

## **REQUEST FOR QUALIFICATIONS**

The City of Zachary, Louisiana is seeking a qualified planning consultant or consultant team to provide staff-level planning services and update the City's Master Plan and Unified Development Code (UDC). All interested parties who wish to be considered are invited to submit a statement of qualifications for providing professional planning services.

## **INTRODUCTION AND GENERAL BACKGROUND**

The City of Zachary finished the decade as Louisiana's fastest growing City, with the highest average household income and lowest poverty rates in the Capital Region. Zachary has historically been viewed as a rural community with a high quality of life. Today, Zachary serves as an employment, retail and healthcare destination for the northern capital region. Stable job opportunities have consistently been available for local residents due to our location, only 14 miles north of downtown Baton Rouge, and the presence of major employers such as Georgia-Pacific, ExxonMobil, Entergy and Lane Regional Medical Center. As Zachary continues to enhance its retail services, the City's best kept secret is its public schools. From 2004 to 2014, Zachary Schools have ranked #1 in the State of Louisiana. The recent adoption of a Master Plan, Economic Development Strategic Plan and revised uniform development code for Zachary will insure that goals are aligned and growth in the future will be sustainable for our community.

In 2010, Zachary adopted a Master Plan and Unified Development Code. The Master Plan includes a Future Land Use Map as well as the following elements: Community Character and Housing; Growth Management; Thoroughfares and Transit; Community Resources; Parks, Recreation and Open Space; Economic Development and Implementation. Neither the Master Plan nor UDC have been comprehensively reviewed or updated since adopted. The two documents are available for review on the City's website: [www.cityofzachary.org](http://www.cityofzachary.org). The UDC is the last tab under the directory on the home page, while the Master Plan can be found in the Planning and Zoning section.

The City of Zachary desires to obtain professional planning and related consulting services to advise the Planning and Zoning Commission, City of Zachary Council, Mayor's Office, and Municipal employees in regards to planning and zoning functions. Furthermore, technical and advisory support will be required to help update and modify the existing City of Zachary Master Plan and Unified Development Code to meet the needs of the community and to ensure that land use policies and goals are both realistic and consistent with the City's vision. Knowledge of the City of Zachary's Master Plan, Unified Development Code, Planning and Zoning statutes, and Economic Development Strategic Plan must be established with the ability to maintain effective working relationships with all advisory groups mentioned above.

## **SCOPE OF SERVICES**

The consulting firm or team shall provide the full range of planning services necessary and required by the City of Zachary. A preliminary scope of services has been developed. A final scope of services will be developed with the selected consultant. The preliminary scope is as follows:

- Basic Comprehensive Planning: Experience and skills in preparation and additions of basic elements of master plans as found in accepted professional practice. The City of Zachary's Master Plan, adopted in 2010, is a living and breathing document that requires some immediate revisions as well as semi-annual revisions and adjustments as seen fit by the City and general community. Updates to the existing plan elements as well as the addition of new elements are anticipated. Potential *new* elements to be included in the scope are: Environment/Natural Hazards, Infrastructure/Utilities, Capital Improvements, Cultural Resources/Historic Preservation, Economic Development, Intergovernmental Coordination, Citizen Involvement, Neighborhoods and Small Area Plans/Corridor Plans. Significant public involvement in this process is anticipated.
- The consulting firm or team or individual shall be recommend changes and modifications to the Unified Development Code and Master Plan beginning with a prioritized list of issues identified by Planning and Zoning, City Council, and Mayors office. This shall be an ongoing task with review of these documents and recommended amendments brought forward at least semiannually. A working knowledge of the City of Zachary Master Plan and Unified Development Code is expected.
- The consulting firm or team or individual shall be available to participate in day to day activities as needed by Planning and Zoning, City Council, and Mayor's office including but not limited to items listed below:
- Meeting Participation: The consultant will be required to attend City of Zachary Planning and Zoning Meetings (hosted first Monday of the month at 6:30 pm), City Council Meetings (hosted second and fourth Tuesday of the month at 6:30 pm), Site Plan Review meetings held monthly, and have open communication with the Mayor's office as well as ancillary organizations such as the Chamber of Commerce, and others deemed necessary by the City.
- Participate in pre-application or early post-application meetings with developers when appropriate or needed to anticipate and correct any issues on site plans that are not consistent with City of Zachary's Master Plan, Unified Development Code, including Future Land Use Plan and Zoning Map. The goal would be to inform developers of potential problems in the approval process in an effort to minimize their expense if a project is likely not going to be approved.
- GIS Mapping: Experience and skills in GIS mapping and program revisions for updating Master Plan exhibits and for the Planning Department of the city.
- Experience and skills in planning, designing and estimating costs for the preparation of any capital improvement plan that may fall within a Planning and Development scope.
- Public Participation: Experience and skills in meaningful public participation to ensure that the community's vision is included within any revisions within rural as well as

