SOLICITATION NO.: Request for Proposal (RFP) 66/2023
BUYER: Cale Turner
PHONE NO.: (573) 874-7375
E-MAIL: cale.turner@como.gov

TITLE: Central Columbia Urban Conservation Ordinance and Design Guidelines

ISSUE DATE: February 2, 2023

RETURN PROPOSAL NO LATER THAN: March 3, 2023 AT 5:00 PM CENTRAL TIME (END DATE)

OFFERORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type **Solicitation Number** and **End Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing Division office (701 E. Broadway, 5th Floor) by the return proposal date and time.

	(U.S. Mail)		**(Courier Service)**
RETURN PROPOSAL TO:	**CITY OF COLUMBIA PURCHASING** **PO BOX 6015** **COLUMBIA MO 65205**	**or**	**CITY OF COLUMBIA PURCHASING** **701 E. BROADWAY, 5th FLOOR** **COLUMBIA MO 65201**

CONTRACT PERIOD: Effective Date of Contract through One (1) Year

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

City of Columbia, Community Development Department
Columbia, MO 65201

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with their proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

SIGNATURE REQUIRED

OFFEROR NAME
MAILING ADDRESS
CITY, STATE, ZIP CODE

CONTACT PERSON	**EMAIL ADDRESS**
PHONE NUMBER	**FAX NUMBER**
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE) ___ Corporation ___ Individual ___ State/Local Government ___ Partnership ___ Sole Proprietor ___IRS Tax-Exempt	
AUTHORIZED SIGNATURE	**DATE**
PRINTED NAME	**TITLE**

1. INTRODUCTION AND GENERAL REQUIREMENTS

INTRODUCTION:

This document constitutes a request for competitive, sealed proposals for the provision of professional city planning and design services for the City of Columbia, Missouri (hereinafter referred to as City) as set forth herein.

This request for proposals seeks a qualified consultant to prepare recommended development code amendments and conceptual design guidelines to improve and protect the integrity of the central Columbia neighborhoods.

"Urban conservation" for purposes of this assignment refers to an emphasis on the continued occupation and maintenance of buildings of architectural or historic significance to residents, while providing for new development compatible with the appearance, character, and scale of the neighborhood.

Organization - This document, referred to as an RFP, is divided into the following parts:

1) Introduction and General Information
2) Scope of Work
3) Proposal Submission Information
4) Pricing Page(s)
5) Exhibits A – G
6) Attachment 1 – Area Map
7) Attachment 2 – Sample Contract

Terminology/Definitions: Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any addendum thereto, the definition or meaning described below shall apply.

- Addendum/Amendment means a written, official modification to an RFP.
- Attachment applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- Proposal end date and time and similar expressions mean the exact deadline required by the RFP for the receipt of sealed proposals.
- Offeror means the supplier, vendor, person, or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- Buyer means the procurement staff member of the Purchasing Division. The contact person as referenced herein is usually the buyer.
- Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- Contractor means a supplier, offeror, person, or organization who is a successful offeror as a result of an RFP and who enters into a contract.
- Exhibit applies to forms which are included with an RFP for the offeror to complete and submit with the sealed proposal prior to the specified end date and time.
- Request for Proposal (RFP) means the solicitation document issued by the Purchasing Division to potential offerors for the purchase of equipment, supplies, and/or services as

described in the document. The definition includes all pricing pages, exhibits, attachments, and addendums thereto.

- May means that a certain feature, component, or action is permissible, but not required.
- Must means that a certain feature, component, or action is a mandatory condition.
- Pricing Page(s) applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The Pricing Pages must be completed and submitted by the offeror with the sealed proposal prior to the specified proposal end date and time.
- Shall have the same meaning as the word must.
- Should means that a certain feature, component and/or action are desirable but not mandatory.

