notice in a local newspaper of general circulation, posting notice on the local government's website, or using similar means to notify the public of plan adoption and directing them where a complete copy of the plan may be reviewed.

**Format of Deliverables:**

- Thirty (30) printed copies of the comprehensive plan (8.5" x 11") and associated maps;
- PDF file of the comprehensive plan and appendices;
- Electronic files in their original formats with supporting graphics and GIS or other data files (Excel, CAD, etc.)

**Key Dates**

The following are key dates by which significant tasks are required to be completed in order to ensure the comprehensive plan is completed on time.

- RFP Advertised & Distributed- 09/12/16
- Consultant Selected and Submitted to Mayor & Council- 10/17/16
- ARC review of final documents- 08/01/17
- Comprehensive Plan Complete- 10/31/17
- Final Invoice and Study Documents- 11/01/17

**Qualifications and Selection Process:**

**Statement of Qualifications**

Submission of Qualifications should include the following information supporting the Consultant's qualifications:

- Brief Business Profile
- Indicate year business established
- Name and telephone number of the designated contact
- List of key personnel on staff to be assigned to the project and their qualifications (team organizational chart, etc.)
- A reference list of projects of similar size and scope that have been successfully completed by the Consultant's team including project owner, contact name, contact information, project dates, and project value. Local or state references are preferable.
- List and qualifications of subcontractors who will be utilized in the performance of this contract.
- Brief Project Understanding and Approach, including anticipated project schedule
  - DBE utilization on project

**Statement of Qualifications Format:**

Statements of Qualifications shall identify the Consultant's team, profile, qualifications, similar project experience, project understanding/approach and proposed schedule and shall be limited to a **maximum length of six (6) single sided, letter-sized pages**, exclusive of cover letter.

## **Selection Process**

### **Step One (proposals *without cost* due September 30th)**

An Evaluation Committee will evaluate all proposals received and will select a short list of 3 or more firms for further evaluation based on the following evaluation criteria:

- Experience of the firm, including the qualifications of the staff and sub-consultants assigned
- Projects of similar size and scope successfully completed by consultant team and
- Project understanding and approach, including project schedule

Any response which does not include all the statements and affirmations called for in the Statement of Qualifications will be automatically rejected as not being responsive.

### **Step Two (to be scheduled on October 7th)**

Short-listed firms will be invited to attend an interview. Short list notification will occur on or before Tuesday, May 3rd. The interview will provide an opportunity for the firms or individuals to explain their experience, relevant project experience, and project understanding and approach. The interview shall be evaluated and ranked based on the same criteria as above. The interview is not intended to be a formal presentation. The short listed firms would attend an estimated 45-minute interview. The interview will be further defined when the short-listed firms/individuals are notified. Interviews will be held coincident with cost proposal submittal.

### **Cost Proposal (due at interview for short-listed firms)**

One (1) hard copy of the Consultant's cost proposal, including a description of tasks, man-hours and associated costs, marked "Original" with original signatures shall be submitted at the time of the interview in a separate, sealed opaque envelope marked "Cost Proposal" with the Consultant's name, address, RFP Name, and Due Date. A sample Contract for Services will also be submitted.

### **Step Three (week of October 10th)**

Final selection will be based upon the following criteria:

- Written SOQ
- Interview
- Cost proposal

### **Questions and Communication:**

All qualifications shall be evaluated in accordance with the evaluation criteria set forth in this RFP. Restrictions on communications is established between Consultants and City of Smyrna staff, elected officials or representing agents thereof from the issue date of this RFP until a firm is selected and the selection is announced. Consultants are directed to submit all questions about this RFP, including technical requirements, submission instructions, and any other general information, to Kelly Brown, Purchasing Buyer, [kbrown@smyrnaga.gov](mailto:kbrown@smyrnaga.gov), who will forward to

the designated project contact: Russell Martin, Senior Planner.

All questions concerning this RFP must be submitted in writing (e-mail preferred). No verbal questions will be accepted. Responses to all questions received prior to the deadline for questions will be afforded to all Consultants.



**RFP 17-009**

**Development Consultant Services**  
**Update to City's Comprehensive Plan**

**ACKNOWLEDGEMENTS**

\_\_\_\_\_ We acknowledge that we take no exceptions to the specifications.

**OR**

\_\_\_\_\_ We acknowledge that we do take exceptions to the RFP requirements and specifications and an itemized list of exceptions is attached.

\_\_\_\_\_ We acknowledge we have signed and attached the two (2) Consultant and Sub Consultant Affidavits.

\_\_\_\_\_ We acknowledge that service will commence and be completed within City's required time frame.

