

CITY OF WINCHESTER KENTUCKY/PLANNING & COMMUNITY DEVELOPMENT

REQUEST FOR PROPOSAL
COMPREHENSIVE PLAN UPDATE
OCTOBER 3, 2016

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SUMMARY

The City of Winchester is accepting proposals to update and develop the city's Comprehensive Plan. The purpose of this request is to provide candidates with evaluation guidelines and criteria as well as a fair evaluation process for all interested parties.

The project will be awarded as a not-to-exceed contract, with a total project budget of \$60,000. The City of Winchester will evaluate the proposals using the City's procurement guidelines, as well as an evaluation of the scope of work and deliverables proposed and fulfilled within the stated budget. The City reserves the right to reject any and all proposals.

PROPOSAL GUIDELINES AND REQUIREMENTS

This request for proposal (RFP) is an open and competitive process.

Proposals received after 4:00 p.m. EST, Monday, October 24, 2016, will not be considered and will be returned unopened.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

Proposals should be sent to:

Planning and Community Development
32 Wall Street
P.O. BOX 40
Winchester, KY 40391

Contact Information

Questions concerning this application process should be addressed to Robert Jeffries, Director of Planning and Community Development at 859.744.7019 or rjeffries@winchesterky.com

TIMELINE

- This RFP is dated October 3, 2016. Proposers may also request a copy be sent via email by contacting Robert Jeffries at rjeffries@winchesterky.com
- Proposals are due no later than 4:00 p.m. EST, Monday, October 24, 2016.
- Proposals will be evaluated immediately thereafter.
- The name of the selected firm will be decided on or around November 4, 2016.
- Negotiations will begin immediately with the successful candidate and work will begin on the date specified in the contract document.
- All other candidates will be notified on or around November 11, 2016.

BACKGROUND

Vision

To provide the best possible service available to meet all the infrastructure, emergency, medical and educational needs of the community. The city and county will work together to develop responsibly and to attract high quality businesses and industries to the area. Winchester/Clark County will provide residents with a wide range of recreational opportunities while also preserving green space, historic landmarks and the natural beauty of the area. Winchester/Clark County will provide meaningful opportunities for people in all life phases and income levels to live, learn, work, worship, and play.

Areas of Concentration

The goals and objectives found in the current comprehensive plan addresses the eleven major areas of concentration found below:

1. Community Services
2. Infrastructure - Sewer and Water
3. Transportation
4. Local Government
5. Land Use
6. Tourism
7. Natural Resources
8. Parks and Recreation
9. Historic Preservation
10. Housing
11. Crossroads Communities

PURPOSE, DESCRIPTION AND SCOPE OF WORK

Purpose

To update and develop a Comprehensive Plan which mirrors the goals and objectives of both the Community and Planning Unit of the City of Winchester/Clark County, as well as adhering to the requirements as outlined in Kentucky Revised Statues Chapter 100.

Description

On January 3, 2012, the Winchester/Clark County Planning Commission held a public hearing and adopted the Comprehensive Plan Update. The Comprehensive Plan is required to be

reviewed by the Planning Commission at least once every five (5) years and amended if found necessary, per Kentucky Revised Statutes Chapter 100.197.

A Comprehensive Plan Advisory Committee is established by the Mayor and County Judge. The Committee members consist of local community experts and advocates for the planning process. The Committee's focus will be on updating the Comprehensive Plan and to provide input on issues important to the future growth of the City of Winchester and Clark County. There will be a meeting approximately every month throughout the process where input and feedback on various planning elements will be provided. The meetings will be conducted jointly by the selected firm and the Director of Planning and Community Development. There will be scheduled public hearings where the public will be able to make known their desires and goals for their community, as well as any concerns they may have with the current comprehensive plan. It will be the responsibility of the selected firm to compile the data from each meeting/hearing and to make any necessary changes to the existing Comprehensive Plan.

Scope of Work

A well-developed comprehensive plan encompassing the goals and concepts of both the Community and Planning Unit is vital for the healthy growth of the City of Winchester and Clark County. In order to accomplish a successful Comprehensive Plan, the firm selected will need to hold multiple meetings and public hearings with the Community. Successfully merging the ideas, priorities and recommendations expressed at these meetings, as well as providing instruction regarding planning principles and concepts, will be detrimental to the success of this project. The ideal candidate will need to identify the procedures, timeframe, strategies and tactics used in order to produce a successful comprehensive plan crafted specifically for Winchester/Clark County. A successful candidate will describe the unique and innovative techniques their firm intends to implement during the duration of this project.