BACKGROUND INFORMATION:

Over the years and in recent cases, infill development and redevelopment in Columbia's oldest, central area neighborhoods has been controversial. An "Ad Hoc Committee on Central Columbia Neighborhood Protections," a self-organized coalition of eight Columbia neighborhood organizations, convened meetings in 2021 and made the following seven findings:

1. Infill development architecture does not match the character of the neighborhoods;
2. Infill development scale does not match the scale of the existing neighborhoods;
3. Historic buildings are not adequately protected;
4. Affordable housing is lacking;
5. Storm water needs to be managed;
6. Land use and structural scale transitions require stronger buffers; and
7. "Walkability" needs improvement.

To respond to this and other concerns expressed to City leadership regarding development in old, established neighborhoods, the City is requesting proposals to develop an ordinance, design guidelines, and other strategies to protect the integrity of existing neighborhoods while making reasonable allowance for new development and building rehabilitation.

The central Columbia neighborhoods, *for purposes of this project*, is an area the extends from Old Highway 63 on the east to Clinkscales Drive on the west, and between Business Loop 70 on the north and Broadway on the south, and including the East Campus neighborhood south of Broadway between Old 63 and College Avenue (State Route 763) and the Grasslands neighborhood south of Broadway west of Providence Road (State Route 163). This is an area of approximately 2,000 acres (see Attachment 1: Map).

Characteristics of the project study area:

The tentative boundary of the study area is primarily residential and institutional use with pockets of commercial, located between Business 70 on the north, and the downtown and the University of Missouri on the south (see attached map). The east-west limits of the study area are roughly coterminous with the city limits in 1935 when the City of Columbia approved its first City Plan and Zoning District Map. The downtown central business district and the University of Missouri campus are not included in the study area. Downtown has a form-based zoning district and the Downtown Community Improvement District (CID, aka "The District") has a set of voluntary design guidelines. The Business Loop 70 Community Improvement District (The Loop CID) has adopted a corridor study for improvements. The University, as a state institution, is not subject to city zoning, building, and other land use ordinances, and follows its own master plan process.

Zoning classifications
The majority of the study area is zoned for two-family or multiple-family districts despite a large inventory of single-family detached dwelling units (more than 20 percent of housing *units* are single-family and a larger percentage of *residential buildings* are single-family). More than 40 percent of housing units are in buildings more than 60 years old. The proportion increases to more than two-thirds for single-family dwellings. There has been scattered new construction of small apartment buildings and dwellings in recent decades. Large-scale redevelopment during the late 1950s and 1960s was associated with the activities of the Land Clearance and Redevelopment Authority, which ran urban renewal projects including construction of public housing. The Columbia Housing Authority (CHA) has been systematically renovating and redeveloping its housing inventory as part of its Affordable Housing Initiative.

Subdivision patterns
The majority of the original subdivisions are 75 years and older. Some areas have irregular and obsolete platting. The block and street pattern is rectilinear with occasional dead-ends and cul-de-sacs. Several subdivisions include alleys which in general have not been well used as either secondary or primary access to residential properties.

Infrastructure
There is an incomplete network of sidewalks in the area, a result of a prolonged period when subdivisions were developed without sidewalk requirements. Only in the 1970s did the city adopt sidewalk requirements. Accessible sidewalks in this area are essential transportation infrastructure.

Most of the area developed prior to adoption of a modern storm water management ordinance (2006) and therefore there are primarily storm water conveyance systems in place and relatively little storm water detention and treatment. The majority of the study area is within the lower or middle Hinkson Creek watershed areas and there are several mapped special flood hazard areas where properties are within either the 0.2 percent chance event or one percent chance of flood risk.

Demolition
City-wide, the city issued 24 demolition permits (16 residential; eight commercial structures) in FY 2022 and typically has issued 30-40 demolition permits per year (commercial as well as residential structures). Though some demolitions remove nuisance structures that are beyond recall, and some others address functional obsolescence of businesses, there are also demolitions that make way for redevelopment. In the latter case removal of structures is often controversial; an example is a "Save Historic Broadway" campaign that began upon news spreading that a property owner was considering requesting a rezoning of a residential corner to a commercial category (no application was filed).

