



**COMMUNITY DEVELOPMENT
SERVICES DEPARTMENT**

616 W. Lancashire Blvd.
Bella Vista, Arkansas 72714
Phone: (479) 268-4980

DATE: DECEMBER 21, 2016
REQUEST: **RFP 17-02, COMPREHENSIVE PLAN 2040**
RECEIVING AGENT: CHRISTOPHER SUNESON, PLA, AICP, DIRECTOR
DELIVERY: 616 W. LANCASHIRE BLVD.
LOCATION: BELLA VISTA, ARKANSAS 72715
DEADLINE: **FRIDAY, JANUARY 20, 2017 4:30 PM**

REQUEST FOR PROPOSALS

RFP 17-02, COMPREHENSIVE PLAN 2040

The City of Bella Vista, Arkansas seeks to retain a qualified consulting individual(s) / firm(s) to develop the City's Comprehensive Plan 2040. The plan's purpose will be to serve as a framework for future planning documents as well as a policy guide for citizens, developers, staff, and elected officials regarding future development.

Qualified consultants will have experience with developing and carrying out public outreach programs, facilitation of public meetings, compilation of information from varying sources, conducting community visioning, and preparation of varying comprehensive plan elements.

SUBMITTAL RESPONSE

All proposers shall submit one paper copy and an electronic copy on a properly labeled CD as outlined further in this RFP. Original responses shall be submitted to the City of Bella Vista Community Development Services Department by the advertised deadline. It is the proposer's responsibility to deliver proposals to the specified location prior to the date and time for the close of acceptance. The City is not responsible for lost, misdirected, or submittals delivered after the deadline.

Selection of proposals is not based on the lowest cost proposal, but as outlined further in this RFP. Each proposal shall state that it is valid for a period of ninety (90) calendar days from the date of submission.

RESPONSES DUE

Responses are due no later than 4:30 PM on Friday, January 20, 2017, to:

Christopher Suneson, PLA, AICP
616 W. Lancashire Blvd.
Bella Vista, Arkansas 72715

Questions may be directed to Christopher Suneson via email at csuneson@bellavistaar.gov.

TENTATIVE SCHEDULE

The following schedule contains major milestones and may be modified as a result of consultant proposals and contract negotiations:

January 20, 2017	RFP Submittal Deadline
January 23-27, 2017	Ranking of RFPs
January 30-February 3, 2017	Consultant Interviews (to be determined)
February 27, 2017	City Council Approval of Consultant Contract
March 1, 2017	Project Start
December 31, 2017	Project Complete

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ADVERTISEMENT

The City of Bella Vista, Arkansas is requesting proposals from qualified individuals or firms to develop the City's Comprehensive Plan 2040. The plan's purpose will be to serve as a framework for future planning documents as well as a policy guide for citizens, developers, staff, and elected officials regarding future development.

Qualified consultants will have experience with developing and carrying out public outreach programs, facilitation of public meetings, compilation of information from varying sources, conducting community visioning, and preparation of varying comprehensive plan elements.

To be considered, proposals must be received at the Community Development Services office, 616 West Lancashire Blvd, Bella Vista, Arkansas before Friday, January 20, 2017 before 4:30 PM.

Forms and addendums can be downloaded from the City's website at <http://www.bellavistaar.gov/city-of-bella-vista-bids-rfps/>. All questions regarding the process should be directed to Christopher Suneson, PLA, AICP at csuneson@bellavistaar.gov.

Proposers shall be qualified to do business and licensed in accordance with all applicable laws of the state and local governments where the project is located.

Pursuant to A.C.A. §22-9-203, the City of Bella Vista encourages all qualified small, minority, and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, the City of Bella Vista encourages all general contractors to subcontract portions of their contract to qualified small, minority, and women business enterprises.

The City of Bella Vista reserves the right to reject any or all proposals and to waive irregularities therein, and all Proposers shall agree that such rejection shall be without liability on the part of the City of Bella Vista for any damage or claim brought by any Proposer because of such rejections, nor shall the Proposers seek any recourse of any kind against the City of Bella Vista because of such rejections. The filing of any Proposal in response to this invitation shall constitute an agreement of the Proposer to these conditions.

