

REQUEST FOR QUALIFICATIONS

City of Mt. Vernon Corridor Plan

May, 2017

The City of Mt. Vernon intends to retain professional planning and design services for the City of Mt. Vernon Corridor Plan. The Corridor Plan will guide land use development and public investment decisions as a supplemental document to the 2016 Comprehensive Plan. The intent is to create a master plan that specifies design standards, infrastructure improvements and sustainable growth practices in an effort to streamline the City's development process. Interested and qualified firms are invited to submit Statement of Qualifications for this project based on the tentative scope of work and information identified below.

Project Background

For a number of years, the Iowa Department of Transportation has been discussing a four lane extension of Hwy. 30 that will by-pass the cities of Mt. Vernon and Lisbon. In February of this year, the first project bids were let and the construction process is underway. The proposed by-pass has the potential to open development sites for the City of Mt. Vernon. New tax base, expanded housing opportunities, and additional commercial/office are highlights of the expanded corridor. This project does not come without challenges for a community rich in historic tradition and cultural diversity.

Maximizing development potential while retaining a connection to the current built environment is paramount. Connectivity to the Uptown District and Cornell College will be a mainstay of the corridor plan and the basis for the design guidelines.

Mt. Vernon has traditionally utilized restrictive zoning ordinances to manage growth and control pressure from outside development. This has inadvertently lead to the lack of available housing options and stunted the residential growth of the community. The revised approach will be a proactive creation of sub area development criteria in an effort to reach development consensus prior to demand.

Project Description

The City of Mt. Vernon recently adopted the 2016 comprehensive plan and outlined a number of action items related to the western and southern corridor of the City. These action items include:

- Establish and adopt a fringe area agreement with Linn County and the City of Lisbon
- Create gateway entrances into the community along the new Hwy 30 route
- Establish design standards for growth area #1
- Ensure enough available land for new development
- Create a Hwy 30 bypass area street plan

The corridor plan should be designed to complement the built environment in the community. Design standards should be introduced to maintain the intrigue that draws visitors from across the country to our community.

Project Scope

The City of Mt. Vernon is contacting your firm to determine your interest and capabilities in performing the prescribed work. For budgeting purposes, the city requests a letter outlining your expected fees and schedule of work to be submitted in a sealed envelope. All billable hours including client meetings and site visits should be included in a not to exceed fee for the project. Incidental items such as travel, accommodations, and meal costs for out of town consultants are to be covered by the proposed basic fee.

→ Public Involvement and Participation

The project will require a high degree of public involvement and participation in the planning process. This public involvement will likely include a series of public discussions and informational meetings. A project Steering Committee, which will be composed of representatives from the community, local government and other officials, will be created to provide guidance and input to the consultant. The consultant should expect extensive interaction with the Steering Committee and Planning Commission.

→ Developing the Corridor's Vision and Identity (SWOT Analysis)

Using existing plans, policies or other pertinent data, the consultant must coordinate and synthesize community input to outline a broad and consensus "vision" for the south and west corridors. The consultant will work with the Steering Committee, Planning Commission and other government officials to "connect" the corridor to the current community.

→ Smart Growth and Sustainable Policies

The design guidelines for the corridor should incorporate sustainable practices.

→ Transportation

A specific transportation plan must be determined by location, type and character of the existing roadway and planned roadway network. A corridor and neighborhood-focused plan should be detailed and incorporated in to the Corridor plan. Connectivity to the built community will be a priority.

→ Land Use and Natural Resources

The Land Use Plan must have a strong community and design focus. The plan must focus on the use, location, density, scale and appearance of future development in the community. The consultant is encouraged to propose a process of creative and interactive methods of soliciting citizen and developer input into realistic alternatives for the Planning and Zoning Commission and the City council to consider. The plan should also incorporate data, policies and action steps for securing our natural resources and protecting the benefits and future uses of these areas.

→ **Zoning**

Intended to work as an overlay district, the corridor plan should incorporate design guidelines and zoning requirements for the areas in question. Design guidelines should incorporate visual representations of proposed uses in an effort to reduce confusion of the proposed uses.

→ **Public Works and Services**

The Comprehensive Community Plan must evaluate existing public facilities and infrastructure including water, sanitary sewer and storm sewer and provide the ideal steps for future development.