A successful applicant will need to provide a response which meets the expectations provided in this request for proposal. The Planning and Community Development department anticipates this project to be an interactive process which involves as much as the community as possible, invoking key members of the City of Winchester/Clark County to not only take part in the Comprehensive Plan update, but to take ownership of the plan once it has been finalized and implemented. The chosen candidate will serve as a liaison between City/County government and the community.

The scope of work and requirements as described in Kentucky Revised Statutes Chapter 100:

KRS 100.183 Comprehensive plan required.

The planning commission of each unit shall prepare a comprehensive plan, which shall serve as a guide for public and private actions and decisions to assure the development of public and private property in the most appropriate relationships. The elements of the plan may be expressed in words, graphics, or other appropriate forms.

KRS 100.187 Contents of comprehensive plan.

The comprehensive plan shall contain, as a minimum, the following elements:

- (1) A statement of goals and objectives, which shall serve as a guide for the physical development and economic and social well-being of the planning unit;
- (2) A land use plan element, which shall show proposals for the most appropriate, economic, desirable, and feasible patterns for the general location, character, extent, and interrelationship of the manner in which the community should use its public and private land at specified times as far into the future as is reasonable to foresee. Such land uses may cover, without being limited to, public and private, residential, commercial, industrial, agricultural, and recreational land uses;
- (3) A transportation plan element, which shall show proposals for the most desirable, appropriate, economic, and feasible pattern for the general location, character, and extent of the channels, routes, and terminals for transportation facilities for the circulation of persons and goods for specified times as far into the future as is reasonable to foresee. The channels, routes, and terminals may include, without being limited to, all classes of highways or streets, railways, airways, waterways; routings for mass transit trucks, etc.; and terminals for people, goods, or vehicles related to highways, airways, waterways, and railways;
- (4) A community facilities plan element which shall show proposals for the most desirable, appropriate, economic, and feasible pattern for the general location, character, and the extent of public and semipublic buildings, land, and facilities for specified times as far into the future as is reasonable to foresee. The facilities may include, without being limited to, parks and recreation, schools and other educational or cultural facilities, libraries, churches, hospitals, social welfare and medical facilities, utilities, fire stations, police stations, jails, or other public office or administrative facilities;
- (5) (a) Provisions for the accommodation of all military installations greater than or equal in area to three hundred (300) acres that are:
 1. Contained wholly or partially within the planning unit's boundaries;
 2. Abutting the planning unit's boundaries; or
 3. Contained within or abutting any county that contains a planning unit.

(b) The goal of providing for the accommodation of these military installations shall be to minimize conflicts between the relevant military installations and the planning unit's residential population. These provisions shall be made after consultation with the relevant installation's command authorities to determine the needs of the relevant military installation. These consultations shall include but not be limited to questions of installation expansion, environmental impact, issues of installation safety, and issues relating to air space usage, to include noise pollution, air pollution, and air safety concerns; and (6) The comprehensive plan may include any additional elements such as, without being limited to, community renewal, housing, flood control, pollution, conservation, natural resources, regional impact, historic preservation, and other

programs which in the judgment of the planning commission will further serve the purposes of the comprehensive plan.

KRS 100.191 Research requirements for comprehensive plan.

All elements of the comprehensive plan shall be based upon but not limited to, the following research, analysis, and projections:

- (1) An analysis of the general distribution and characteristics of past and present population and a forecast of the extent and character of future population as far into the future as is reasonable to foresee;
- (2) An economic survey and analysis of the major existing public and private business activities, and a forecast of future economic levels, including a forecast of anticipated necessary actions by the community to increase the quality of life of its current and future population through the encouragement of economic development as far into the future as is reasonable to foresee;
- (3) Research and analysis as to the nature, extent, adequacy, and the needs of the community for the existing land and building use, transportation, and community facilities in terms of their general location, character and extent, including, the identification and mapping of agricultural lands of statewide importance and analysis of the impacts of community land use needs on these lands; and
- (4) Additional background information for the elements of the comprehensive plan may include any other research analysis, and projections which, in the judgment of the planning commission, will further serve the purposes of the comprehensive plan.