CITY OF BELLA VISTA

Advertise on: December 25, 2016

January 8, 2016

By: Christopher Suneson, PLA, AICP, Director of Community Development Services

PROJECT DESCRIPTION AND SCOPE OF WORK

GENERAL BACKGROUND

Bella Vista began as a recreational community around the turn of the century with a subdivision of land by the Linebarger brothers. In the early 1960s, development of surrounding land occurred under the direction of Cooper Communities, a private development firm. The development focused on residential development aimed at retirees, with numerous amenities including lakes and golf courses built with a Property Owner’s Association responsible for municipal related services. In 2006, citizens voted to incorporate the community into the City of Bella Vista, resulting in the 15th largest city in Arkansas with a current population of 26,461.

CITY PLANNING HISTORY

The City began its planning efforts with a volunteer Planning Commission that drafted the initial Future Land Use Plan and Map, adopted in November 2007 and Master Street Plan and Map in March 2008. These initial planning documents allowed the City to adopt subdivision regulations in September 2009 and zoning regulations and map in January 2010. While these documents have been amended over the course of time, changing demographics and vision have not been incorporated into major plan updates.

In 2012, the City commissioned CEI Engineering Associates to complete a strategic plan. While some elements of this plan have been accomplished, others continue to be pursued or implemented.

In 2015, the City adopted the Two County Bike and Pedestrian Community Action Plan as well as the Bella Vista Trails and Greenway Master Plan, focusing the community on recreational trails to compliment the City’s natural beauty and existing amenities.

In early 2016, the City updated its Planning Area boundary to reflect city limits updates as well as agreed to planning area limits with neighboring cities.

In late 2016, the City adopted the Benton County Hazard Mitigation Plan.

Despite all of these efforts, the City needs a current and proactive comprehensive plan that will guide development in accordance with an updated vision, rather than reactively allowing development itself to guide the future of the City.

PLAN ELEMENTS

The Comprehensive Plan is a visionary document that creates the framework for land development codes, development standards, infrastructure investments, and economic development and informs decision making throughout the City organization. As such, the final products must be:

- Easy and intuitive for the public to access, understand, and use;
- Concise, illustrative, consistent, and strategy-based;
- Designed to be integrated with the City’s website and GIS mapping program.

The selected consultant is expected to use visual techniques to depict the relevant information for each element as the plan is developed, including but not limited to GIS mapping, illustrations, and renderings. The Plan must include:

Comprehensive Plan 2040

1. **Executive Summary:** This should be in a format which allows for detached circulation:
 - a. Outline of community input derived vision;
 - b. Detailed goals by plan element supporting the vision;
 - c. Detailed objectives to implement plan element goals;
 - d. Policy statements of the comprehensive plan;
 - e. Guide(s) for decision making.
2. **Community Profile:** A complete inventory, review, and analysis of existing conditions is required; including the following:
 - a. Community history;
 - b. Existing land uses;
 - c. Existing traffic corridors and vehicle counts and vehicle count projections in 5 to 10 year increments;
 - d. Community facilities;
 - e. Demographic and population analysis using latest available data, and projections in 5 to 10 year increments to 2040;
3. **Development of Vision, Goals, Objectives, and Policies:** Through a significant public participation process, create a viable vision of the community with supporting goals and objectives to guide future development and re-development:
 - a. Document public input meetings as outlined further in this section;
 - b. Create web based tool for gathering public input including the City's website and Facebook properties;
 - c. Create web based tool for tracking progress on the Plan's development over the course of the project that may be included on the City's website and Facebook properties;
 - d. Identify gaps and / or conflicts between existing zoning and development regulations and the new comprehensive plan;
 - e. Identify gaps and / or conflicts in current building code and the new comprehensive plan.
4. **Future Land Use Plan and Map:** The Comprehensive Plan will identify community issues and concerns and include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a working framework for the development of future land use public policy. Preferred land use patterns will be developed and evaluated on a cost-benefit analysis and return on investment of various development and redevelopment scenarios:
 - a. Identification of targeted growth areas within the city limits for single-family, multi-family, commercial, and industrial development;
 - b. Identification of areas outside the city limits and within the planning area of annexation;
 - c. Identification of areas inside the city limit that should have growth or construction limits placed on them;
 - d. Realistic population projections based on existing planned infrastructure improvements as well as growth patterns;
 - e. Build out scenarios that include:
 - i. Projection of uses;
 - ii. Recommended infrastructure and transportation improvements required;
 - iii. Cost of infrastructure;
 - iv. Projection of sales and property tax.
 - f. Identification of areas for public facilities;
 - g. Creation of special / overlay districts including business improvement districts and / or natural areas protection;
 - h. Creation of a land use categories and future land use map, incorporated into the plan, provided in ArcGIS format.