Neighborhoods
The Central area includes several distinct neighborhood areas. There are 14 registered neighborhood associations located within the central area. The city has a neighborhood organization policy that encourages two-way communications between the city and its organized associations.

Existing urban conservation overlay districts
The whole study area has not been declared an urban conservation area, but two neighborhoods within it have been recognized as such, and a third neighborhood was found to have met the qualifications stated in the city ordinance. The area includes two existing urban conservation zoning overlays: East Campus, located east of the University of Missouri campus, and Benton-Stephens, anchored by Thomas Hart Benton Elementary School and Stephens College. An urban conservation overlay ordinance was developed for the North Central Columbia neighborhood but was not approved.

Student housing issue

The majority of students enrolled at the University of Missouri live off-campus. The neighborhoods around downtown and, since 2012, downtown itself, have been popular locations for student rentals. While many student residences are quiet, there is significant public concern about over-concentration of student rentals, which is associated with parking congestion, trash accumulation and excessive noise, poor property maintenance, over-occupancy, and nuisance parties.

A number of property owners, over several decades, have voluntarily "downzoned" their properties from multiple-family residential classifications to single-family residence district or two-family district or two-family district to single-family district to preserve the existing use of their property for posterity. A coordinated effort in the West Ash neighborhood in 2018 involved 85 properties.

Demographics

The study area includes all or part of census tracts 2, 3, 6, 7, 9 and 21. Median household incomes in all of these census tracts with the exception of 6 (only a small part of which is within the study area) are below 80 percent of the area median income. An additional public concern is the loss of housing that lower-income households might be able to afford.

The area southwest of downtown (Old Southwest, Grasslands) does not share a number of the characteristics of the study area; it has higher rates of owner-occupancy; higher incomes; and a majority of the area is zoned single-family. The shared characteristics are old housing and subdivisions that precede the application of zoning and subdivision ordinances. There are concerns about the impacts of downtown and university-generated traffic.

Although an attempt has been made to provide accurate and up-to-date information, the City of Columbia, Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

SCHEDULE OF ACTIVITIES:

DATE	ACTIVITY
February 17, 2023	Close of written *Requests for Additional Information*
February 21, 2023	Written responses to *Requests for Additional Information* sent to all
March 3, 2023	Request for Proposal is due by March 3, 2023 at 5:00 p.m. CST
April 2023	Contract Start Date
The above dates are target dates and may change.	

PROPOSAL SUBMISSION:

Proposals may be submitted in a sealed envelope at the purchasing office **or** uploaded electronically on the City's E-bidding website. No fax or e-mail proposals will be accepted. Sealed proposals must be delivered to the Finance Department, Purchasing Division, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be opened. The proposal must be in sealed envelopes and marked in bold letters "RFP 66/2023 – CENTRAL COLUMBIA URBAN CONSERVATION ORDINANCE AND DESIGN GUIDELINES."

QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR PROPOSAL:

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to the name below. You are encouraged to submit your questions via e-mail.

Cale Turner, Purchasing Agent
Phone: (573) 874-7375
E-mail: cale.turner@como.gov

Any oral responses to any question shall be unofficial and not binding on the City of Columbia. An Addendum to this RFP providing the City of Columbia's official response will be issued if necessary to all known prospective offerors. Questions must be submitted no later than 5:00 p.m. on February 17, 2023.

This written *Request for Additional Information* will take place of the normal Pre-Proposal Conference.

VALIDITY OF PROPOSALS:

Offerors agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

REJECTION OF PROPOSALS:

The City of Columbia reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City of Columbia to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

WITHDRAWAL OF PROPOSALS:

Any offeror may withdraw his or her proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of proposals.