KRS 100.193 Statement of goals and objectives -- Action on statement by legislative bodies and fiscal courts -- Notice -- Hearing.

- (1) The planning commission of each planning unit shall prepare and adopt the statement of goals and objectives to act as a guide for the preparation of the remaining elements and the aids to implementing the plans. The statement shall be presented for consideration, amendment, and adoption by each legislative body and fiscal court in the planning unit. The legislative bodies and fiscal courts shall take action upon the proposed statement of goals and objectives within ninety (90) days of the date upon which the legislative body or fiscal court receives the planning commission's final action upon such proposal. If no action is taken within the ninety (90) day period, the statement of goals and objectives shall be deemed to have been approved by operation of law.
- (2) Each legislative body and fiscal court in the planning unit may develop goals and objectives for the area within its jurisdiction which the planning commission shall consider when preparing or amending the comprehensive plan. During its preparation and that of the other plan elements, it shall be the duty of the planning commission to consult with public officials and agencies, boards of health, school boards, public and private utility companies, civic, educational, professional, and other organizations, and with citizens.

- (3) During the preparation of the statement of goals and objectives, and at least fourteen (14) days prior to any public hearing on the adoption, amendment, or readoption of any element of the comprehensive plan, the planning commission shall give notice of the preparation of the statement or the hearing to the following public officials in each city and county adjacent to the planning unit: (a) If the adjacent city or county is part of a planning unit, the notice shall be sent to the planning commission of that unit; or (b) If the adjacent city or county is not part of a planning unit, the notice shall be sent to the chief executive officer of that city or county government.
- (4) The notice required in subsection (3) of this section, and a copy of the proposed comprehensive plan element, shall also be given to the regional planning council for the area in which the planning unit is located. The council shall coordinate the review and comments of local governments and planning commissions serving planning units affected by the proposal and make recommendations designed to promote coordinated land use in the regional planning council's area of jurisdiction.
- (5) Any planning commission which is adopting, amending, or readopting any element of the comprehensive plan may conduct a hearing to receive testimony from adjacent planning units, city or county governments, or the regional planning council of the affected area.

KRS 100.197 Adoption of plan elements -- Periodic amendment or readoption.

- (1) All elements of the comprehensive plan shall be prepared with a view towards carrying out the statement of goals and objectives. The various elements may be adopted as they are completed, or as a whole when all have been completed. The planning commission shall hold a public hearing and adopt the elements. The comprehensive plan elements, and their research basis, shall be reviewed from time to time in light of social, economic, technical, and physical advancements or changes. At least once every five (5) years, the commission shall amend or readopt the plan elements. It shall not be necessary to conduct a comprehensive review of the research done at the time of the original adoption pursuant to KRS 100.191, when the commission finds that the original research is still valid. The amendment or readoption shall occur only after a public hearing before the planning commission.
- (2) The elements of the comprehensive plan shall be reviewed by the planning commission at least once every five (5) years and amended if necessary. If the goals and objectives statement is proposed to be amended then the proposed amendments shall be submitted to the legislative bodies and fiscal courts in the planning unit for consideration, amendment, and adoption. The legislative bodies and fiscal courts shall take action upon the proposed statement of goals and objectives within ninety (90) days of the date upon which the legislative body or fiscal court receives the planning commission's final action upon such proposal. If no action is taken within the ninety (90) day period, the proposed amendments to the statement of goals and objectives shall be deemed to have been approved by operation of law. If the goals and objectives statement is not proposed to be amended, it shall not be necessary to submit it to the legislative bodies and fiscal courts for action. If the review is not performed, any property owner in the planning unit may file suit in the Circuit Court. If the Circuit Court finds that the review has not been performed, it shall order the planning

commission, or the legislative body in the case of the statement of goals and objectives element, to perform the review, and it may set a schedule or deadline of not less than nine (9) months for the completion of the review. No comprehensive plan shall be declared invalid by the Circuit Court unless the planning commission fails to perform the review according to the court's schedule or deadline. The procedure set forth in this section shall be the exclusive remedy for failure to perform the review.