5. **Economic Development:** The Comprehensive Plan will review, analyze, and update influences in the local economy:
 - a. Conduct an evaluation of the current economic base:
 - i. Inventory and classification of existing industries by type;
 - ii. Gaps in services or markets where targeted efforts for business recruitment should be emphasized;
 - b. Identify existing efforts and create strategies for business retention and expansion;
 - c. Identify existing efforts and create strategies for developing or improving support systems for entrepreneurial development;
 - d. Inventory sites and attractions for tourism and create marketing and development efforts for tourists and residents;
 - e. Identify ancillary support and supplier systems utilized by local industries and target business attraction toward supporting the current economic base.
6. **Housing and Neighborhood Revitalization:** The Comprehensive Plan will review, analyze, and provide recommendations for housing stock in the city and neighborhoods for revitalization efforts:
 - a. Analyze existing housing stock by age and current housing market conditions;
 - b. Provide recommendations and strategies to encourage a variety of housing types and sizes;
 - c. Identification of targeted growth areas for multi-family and urban, mixed-use housing;
 - d. Identification of targeted areas within the city for neighborhood revitalization;
 - e. Creation of policy guidelines and regulatory changes for “tiny houses”;
 - f. Creation of policies and strategies for neighborhood revitalization.
7. **Transportation (Master Street Plan and Map):** The Comprehensive Plan will review, analyze, and provide recommendations for roads and trails infrastructure. Preferred transportation patterns will be developed and evaluated on a cost-benefit analysis and return on investment of various development and redevelopment scenarios:
 - a. Collect an inventory of existing traffic counts along major traffic corridors through available sources and conduct supplemental traffic counts as necessary;
 - b. Identification of roads and corridors that should be monitored for increasing traffic counts, warranting changes to the existing road cross section;
 - c. Update the existing road classification system based on levels of services and capacity;
 - d. Update of road cross sections for all levels of classification, including alternates for the same classifications of streets based on physical location, e.g. residential setting vs. a commercial area;
 - e. Creation of a complete streets policy with recommended implementation steps;
 - f. Identification, timing or phasing, and estimated costs of transportation projects that are essential to support identified targeted growth areas incorporated into a capital improvements plan;
 - g. Creation of a master street map, incorporated into the plan, provided in ArcGIS format;
 - h. Review of the Bella Vista Trails and Greenway Master Plan, and incorporation of associated capital projects into a capital improvements plans.
8. **Public Facilities:** The comprehensive plan will review, analyze, and provide recommendations for the placement of governmental and public facilities based on targeted growth areas including:
 - a. Location of future City Hall and Community Development Services building(s);
 - b. Location of fire stations to support projected growth scenarios;
 - c. Establishment of park and recreation level of service metrics;
 - d. Identification of parks and / or associated open space needs, particularly in relation to targeted growth areas.
9. **Resiliency:** The Comprehensive Plan will review, analyze, and provide recommendations for the City to move toward making the community resilient to natural and man-made disasters:
 - a. Review the Benton County Hazard Mitigation Plan and incorporate identified hazards for the City;

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- b. Identification of unstudied special flood hazard areas, and prioritization of these areas for study to establish base flood elevations;
- c. Provide recommendations to implement and mitigate hazards.

10. Special Planning Areas:

- a. Identification and creation of special overlay districts for natural areas protection, including regulatory amendments;
- b. Identification of possible business improvements districts / overlay districts to support and encourage business development.

11. Implementation Plan

- a. Strategies for the implementation of identified goals and performance measures;
- b. Creation of an online tool to track progress of the Comprehensive Plan's implementation;
- c. Creation of a Capital Improvements Plan over a range of 5 and 10 years to implement capital intensive projects identified to support growth patterns;
- d. Recommendations for possible areas to be comprehensively rezoned, based on the recommendations of the plan;
- e. Identification and prioritization of needed regulatory amendments to the municipal code to implement the plan;
- f. Creation of needed regulatory amendments;
- g. Creation of a plan amendment process, including changes to street classifications and future land use categories, and needed regulatory amendments to codify the process.