ALTERATION OF SOLICITATION:

The wording of the City of Columbia's solicitation may not be changed or altered in any manner. Offerors taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City of Columbia, whose decision will be final.

RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFP becomes the property of the City of Columbia. Any person may review proposals after the Agreement has been issued, subject to the terms of this solicitation.

INCURRING COSTS:

The City of Columbia shall not be obligated or be liable for any cost incurred by offerors prior to issuance of an Agreement. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

COLLUSION CLAUSE:

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such offerors void.

CONTRACT DOCUMENTS:

The final agreement between the City of Columbia and the offeror will include by reference:

- Offeror's Response to the RFP
- The City Issued RFP with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the Purchasing Agent. No other individual is authorized to modify the agreement in any manner.

FUNDS:

Financial obligations of the City of Columbia payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to the City of Columbia.

TERMS AND CONDITIONS/SAMPLE CONTRACT:

The sample contract is attached as Attachment 1. Please review the terms and conditions set forth in the sample contract. Should the offeror take exception to any of the required legal terms and conditions set forth in Attachment 1, the offeror shall specifically include the exceptions in its proposal on vendor letterhead.

2. SCOPE OF SERVICES AND DELIVERABLES

PERIOD OF SERVICE:

Contract Period: The original contract period shall be from the start date as stated in the agreement/contract or notice of award through completion of the professional planning and design services. The contract shall not bind, nor purport to bind, the city for any contractual commitment in excess of the original contract period.

In no event, shall the term of the contract/agreement exceed five (5) years and three (3) months per City Ordinance.

SCOPE OF SERVICES:

The scope of services shall be focused on **development code changes** and **design guidelines** that address several concerns, as stated in the background section. An urban conservation area can be sustained through the use of a number of tools – revisions to zoning districts, overlay districts, design and architectural review, voluntary or mandatory design guidelines, subdivision and parcelization standards, development policies, and incentives.

Infill development standards and guidelines
Contractor shall provide infill development or redevelopment: Recommend regulatory changes and develop design guidelines for design and development shall be:

a. Sensitive to architectural styles in the neighborhoods
b. Encourages appropriate scale of development for the neighborhoods

The regulatory review shall include height, lot coverage, bulk, site improvements (driveways, parking, accessory structures, walkways); massing, materials, rooflines, and entries.

Contractor shall achieve greater preservation of existing structures through the regulatory framework and incentives to reuse historic structures. In areas zoned multi-family with single-family structures on small or narrow lots, develop amendments with incentives to maintain the pattern and discourage lot consolidations that increase the scale of development where it is not consistent with surrounding areas.

- A "small lot" zoning district that allows existing, smaller, narrower lots, and allows the creation of small lots out of larger parcels. Note: The City's standard minimum lot for single-family dwellings is 60 feet minimum width and 7,000 square feet minimum area.
- Overlay standards (or amended district standards) that encourage preservation by placing limitations on development building envelopes.
- Design guidelines that replicate or mimic neighborhood traditional styles (for example bungalow) while facilitating compliance with up-to-date accessibility and energy efficiency standards.

Contractor shall develop design guidelines for housing types that are economical to build and therefore more affordable, without compromising on design compatibility. Housing types that might be considered include:

- Accessory apartments and accessory dwelling units
- Cottage developments and optimal site plans for the same;
- Minimal housing units;
- Single-family attached (townhomes; quads);

- "House-like" small multi-family buildings;
- Tiny homes;
- Apartment buildings where larger footprints are appropriate;
- Transit-supportive development models.

Previous efforts to develop design guidelines include the Downtown Community Improvement District design guidelines (2015) and a Townhouse form based district that was drafted in 2017 with the Unified Development Code but to date has not been mapped. The City Planning and Zoning Commission has done study of lot coverage, lot dimensions, and other standards to regulate bulk.