**COMPANY NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



City of Smyrna, Georgia  
**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91 (b) (1), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the City of Smyrna has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability 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:

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
EEV/ Federal Work Authorization User Identification Number      Date of Authorization

Name of Contractor \_\_\_\_\_

Name of Project \_\_\_\_\_ Public Employer \_\_\_\_\_

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

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Office or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_ / \_\_\_\_\_

Notary Public  
My Commission Expires:  
\_\_\_\_\_



City of Smyrna, Georgia  
SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. §13-10-91 (b) (1), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the City of Smyrna has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91 (b). Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
EEV/ Federal Work Authorization User Identification Number      Date of Authorization

Name of SubContractor\_\_\_\_\_

Name of Project \_\_\_\_\_ Public Employer\_\_\_\_\_

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

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Office or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_/\_\_\_\_\_

Notary Public  
My Commission Expires:

\_\_\_\_\_



**SAVE**

**Affidavit of Compliance with O.C.G.A. 50-36-1  
“Verification of Lawful Presence within the United States”**

O.C.G.A. 50-36-1 requires that applicants applying for such things as licenses for public benefits complete a signed and sworn affidavit verifying the applicant’s lawful presence in the United States. Therefore, the applicant must answer the following questions:

The applicant is a United States citizen or legal permanent resident at least eighteen (18) years old.

            
YES

            
NO

*IF NOT:*

The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, at least eighteen (18) years old, and is lawfully present in the United States. *A photo static copy of the applicant’s alien card issued by the Department of Homeland Security or other federal immigration agency must be included with this document.*

O.C.G.A. 50-36-1 states that “Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit executed pursuant to this Code section shall be guilty of a violation of Code Section 16-10-20.”

**I declare, under penalty of law, that this affidavit has been completed by me and is true and correct.**

\_\_\_\_\_  
Signature Title Date

(Must be signed by applicant. If the applicant is a corporation, must be signed by an officer of the corporation. **A STAMPED SIGNATURE IS NOT ACCEPTABLE.**)

I hereby certify that \_\_\_\_\_ is personally known, or verified by me, that the applicant signed this application after stating to me his or her personal knowledge and understanding of all statements and, under oath actually administered by me, has sworn that the statements and answers contained in this affidavit are true.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
Notary Public

AFFIX SEAL

All applicants must attach a copy of a secure and verifiable document as defined in O.C.G.A. 50-36-2. Such documents include a valid Georgia issued Driver’s License or ID Card, a valid Driver’s license issued by another State or an identification document issued by the United States Government.



"NO RESPONSE" REPLY FORM  
City of Smyrna  
**RFP 17-009**  
**Development Consulting**

If you do not wish to respond to this RFP, please complete this form and mail/fax/email it to: Kelly Brown, City of Smyrna Purchasing Department, 2800 King Street, Smyrna, GA 30080, [kbrown@smyrnaga.gov](mailto:kbrown@smyrnaga.gov) or fax to 770-431-2814.

**I do not wish to submit a response to this RFP.**

I wish to be retained on the list FOR THIS COMMODITY: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Company Representative

You are invited to list reasons for your decision not to propose:

---

---

---

---

---

---

---

---

**THE CITY OF SMYRNA  
2800 KING STREET  
SMYRNA, GEORGIA 30080**

**INVITATION TO SUBMIT PROPOSAL NO. RFP 17-009  
REQUEST FOR PROPOSALS FOR  
DEVELOPMENT CONSULTANT SERVICES**

Competitive sealed proposals for Development Consultant Services will be received at the City of Smyrna Purchasing Department, 2800 King Street, Smyrna, GA 30080, no later than 2 p.m. on Friday, September 30, 2016, at which time the submitted proposals will be publicly opened. The first submission will not contain a Cost Proposal.

As described in the specifications attached, all proposal submissions for Development Consultant Services (RFP 17-009) must comply with all general and special instructions. The City is seeking a highly qualified planning firm with experience in the development of comprehensive plans. The city is looking for assistance in the update of the comprehensive plan in accordance to the standards and procedures established by the Georgia Department of Community Affairs.

A Pre Bid Conference will be conducted on Tuesday, September 20th at 10 a.m. at Brawner Hall, 3180 Atlanta Road, Building A, 2nd floor conference room.

During the process, a short list of Consultants will be developed and interviews conducted. Cost Proposals are due at the time of the interviews which will occur on Friday, October 7<sup>th</sup>, by appointment.

The City may award a contract to the best Consultant with innovative ideas and comparable experience and reserves the right to accept or reject any or all proposals and award in the best interest of the City which may not be the lowest cost.

Proposals must be delivered to the Purchasing Department address at City Hall no later than the time and date indicated. All information pertaining to proposal number, description, bidder, and opening date must be completed on the orange label provided in the bid package and must be attached to outside of the sealed proposal.

**QUESTIONS:** All questions or requests for information not included in the bid must be submitted in writing or via email no later than Friday, September 23<sup>rd</sup> at 5 p.m. to Kelly Brown, CPPB, Purchasing Buyer, City Hall. Email questions or inquires shall be submitted to [kbrown@smyrnaga.gov](mailto:kbrown@smyrnaga.gov). All questions and answers will be sent to all bidders. After the proposal submission deadline, no contact is permitted between bidders and any other City staff members or elected officials except the Purchasing Department. The Purchasing phone number is 678-631-5406. (During this time frame, Penny Murphy will be out of the office and Kelly Brown will handle all aspects of this bid process.)

Thank you.

*Penny Murphy*

Penny Murphy, C.P.M.  
Purchasing Manager

*Kelly Brown*

Kelly Brown, CPPB  
Purchasing Buyer