PUBLIC PARTICIPATION

Public participation will be gathered from a wide range of interests in the City and is essential to a successful comprehensive plan process. In addition to the below items, the consultant should propose a public involvement plan for public engagement and involvement to fully gather input on the plan elements identified. At a minimum, the consultant will:

- Work with a steering committee to guide development of the plan;
- Maximize citizen involvement and participation throughout the Comprehensive Plan development;
- Create inclusive, online public forums for citizen input including the City's website and Facebook properties;
- Consider a wide range of segments of the community including:
 - Residents from differing socio-economic backgrounds;
 - Businesses;
 - Public officials;
 - Non-profit organizations;
 - Agencies providing services within the community.

The selected consultant will attend several meetings with City of Bella Vista staff, City Council members, and the steering committee. In addition, presentations to the Bella Vista Planning Commission and City Council are required as part of the plan adoption process.

DELIVERABLES

Required services and products under this request will include but are not limited to the following:

- 25 color copies of the final plan, bound in a portrait, 8.5 x 11 format;
- Maps and illustrations formatted in a reproducible format of sized at 8.5 x 11 or 11 x 17, with the ability to be stored at 8.5 x 11 format;
- 5 color copies contained in binders that allow for plan amendments formatted at 8.5 x 11;

- 1 digital copy of the final plan in Microsoft word, allowing for plan amendments;
- 1 digital copy in Adobe PDF format;
- 1 digital copy of the plan and maps designed to be integrated into the City's website;
- 1 digital copy of all plan maps formatted to a 24 x 36 landscape orientation;
- ArcGIS formatted shape files of the future land use plan and master street plan.

PROJECT BUDGET

The project is anticipated to cost between \$80,000 and \$120,000, and the City has set aside funding in the FY2017 budget for the comprehensive plan's completion. The City reserves the right to expand the scope, timing, and budget for the project with the selected consultant to achieve the best product possible. The proposer must submit a fee proposal for the project including:

- An estimate of time to be spent by respective positions for each phase of work by plan element;
- The hourly billing rate for each position;
- A cost breakdown of each phase of work by plan element and for each deliverable;
- An estimate of reimbursable expenses to be included in the project budget.

The fee proposal will serve as a not-to-exceed amount for contract preparation.

REQUEST FOR PROPOSAL CRITERIA

PROPOSAL FORMAT

1. A written narrative describing the method or manner in which the Proposer intends to satisfy the requirements of this RFP in the most cost effective manner. The term "Proposer" shall be in reference to a firm or individual responding to this solicitation.
2. A description of the Proposer's experience in providing the same or similar services. This description should include the name of the person(s) who will provide the services, their qualifications, and the years of experience in performing this type of work. The proposal should include a description of the proposer's philosophical and organizational approach to the project. Demonstrated skills for the project include data analysis and compilation, mapping, Geographic Information Systems, transportation and capital planning, project management, and technical writing.
3. Information on the firm's or team's qualification and experience in preparing comprehensive plans. The City believes that individuals, rather than firms, are ultimately the most important element in the selected proposer. Proposers should list, as references, projects that were conducted by the persons who will be doing the work under this RFP, rather than a listing of projects completed by the firm in general. Such references should be provided on the "Vendor References Form" and be included in the proposal.
4. A proposed schedule showing the total length of time necessary to prepare the comprehensive plan as outlined in the scope of work including significant milestones during the preparation period. While it is anticipated that the project will take approximately one (1) year to prepare, the City of Bella Vista reserves the right to extend this time period in order to achieve the best possible product for the community.
5. Proposers shall submit a fee proposal as outlined in the Project Budget section, above.
6. The proposer shall demonstrate clarity of writing and the ability to translate complex ideas and technical information to an average reader by submitting writing samples in the following areas. Please provide the requested samples, and not the entire comprehensive plan. All samples should have been prepared by a member of the project team within the last five years.

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- a. A sample land use element;
 - b. A sample economic development element;
 - c. A sample transportation element;
 - d. A sample implementation element.
7. Proposers shall submit a proposal based on documentation published by the City of Bella Vista.
 8. Proposals must follow the format of the RFP. Proposers should structure their responses to follow the sequence of the RFP.
 9. The proposal format is intended to present interested Proposers the opportunity to demonstrate their ability to perform the required services. The proposal is limited to forty (40) pages in length, excluding items indicated below that do not count toward the maximum page limit. The format is left to the discretion of the Proposer to allow creative and uniqueness of approach. Proposal submission is not intended to be expensive or extravagant, although presentation should be well considered for simplicity and ease of understanding.