Architectural and site plan review. The ad-hoc group expressed an interest in architectural review. The contractor shall prepare material for public review on the practice of site plan review/architectural review processes and procedures that shall be considered for implementation. Integration with administrative plan review and permit processes shall be a consideration.

Optional workshop. Subject to property owner cooperation, convene a planning workshop (e.g., mini-charrette) in which conceptual site plans and building designs shall use a specific site to demonstrate design guidelines for sites and buildings on a specific site.

Resources: *Columbia Imagined* is the City's Comprehensive Plan. The City has adopted a *West Central Columbia Neighborhood Plan*. Several neighborhood areas have been surveyed for historic significance by the City Historic Preservation Commission using federal matching funds. The City, under the auspices of the Downtown Leadership Council, has produced a *Downtown Charrette Report* for the east and west gateway areas of the downtown. Affordable housing issues have been documented in the City's *Consolidated Plan for Housing and Community Development 2019-2024* and the *Fair Housing Task Force Report*.

Stormwater management and open space needs

Contractor shall include storm water management best practices for small-scale infill development and redevelopment, which currently is allowed an exemption from on-site storm water management. Incorporate an evaluation of existing storm water patterns and infrastructure capacities into development review.

Contractor shall revisit the buffer and land use transition requirements and standards where transitions in development scale and land use intensity occur. Recommend buffers between differing types of land use even when in the same zoning district; write standards for functional open space that can provide environmental-ecological services as well as serve neighborhood needs.

Resources: The City has adopted a *Climate Action and Adaptation Plan* including recommendations for green infrastructure.

Access and mobility

Contractor shall establish requirements for satisfactory "walkability" and mobility for pedestrians and persons with disabilities as part of development approvals. Recommend linkage of development approvals to elimination of gaps in the pedestrian network between sites and origins/destinations of pedestrian traffic. In lower-income neighborhoods, sidewalks, crosswalks, transit stops are an important part of the transportation system.

Resources: The City has a Vision Zero initiative; the city has a Bicycle & Pedestrian Commission dedicated to bicycle and pedestrian mobility issues; and a Disabilities Commission working on behalf of persons with disabilities.

Models for public participation in private development planning
Columbia encourages constructive dialogue between developers planning projects. In established neighborhoods, there are almost always adjacent, affected neighbors. Models to collect and act on early public input is to be included in the deliverable. Rules of engagement for neighborhood-developer negotiations and good neighbor agreement templates shall be explored.

Resources: Columbia Neighborhood Associations; design professionals representing developers

DELIVERABLES:

At a minimum the following deliverables shall be accomplished:

Amendments to the City Code, primarily Chapter 29 (Unified Development Code), to enhance neighborhood protections in the area described as the urban conservation area. Ordinance amendments need to be flexible enough to accommodate differences between neighborhoods.

A set of design guidelines for development in the area described as the urban conservation area. The guidelines shall include architectural forms, styles and site plans. Guidelines may need to be differrentiated by neighborhood. The guidelines may serve as an administrative manual, a resource for neighborhoods and developers, and may include an architectural review process.

Optional: An example of a conceptual plan, or alternative plans, developed through a public engagement process involving property owners, neighbors and neighborhood leaders, and city staff.

The above activities should include a strategy to engage the public throughout the process, from conception to completion.

3. PROPOSAL SUBMISSION INFORMATION

SUBMISSION OF PROPOSALS:

On-line Proposal - If a registered offeror is responding electronically through the City of Columbia Bidding System website, in addition to completing the pricing, the registered offeror should submit completed exhibits, forms, and other information concerning the proposal as an attachment to the electronic proposal. The registered offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing.

The exhibits, forms, and Pricing Page(s) provided herein can be saved into a word processing document, completed by a registered offeror, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Be sure to include the solicitation/bid number, company name, and a contact name on any electronic attachments.

In addition, a registered offeror may submit the exhibits, forms, Pricing Page(s), etc., through mail or courier service. However, any such submission must be received prior to the specified end date and time.

