



**CITY OF ST. MARYS**

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**Pre-Submittal Conference  
For Request for Proposals for  
Professional Planning Services Related to Creation of  
Master Planning & Visioning Document**

Held on 02/20/2015 at 2:00PM via Teleconference

The meeting was attended by:  
John Holman – City Manager  
Roger Weaver – Planning Director  
Michele Wood – Assistant Planner  
Becky Myers – Economic Development  
Amy Peebles – Purchasing

There were fourteen (14) participants that dialed in. We were not able to clearly identify each person and business that called in.

**Questions**

*In what type of electronic format would the City like to receive the RFP?*

Please submit the electronic version of the RFP using a USB Flash Drive. We also request an original and four hard copies of the RFP.

*Does the RFP have a minimum number of pages required?*

No. Submit your proposal with the least amount of material, but enough so that your qualifications, experience, background and ideas are fully represented.

*What is the specific time line for the creation of the Master Plan and Visioning document?*

The target is eighteen (18) months from start of contract.

*What is the budget for this project?*

It was mentioned that there is a line item for \$25,000 for the Master Plan in the Fiscal Year 2015 Budget. This was included in the FY2015 budget with the idea that we will begin the project towards the end of the fiscal year. This is not the budget for the project as a whole. The City will not discuss the budget for this project.

*Why was this a RFP and not a Request for Qualifications (RFQ)?*

The City is attempting to receive funding for this project from the Office of Economic Development of the Department of Defense because of the City's location adjacent to Kings Bay Naval Base. The DOD does not allow for a RFQ to RFP during this process.

*Does a market analysis need to be included in the Master Plan and Visioning Document?*

At this time, the City does not want to include a market analysis in the base bid. The City would like a bid alternate for a market analysis.

*Insurance requirements are steep; most carry a million dollars, is that negotiable?*

The City has reviewed this with our insurance consultant and made the following change: The liability requirement is now one million.

*Is there a list of relevant documents already available?*

Many documents are available on the City's website. The City will provide, by email, to all vendors registered with the Purchasing Department, a link to a webpage that will contain documents that are relevant.

*When was the last update of zoning regulations?*

The last update was 1994. The update prior to that was 1978.

*Will the Master Plan move forward if the City does not receive the grant from the Office of Economic Adjustment with Department of Defense?*

Yes, this project is not contingent on any grant and will move forward.

*Who will be on the selection committee?*

The Selection Committee will consist of staff, who will make a recommendation to City Council. City Council will make the final decision.

*Are you expecting a complete re-write of zoning ordinances?*

Yes, the City expects new zoning ordinances, zoning map and land use map in both hard copy and electronic format.

*Have you attempted to have this particular scope of work done before and did not move forward due to the budget?*

No, not in recent history.

*Is this part of the Comprehensive Plan update?*

No. We are due to have a full Comprehensive Plan in 2018; however we anticipate that this plan will lay the framework for the Comprehensive Plan.

*Has a Master Plan been done before?*

Yes, however, it was completed in the 1970's, before the Kings Bay Naval Base was established.

*Are you looking for economic impact of this proposal as related to downtown, waterfront and undeveloped land?*

Yes, Economic Development and its impact are considered an essential part of this plan.