REQUEST FOR PROPOSALS
PROFESSIONAL PLANNING SERVICES RELATED TO
CREATION OF MASTER PLAN & VISIONING DOCUMENT

The City of St. Marys, GA will be receiving sealed proposals from planning, engineering and architectural firms in connection with performing professional planning services to create a combination Master and Visioning Plan. Proposals shall be received up to and until 2:00 PM, EST, March 10, 2015, by Amy Peeples in the Finance Department located at 418 Osborne Street, St. Marys, GA 31558. The City reserves the right to accept or reject any and all proposals received, and the right to waive any informality not deemed in the best interest of the City.

The Proposal/Plan shall include, but not be limited to:

- **A.** Cover Letter and Company Profile
- **B.** Overall Experience
- **C.** Related Experience
- **D.** Key Personnel Experience/Staff Qualifications
- **E.** Preparation of Master Plan.
- **F.** Preparation of a Visionary Plan
- **G.** Preparation of a New Land Use Plan.
- **H.** Preparation of a New Zoning Ordinance (Parcel Based combined with Form Based Zoning)
- **I.** Meetings & GIS Maps/Data & Reports
- **J.** Cost Proposal

Each proposal will be evaluated and scored independently. Based on the number of proposals received, a short list of the top scoring firms **may** be called in for oral presentations to the review committee. The review committee will make a recommendation to the City Council based on the original proposal package and the oral presentations, if any.

There will be a Non-Mandatory Pre-Submittal Telephone Conference on February 20, 2015 at 2:00 pm in the Planning Department Conference Room located at 418 Osborne Street, St. Marys, GA 31558.

The complete Request for Proposal package may be obtained from Amy Peeples in the City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, GA 31558. Phone 912-510-4044 Email address is amy.peeples@stmarysga.gov. Street address, contact person, phone, email and fax number must be provided to ensure prompt delivery and notification of addenda.

All Respondents must submit five (5) proposal packages to the City for Review. Each package shall contain the full name and address of each person/company submitting the package. It shall also contain the words "Request for Proposals – Professional Planning Services Related to Creation of Master Plan & Visioning Document" on the outside of the sealed submittal envelope. A copy of the Respondents standard Contract/Service Agreement must be included with each proposal submitted. All Respondents should be aware that oral presentations **may** be required.

The City of St. Marys will not be liable for any costs incurred by Respondents in the preparation of Proposal packages nor in costs associated with any element of the selection and contract negotiation process. Any Responders that contact elected officials or staff directly or indirectly for the purpose of influencing the selection process prior to a contract award shall be immediately disqualified and removed from consideration.

The City of St. Marys, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

Questions should be submitted in writing to Michele Wood in the Planning Department, City of St. Marys, 418 Osborne Street, St. Marys, GA 31558.