If a registered offeror submits an electronic and hard copy proposal response and if such responses are not identical, the offeror should explain which response is valid. In the absence of an explanation, the City of Columbia shall consider the response which serves its best interest.

Hard Copy Proposal - If the offeror is submitting a proposal via the mail or a courier service or is hand delivering the proposal, the offeror should include completed exhibits, forms, and other information concerning the proposal including completed Pricing Page(s) with the proposal. The offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing.

Recycled Products - The City of Columbia recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the offeror is requested to print the proposal double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy proposals may be submitted in a notebook or binder.

Open Records - Pursuant to section 610.021, RSMo, the offeror's proposal shall be considered an open record after a contract is executed or all proposals are rejected. At that time, all proposals are scanned into the Purchasing Division imaging system.

The scanned information will be available upon request from the Purchasing Division. Therefore, the offeror is advised not to include any information in the proposal that the offeror does not want to be viewed by the public, including personal identifying information such as social security numbers.

In preparing a proposal, the offeror should be mindful of document preparation efforts for scanning purposes and storage capacity that will be required to image the proposals and should limit proposal content to items that provide substance, quality of content, and clarity of information.

To facilitate the evaluation process, the offeror is encouraged to organize their proposal into sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the City of Columbia is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.

The proposal should be page numbered.

The signed page one from the original RFP and all signed addendums should be placed at the beginning of the proposal.

Each section should be titled with each individual evaluation category and all material related to that category should be included therein.

Questions Regarding the RFP – Except as may be otherwise stated herein, the offeror and the offeror's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the solicitation process, the evaluation, etc., to the buyer of record indicated on the first page of this RFP. Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer.

The buyer may be contacted via e-mail or phone as shown on the first page.

Only those questions which necessitate a change to the RFP will be addressed via an addendum to the RFP. Offerors are advised that any questions received less than ten (10) calendar days prior to the RFP opening date may not be addressed.

Joint Venture or Co-Counsel Response – If the proposal is being submitted in conjunction with another entity or law firm (similar to a joint response, joint venture, or co-counsel), there can be only one (1) response submitted in response to the Request for Proposal by the entities/firms involved. Therefore, only one (1) entity/firm must be designated as lead and must be designated as the official offeror for purposes of submitting the proposal. Such lead offeror and contractor, if awarded the contract), must be the only party officially signing and submitting the proposal as well as serving as the official signatory for the joint venture or co-counsel.

COMPETITIVE NEGOTIATION OF PROPOSALS:

The offeror is advised that under the provisions of this Request for Proposal, the Purchasing Division reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply**:**

Negotiations may be conducted in person, in writing, or by telephone.

Negotiations will only be conducted with potentially acceptable proposals. The Purchasing Division reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer if necessary.

Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the Purchasing Division determines that a change in such requirements is in the best interest of the City of Columbia.

EVALUTION AND AWARD PROCESS:

After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below. The contract(s) shall be awarded to the lowest and best proposal(s). The City of Columbia reserves the right to reject any or all proposals, to negotiate with any offeror considered qualified, or to make multiple or single award(s) without further discussion.

Evaluation Criteria Scoring Category	Maximum Points
Cost	20 points
Relevant experience	20 points
Land use planning and zoning expertise	20 points
Urban design expertise	20 points
Public engagement techniques and strategy	20 points
TOTAL	**100 points**

After an initial screening process, a question and answer conference or interview may be conducted with the offeror, if deemed necessary by the evaluation committee. In addition, the offeror may be asked to make an oral presentation of their proposal during the conference. Attendance cost at the conference shall be at the offeror's expense. All arrangements and scheduling shall be coordinated by the Purchasing Division.

EVALUATION OF COST

Pricing – The offeror must provide pricing for all line items as required on the Pricing Page.

Objective Evaluation of Cost – The cost evaluation shall be based upon the sum of the firm, fixed prices stated on the Pricing Page for the original contract period and optional service.

Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

$$\frac{\text{Lowest Responsive Offeror's Price}}{\text{Compared Offeror's Price}} \times \text{Maximum Cost Evaluation points (20)} = \text{Assigned Cost Points}$$

The offeror shall agree and understand that the quantities used in the evaluation of cost are provided solely to document how cost will be evaluated. The City of Columbia makes no guarantee regarding the accuracy

of the quantities stated nor does the City of Columbia intend to imply that the figures used for the cost evaluation in any way reflect either actual or anticipated usage.

EVALUATION OF OFFEROR'S EXPERIENCE, RELIABILITY, EXPERTISE, AND METHOD OF PERFORMANCE:

Experience and reliability of the offeror and expertise of the offeror's personnel will be considered subjectively in the evaluation process. Therefore, the offeror is advised to submit information concerning the offeror's organization, information documenting the offeror's experience in past performances related to the requirements of this RFP, and information documenting the qualifications of the personnel proposed by the offeror to perform the requirements of this RFP. If the offeror is proposing an entity other than the offeror to perform the required services, the offeror should also submit the information requested for such proposed subcontractor.

> Offeror Information - The offeror should provide information about the offeror's organization on Exhibit A.
>
> Experience - The offeror should provide information related to previous and current services/contracts of the offeror or any proposed subcontractor where performance was similar to the required services of this RFP. The information may be shown on Exhibit B or in a similar manner.
>
> As part of the evaluation process, the City of Columbia may contact the offeror's references, including references not listed or identified within the offeror's proposal but who have current or previous experiences with the offeror.

The offeror shall agree and understand that the City of Columbia is not obligated to contact the offeror's references.

Personnel Expertise - The offeror should provide the information requested on Exhibit C for each key person proposed to provide the services required herein. The offeror may also submit resumes for such key personnel.

> The information should identify any relevant qualifications and experience of the person in performing services similar to the services required herein.

Personnel Qualifications - If personnel are not yet hired, the offeror should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled, including the type of person proposed to be hired.

Licenses - The offeror should submit a copy of all licenses and/or certifications, related to the performance of the services required herein that are held by the personnel proposed to provide such services. If not submitted with the proposal, the City of Columbia reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

Subcontractors Proposed - The offeror must either provide a properly completed Exhibit D, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by each subcontractor proposed or must provide a letter of intent signed and dated no earlier than the RFP issuance date by each subcontractor proposed which must describe the products/services the subcontractor will provide.

Proposals will be subjectively evaluated based on the offeror's plan for performing the requirements of the RFP. Exhibit E is provided for the offeror's use in providing information about the proposed method of performance.

Miscellaneous Submittal Information:

Affidavit of Work Authorization and Documentation - Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo, definition of a "business entity" (http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM), the offeror must affirm the offeror's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete Exhibit F, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. Exhibit F must be submitted prior to an award of a contract.

The offeror should complete and submit Exhibit G, Miscellaneous Information.

Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the City of Columbia. The offeror certifies by signing the signature page of this original document and any addendum signature page(s) that the offeror and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The offeror shall provide documentation of compliance upon request by the Purchasing Division. The compliance to conduct business in the state shall include, but not necessarily be limited to:

Registration of business name (if applicable) with the Secretary of State at http://sos.mo.gov/business/startBusiness.asp
Certificate of authority to transact business/certificate of good standing (if applicable)
Taxes (e.g., city/county/state/federal)
State and local certifications (e.g., professions/occupations/activities)
Licenses and permits (e.g., city/county license, sales permits)
Insurance (e.g., worker's compensation/unemployment compensation)

4. PRICING PAGE

The offeror shall provide a firm, fixed price for professional planning and design services in accordance with the provisions and requirements stated herein as needed and requested through the term of the corresponding contract.

