

Request for Proposals
Professional Services for Unincorporated Hillsborough County
Commercial-Locational Criteria
Submittal Requirements

Overview

The Hillsborough County City-County Planning Commission (the “Planning Commission”) is seeking proposals from qualified planning consultants to study and provide an analysis and rewrite of the current Commercial-Locational Criteria (“CLC”) outlined in Objective 22 in the “Future Land Use Element” of the Comprehensive Plan for Unincorporated Hillsborough County Florida.

The study will consist of the review and analysis of Objective 22 in the “Future Land Use Element” of the Comprehensive Plan and all other sections and elements of the Plan that refer to Commercial-Locational Criteria and related policy including, but not limited to Future Land Use Policies 12.3, 16.5 and 19.1 and the Livable Communities Element. The consultant shall produce policy changes and rewrite Objective 22 and any related policies with strikethrough underline format. The attached Scope of Services outlines the tasks necessary to complete this project and anticipated to be completed by the consultant.

A staff review committee, including staff from the Planning Commission and Hillsborough County, along with the primary consultant will provide input throughout this project. Staff reserves the right to hold monthly meetings with the selected consultant and opportunities to review drafts and provide comments.

Applicant Instructions

Sealed proposals (one e-mailed copy) are invited for the work as defined, suggested or implied in the RFP, as well as any addenda issued to applicants before the submission of proposals.

The selected consultant shall promptly enter negotiations after receiving written notice of the award. The Planning Commission expects to enter into a contract with the selected consultant within 20 days after receipt of notice of the award.

This RFP does not guarantee that an award of a contract. The Planning Commission expressly reserves the right to reject any or all proposals at any time and until the execution of a contract. The Planning Commission reserves the right to waive any discrepancies or technicalities in any proposal received. The Planning Commission further reserves the right to request modification or supplementation of any or all proposals.

RFP Documents

The project scope is attached and associated forms are on the following website:

<http://www.planhillsborough.org/request-for-proposals-for-commercial-locational-criteria-study/>

RFP Requirements

Proposals must be submitted electronically to the Planning Commission offices on or before July 6th, 2021 by 5:00 pm. Proposals may not be changed or modified after delivery to the Planning Commission. All proposals must be valid and effective for a minimum of 90 days following the due date.

The proposal shall be no more than a total of 20 pages and shall include the following at a minimum:

1. Letter of Interest
2. Description of the approach to the project, including the projected timeline and project deliverables.
3. The expertise of the team: team list, resumes, roles, qualifications, and experience of key personnel.
4. Availability and capacity to respond to requests and meet scope timelines.
5. The cost of the project based on the Scope of Services attached as Exhibit "A", and a breakdown of the cost allocated to phases of the project by the tasks identified in the Scope of Services. The maximum proposal cost shall not exceed \$100,000.
6. Potential conflict of interest (e.g., other clients, investments, existing relationship with other local government boards, commission, authorities, etc.).
7. Other relevant conditions or factors not specifically requested.
8. An authorized representative must sign all proposals.
9. Consultant or Service Provider Information Form must be completed in full and submitted with the proposal and does not count toward the page limit (see above). Access the form here: <http://www.planhillsborough.org/request-for-proposals-for-commercial-locational-criteria-study/>

RFP Schedule

Issuance Date: June 4th

Electronic Submittal of Questions: June 11th by 12:00pm (noon)

Answers to Questions posted to RFP Webpage: June 18th

Due Date: July 6th by 5:00 pm

Interview Notification: July 9th

Interviews with Top Three Applicants: July 13th and July 14th

- *It is recommended to note the above dates in case you are selected for an interview.*

Planning Commission Staff Selection: July 16th

Planning Commission Approval of Consultant Selection: August 24th

Special Instructions

Please direct any questions regarding the RFP to the Project Managers Melissa Lienhard, AICP (lienhardm@plancom.org or (813) 547-4364) or Andrea Papandrew (papandrewa@plancom.org or (813) 665-1331). Questions may be electronically submitted until June 11th at 12:00pm. Questions will be electronically answered and posted to the RFP webpage on June 18th.

Minimum Qualifications

1. Applicant must be registered to conduct business in the State of Florida and Hillsborough County, as applicable.
2. The proposal shall not exceed the budgeted amount of \$100,000.
3. Five years of experience of which three have been in the State of Florida with projects related to comprehensive planning, future land use elements and commercial-locational criteria.

Evaluation

The Planning Commission anticipates awarding a contract upon determining which proposal is most advantageous to the agency. Members of the Planning Commission staff and Hillsborough County staff will comprise an evaluation committee and will review the submitted proposals. The evaluation committee will meet and score the proposals by group consensus based on the following evaluation criteria and prepare a short list ranking the proposal for consideration:

1. Qualifications and Experience (40 points)
 - Special experience with the type of project
 - Location and qualifications of the firm
 - Qualification of the staff designated for the project
 - Performance on similar projects
 - Prior awards and equitable distribution of contracts among qualified firms.
2. Schedule and Budget (20 points)
 - Cost
 - Schedule
 - Grasp of scope, needs, and special circumstances
 - Capability to undertake the project
3. Grasp of Scope (40 points)
 - Quality and completeness of the written proposal submitted
 - Originality on approach to project
 - Sensitivity to local issues (e.g., citizen/political concerns)
 - Conflict of Interest – other clients, investments, relationships to interested boards, commission, authorities, councils.
4. Minority Business Enterprise Bonus (5 Points)

A total award of 105 points is possible. The top three ranked consultants will be invited to participate in a phone interview. The score will be based on oral communication skills and demonstrated confidence in the ability to accomplish the scope tasks. The Planning Commission selection will take place on or before August 24, 2021.

Miscellaneous

1. The Planning Commission reserves the right to request written clarification of opened proposals. To secure the best offer the Planning Commission will provide equal treatment to all applicants concerning any such communication and all information obtained.

2. It is the responsibility of the applicant to submit electronically to papandrewa@plancom.org. Proposals not timely received will not be considered. Proposals may not be changed or modified after submission to the Planning Commission.
3. Mark all proposals: **Planning Commission RFP for Consultant Services.**
4. Successful applicants may not assign any part of the work or the resulting contract without the express written consent of the Planning Commission at its sole discretion.
5. Minority Business Enterprise (MBE), as defined in the Florida Small and Minority Business Act, will be afforded a full opportunity to participate in any award made by the Planning Commission pursuant to the RFP and will not be subjected to discrimination on the basis of race, color, sex or national origin. Qualified firms may receive up to a five-point bonus preference for MBE participation. The applicant or applicable subcontractor must be certified or registered as a bona fide MBE with Hillsborough County or granted a reciprocal certification by Hillsborough County to be eligible for the award of bonus points. It is the responsibility of the proposing firm to furnish all necessary information and documentation to the Planning Commission to receive the bonus points. There is a required minimum participation rate of ten percent for any subcontractor meeting these qualifications.
6. The Planning Commission reserves the right to reject any proposal made by a contractor or subcontractor convicted of a public entity crime.
7. All information disclosed in the RFP process is considered in the public domain and is a public record subject to inspection unless an exemption applies.
8. As a condition of entering into a contract with the Planning Commission, the successful applicant shall be required to procure and maintain commercial general liability insurance in an amount acceptable to the Planning Commission.
9. The successful applicant may not subsequently change or substitute the team leader or another key member of their team without the express written approval of the Planning Commission's contract administrator.