urbanized areas. The consultant will communicate between the Mayor's Office, City Council, and the Planning and Zoning Commission. Workshops are anticipated as a part of any work program.

- Recreational Planning: Experience and skills in Parks Master Planning and Recreational Trails Planning shall be required along with the understanding of local, state, and federal government funding mechanisms.

### **COMPLETION SCHEDULE**

Annual Consulting Contract renewable annually

### **CONTRACTUAL REQUIREMENTS**

The consultant will be paid on a regular basis upon receipt of proper invoices and progress reports. Payment will be made on a reimbursement basis for services actually performed. Time and Materials, or lump sum basic monthly consulting agreement as agreed upon by both parties.

### **SELECTION CRITERIA**

Selection criteria may include but not necessarily be limited to, the following:

- The qualifications and experience of the consultant(s) in performing the work outlined in the preliminary scope of services outlined herein.
- The location of an office within the Capital Region and/or demonstration of ready availability to the City of Zachary.
- Certification by AICP (American Institute of Certified Planners) is strongly preferred

### **PROPOSAL CONTENT**

Proposals shall include the following:

- A cover letter signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with Zachary. The cover letter should also identify the person who will be responsible for regular communication with the City.
- A brief history of the consulting firm(s) including:
  - ✓ Organization, size and office locations; and
  - ✓ The office location where the work associated with the project would be performed.
  - ✓ Qualifications and experience of relevant team members who would work with the City.
- Description of the range of services provided, relevant work experience, capabilities and expertise which qualify the consultant(s) to undertake the work outlined in the preliminary scope of services. Relevant work experience should include similar services and projects provided to geographically similar jurisdictions undertaken within the last five years.

- Identify any potential conflicts of interest that may arise such as the likelihood of the consulting firm's involvement in projects seeking approval from the City of Zachary
- Identify the individual or individuals who would be providing services to the City of Zachary, listing his or her individual work experience with similar cities, parishes, etc.
- Provide the consultant's approach and methodology to executing revisions to master plan, and outline anticipated steps. The proposal may be creative and suggest alteration to or enhancement of the existing master plan. Project approach should include data, public participation, goal and policy directions, suggesting optional elements, etc.
- Indicate the format of the monthly reporting procedure to which the project team will adhere.
- Fee and Rate Schedule

### **BUDGET**

A final project budget will be determined based upon the negotiated fee and final scope of services. The total budget for 2015 should not be expected to exceed \$50,000.

### **SELECTION PROCEDURES**

Three copies of the proposal must be submitted to:

Scott Buzhardt  
19700 Old Scenic Hwy  
Zachary, LA 70791  
[sbuz80@bellsouth.net](mailto:sbuz80@bellsouth.net)  
fax: (225) 654-3191

Proposals must be received no later than **5:00 pm, Monday, August 31, 2015** to be eligible for consideration. **No late, incomplete submissions shall be accepted.** Any questions on the request should be directed to Scott Buzhardt at the above email address. Failure to follow these procedures will result in disqualification of the consultant from the RFQ process.

Selection of a consultant will be made at the discretion of the City, which reserves the right to accept or reject any and all proposals. All submissions or parts thereof become property of the City of Zachary.

The committee will meet with the top ranked consultant to refine the scope of the project, schedule and to determine the cost of services. If an agreement cannot be reached on the project scope, schedule and fee with the top ranked consultant, the committee shall, in similar fashion, negotiate with the second ranked consultant, and if need be, the third, etc. It is anticipated that consultant selection will occur within 30 days of either the proposal submission deadline or the date of presentation.