Line Item	Description	Original Contract Period Firm, Fixed Price
1	Firm, Fixed Price for Central Columbia Urban Conservation Ordinance and Design Guidelines	**$**_____
2	Firm, Fixed Price for Optional Services	**$**_____

EXHIBIT A

OFFEROR INFORMATION

The offeror should provide the following information about the offeror's organization:

Provide a brief company history, including the founding date and number of years in business as currently constituted.

Describe the nature of the vendor's business, type of services performed, etc. Identify the vendor's website address, if any.

Provide a list of and a short summary of information regarding the vendor's current contracts/clients.

List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.

EXHIBIT B

CURRENT/PRIOR EXPERIENCE

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: _____ (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Project Initiation and Project Completion:	
If service/contract has terminated, specify reason:	
Description of Services Performed, such as: ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail	
Personnel Assigned to Service/Contract (include all key personnel and identify role):	

EXHIBIT C

EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed**)**

Title of Position:_____	
Name of Person:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and Dates	

Staffing Methodology

Describe the person's planned duties/role proposed herein:	

List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	

EXHIBIT D

DOCUMENTATION OF INTENT TO PARTICIPATE

If the offeror is proposing to include the participation of a subcontractor(s) in the provision of the products/services required in the RFP, the vendor must either provide a recently dated letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the offeror's proposal.

~ Copy This Form For Each Subcontractor Proposed ~

This Section To Be Completed by Subcontractor:

By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the vendor identified above.

Name of Subcontractor: _____

Contact Name:	_____	Email:	_____
Address:	_____	Phone #:	_____
City:	_____	Fax #:	_____
State/Zip:	_____	MBE/WBE/DBE Certification #	_____
		MBE/WBE/DBE Certification Expiration Date:	(or attach copy of certification) _____

PRODUCTS/SERVICES PARTICIPATING ORGANIZATION AGREED TO PROVIDE

Describe the products/services you *(as the subcontractor)* have agreed to provide:

_____

_____

_____

_____

Authorized Signature:

_____ _____

Authorized Signature of Subcontractor *Date (Dated no earlier than the RFP issuance date)*

EXHIBIT E

METHOD OF PERFORMANCE

The offeror should use this Exhibit, or any format desired, to present a written plan for performing the requirements specified in this Request for Proposal.

Explain your approach to the preparation of amendments to the City Code, including research/field work, public engagement, evaluation, and presentation for formal consideration by city officials (Planning and Zoning Commission and City Council).

Explain your approach to preparation of design guidelines for infill development including research/field work, public engagement, evaluation, and presentation for formal consideration by city officials (Planning and Zoning Commission and City Council).

EXHIBIT F

NOTICE TO OFFERORS

Sections 285.525 To 285.550 RSMo.

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. **The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City of Columbia requires a copy of this document be attached to the Work Authorization Affidavit.** The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:
http://www.dhs.gov/e-verify

EXHIBIT F, Continued
CITY OF COLUMBIA, MISSOURI
WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL BIDS IN EXCESS OF $5,000.00)

County of_____)
)SS.
State of _____)

My name is _____. I am an authorized agent of _____(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Columbia. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contacts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

_____
Affiant

_____
Printed Name

Personally appeared before me, a Notary Public, within and for the County of

_____,

State of Missouri, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this_____day of_____, 20_____.

My Commission expires_____, 20____.

_____
(Notary Public)

EXHIBIT G

MISCELLANEOUS INFORMATION

Employee/Conflict of Interest:

Offerors who are elected or appointed officials or employees of the City of Columbia or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City of Columbia or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the City of Columbia or any political subdivision thereof:	
If employee of the City of Columbia or political subdivision thereof, provide name of City or political subdivision where employed:	
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City of Columbia or political subdivision thereof:	_____%

Registration of Business Name (if applicable) with the Missouri Secretary of State

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

Charter Number (if applicable)	***Company Name***
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	

ATTACHMENT 1: Tentative Study Area Map