- (3) Within thirty (30) days after its adoption, amendment, or readoption by the planning commission, a copy of each element of the comprehensive plan shall be sent to public officials in adjacent cities, counties, and planning units, following the procedures provided in subsection (3) of KRS 100.193.

PUBLIC PARTICIPATION

Purpose - Public participation is required by KRS Chapter 100 when adopting a Comprehensive Plan. It is also essential to engage the public when developing a plan which accurately reflects the goals and desires of the community. This plan will guide future growth; public involvement must take place in order for the residents to take ownership. Significant opportunities for public participation must include, but are not limited to:

- **Community Involvement.** Public meetings will be held throughout the duration of this project. It is a vital part of this project to interact with the public and to gain public input. At every level, from start to finish, it is our goal to ensure the community is taking an active part in the Comprehensive Plan update. The selected firm will cohost the public meetings with the Director of Planning and Community Development. The firm will be responsible for preparing and giving oral presentations, compiling the data discussed at each meeting, as well as coordinating the public meetings with support from the Planning and Community Development department.
- **Community Education.** Throughout the process of updating the plan, there will be opportunities for the community to receive education regarding planning principals and concepts. At times it will be crucial for the firm to successfully tutor the community and/or members of the Comprehensive Plan Advisory Committee on specific planning principals. This will assist in implementing goals and objectives which will lead Winchester/Clark County towards healthy future growth. It will be the responsibility of the firm to present findings, concepts, and goals with both the Comprehensive Plan Advisory Committee and the public when necessary. Once the update is complete, it will be necessary for the firm to present the final plan to the public. It is important for the community to understand and to support the key elements in the Comprehensive Plan in order for the public to take ownership once it has been finalized.

PROJECT REQUIREMENTS

Outlined below are the minimum required topics and subjects to be included in the Comprehensive Plan update. The actual implementation and design of the plan shall be determined once a candidate has been chosen.

- Table of Contents & Introduction - comprising of legal concepts and procedures, planning processes, selected definitions, summary of the update process, general information regarding comprehensive planning, and any additional information concerning the Comprehensive Plan.
- Base Study - report containing population and economic analysis, existing land use information, physiographic features, and any additional base study information.
- Goals and Objectives - areas of concentration, vision statement, and description of selected goals and objectives.
- Land Use Plan - including statements concerning the development of future land, identifying urban development areas, guiding principles for urban and rural development, and additional information describing all future land use growth.
- Transportation Plan - containing guiding principles in regards to transportation planning.
- Community Facilities Plan - containing guiding principles in regards to community facility planning.
- Implementation - description of actions to be made by the City and County in order to successfully implement goals, objectives, and processes stated in the Comprehensive Plan.

It is our intent to create a plan that is visually appealing and every effort should be taken to include visual aids such as renderings, designs, maps, graphs, charts, and any additional illustrated matter which will contribute towards a visually appealing document.

SUBMISSION REQUIREMENTS

Applicants shall submit their qualifications with the following information:

- Contact information;
- Document describing the applicant's qualifications for the project;
- Summary of recent experience in comprehensive planning and/or similar projects;
- Experience of personnel;
- Scheduling and capability of including project in applicant's current workload;
- References: previous client names and contact information, a description of the project completed, timeframe and completion date;
- Rate Schedule – provide an itemized rate schedule that reflects the work proposed in the scope of work. Should include typical hourly charge rates for labor classifications anticipated.

EVALUATION CRITERIA

- Proposal submitted by the applicant & how it aligns with the description and scope of work included in this RFP
- Qualifications
- Experience
- Candidate's professional personnel and their experience
- Previous work history and performance
- The Comprehensive Plan Advisory Committee and city staff assigned to the update process may ask to interview the candidate in person or via phone/skype

CONTRACT TERMS

Contract terms will be negotiated by the City of Winchester upon selection. Each proposal will be evaluated using the City of Winchester's procurement guidelines, as well as an evaluation of the scope of work described in the proposal and whether it fulfills the requirement within the stated budget. All contracts are subject to review by City of Winchester legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

STAFF AND LOCAL RESOURCES

- The Director of Planning and Community Development will be available to assist in public outreach and to cohost the meetings and public hearings needed to accomplish the project;
- The Planning and Community Development department will be available as a resource to assist with compiling past information and plans used;
- Main Street Winchester will assist with any needs if available;
- Clark County GIS department will be available to provide maps needed;