→ **Parks and Recreation**

The Plan must provide and evaluate the need for additional park and trail amenities. The corridor plan should become a natural extension of the 2016 Mt. Vernon Parks and Recreation Plan.

→ **Housing**

The plan will incorporate a wide spectrum of housing options in an effort to diversify housing stock within the community. Alternative and affordable housing options are seen as essential to the overall growth of the community.

→ **Implementation**

The end product will be a fully operational master plan that will serve as the “blueprint” for all development in the south and west corridor of the City.

Consultant General Expectancies and Responsibilities

The selected consultant will work under the direction of the City Administrator and will be responsible for the consultation with the major stakeholder organizations, citizen boards and the public as well as the following items:

- General Management of the Project
- Drafting and Preparation of plan documents, graphics, mapping and other support services
- Data Collection, analysis and presentation (with support from City Staff)
- Organization and facilitation of public meetings (with support from City Staff)
- Budgeting Project funds
- Regular presentations to the Planning and Zoning Commission, Parks and Recreation, Housing Commission, City Council, and Steering Committee

All documents and final reports shall be presented in digital format for archiving and reproductions. Maps shall be provided in a GIS format.

Anticipated Project Schedule

**Announce Short Listed Firms
Interviews of Short List Firms**

**June 23, 2017
July 6-7, 2017**

Contract Approval/Kickoff
Rough Draft Completion
Final Council Consideration

July 17, 2017
January 2018
March 2018

Selection Process

The selection team will recommend a professional design firm to the Mt. Vernon City Council. Based on the City's evaluation of all Statement of Qualifications submitted, a select number will be invited to interview. The final selection and recommendation of the Firm of Record to the City Council will be based on the interviews and qualifications. All firms submitting a Statement of Qualifications shall be notified of the firms selected for interviews.

The selected firm will be put under contract using standard contract documents, subject to review by the City Attorney.

Statement of Qualifications

The RFQ does not obligate the City of Mt. Vernon a contract to any firm, nor pay any cost incurred in the preparation of proposals submitted in response to this request. The City of Mt. Vernon reserves the right to accept or reject any or all proposals received as a result of this request. All information and material submitted in this request will become the property of the City of Mt. Vernon. Firms interested in providing services for this project shall include (as a minimum) the following in their Statement of Qualifications:

1. Official name and principal officers of your firm;
2. Location of your firm with telephone, email addresses and fax numbers;
3. List the names of the project manager, project team and other key personnel who would be assigned to this project;
4. List all services in addition to those listed that you believe would be required for each respective project;
5. Elaborate on your firm's expertise in each area of service to be provided;
6. Description of any special procedures or unique processes used by your company for work of this nature;
7. Listing of similar contracts your company has had with other cities or state agencies with names of representatives whom the City may contact relative to qualifications of your firm to perform this type of work;
8. Furnish a narrative stating why the City of Mt. Vernon should consider your firm the best qualified for the performance of this work;
9. Cost breakdown of all tasks in order to complete the preparation of the Corridor Plan; and
10. Project timetable for initiating and completing work.

It is expected that the design team that will be utilized for the City of Mt. Vernon Corridor Plan will be present during the interview process.

Document shall be organized in the order presented above. Firms interested in providing services for the project shall submit the requested materials via seven (7) hard copies with tabs and one (1) single PDF file by **no later than 2:00 p.m. on Monday, June 12, 2017** to:

Chris Nosbisch
City Administrator
213 First Street NW
Mt. Vernon, Iowa 52314
Email: cnosbisch@cityofmtvernon-ia.gov
Phone: 319.895.8742

Electronic file may be submitted via flash drive or CD and shall be labeled ***Mt. Vernon Corridor Plan – Statement of Qualifications – firm name***". Statement of Qualifications shall be a maximum of forty (40) pages double-sided (equivalent of 80 pages single-sided) excluding the title page and cover letter. Tabs will not be counted towards the maximum page number as long as they are simply dividers and contain no content. Failure to complying with the criteria set forth, will likely result in rejection of submittal and consideration of the submitting firm. The City reserves the right to request additional information/clarification from firms who submit.

All questions shall be directed to the Project Manager noted above. Alternate contact is:
Matt Siders
Parks and Recreation Director
Email: msiders@cityofmtvernon-ia.gov
Phone: 319.551.9513

All costs associated with the development and submittal of the Statement of Qualifications and interview presentation will be the responsibility of the design professional.