The following must be addressed in each proposal (*Items do not count toward page limit):

- a. Cover sheet;
- b. *Authorized Negotiator Form;
- c. *Vendor References Form;
- d. *Disclosure Statement;
- e. *Debarment Certification Form;
- f. Executive Summary;
- g. Firm description, experience, and qualifications;
- h. Licensing, insurance coverage, and financial ability;
- i. Proposed schedule;
- j. Fee proposal;
- k. Staff Resumes involved with the services offered.
- l. *Sample land use element;
- m. *Sample economic development element;
- n. *Sample transportation element;
- o. *Sample implementation element.

PROPOSAL SUBMISSION

1. Proposals shall be enclosed in sealed envelopes or packages addressed to Christopher Suneson, PLA, AICP, 616 W Lancashire Blvd, Bella Vista, Arkansas 72715. The name and address of the Proposer as well as RFP number shall be on the outside of the packaging as well as on any packages enclosed in shipping containers or boxes.
2. Proposals should be no more than forty (40) pages; single sided, standard, readable, printed on standard 8.5" x 11" paper, excluding requested writing samples.
3. All Proposers shall submit one (1) paper copy of their proposal as well as one (1) electronic copy on a properly labeled CD. The electronic copy submitted should be contained in a single Adobe PDF document format file. Files contained on the CD shall not be restricted against saving or printing. The electronic copy shall be identical to the original paper copies submitted. Electronic copies shall not be submitted via e-mail to the Receiving Agent.
4. Proposals will be reviewed following the stated deadline as shown on the cover sheet of this document. The names of respondents only will be available after the deadline until a contract has been awarded by the Bella Vista City Council. All interested parties understand proposal documents will not be available until after a valid contract has been executed.
5. Proposers are advised that exceptions to any of the terms contained in this RFP must be identified in their response to the RFP. Failure to do so may lead the City to declare any such term non-negotiable.

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Proposers' desire to take exception to a non-negotiable term will not disqualify it from consideration for award.

6. Local time shall be defined as the time in Bella Vista, Arkansas on the due date of the deadline. Proposals shall be received before 4:30 pm as shown on the clock in the Community Development Services Department office.

OTHER GENERAL CONDITIONS

1. Proposers must provide the city with their proposals signed by an employee having legal authority to submit proposals on behalf of the Proposer. The entire cost of preparing and providing response shall be borne by the Proposer.
2. Proposers must have and maintain throughout the duration of any contract with the City of Bella Vista the following minimum insurance requirements:
 - a. General Liability - \$1,000,000;
 - b. Errors and Omissions - \$1,000,000; and
 - c. Workman's Compensation as required by the State of Arkansas.
3. The City reserves the right to request any additional information it deems necessary from any or all Proposers after the submission deadline.
4. The Request for Proposal is not to be construed as an offer, a contract, or a commitment of any kind; nor does it commit the City to pay costs incurred by the Proposer in preparation. It shall be clearly understood that any costs incurred by the Proposer to this Request for Proposal is at the Proposer's own risk and expense as a cost of doing business. The City of Bella Vista shall not be liable for reimbursement to the Proposer for any expense so incurred, regardless of whether or not the proposal is accepted.
5. If products, components, or services other than those described in this Request for Proposal are proposed, the Proposer must include complete descriptive literature for each. All requests for additional information must be received within five (5) working days following the request.
6. Any uncertainties shall be brought to the attention of Christopher Suneson, PLA, AICP immediately via e-mail (csuneson@bellavistaar.gov). It is the intent and goal of the City of Bella Vista to provide documents giving clear and accurate understanding of the scope of work to be completed and / or goods to be provided. We encourage all parties to ask questions to enable all bidders to be on equal bidding terms.
7. Any inquiries or requests for explanation in regard to the City's requirements should be made promptly to Christopher Suneson, PLA, AICP - Receiving Agent via e-mail at csuneson@bellavistaar.gov. No oral interpretations or clarifications will be given as to the meaning of any part of this request for proposal. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms via written addendum. Names of firms submitting any questions, clarifications, or requests will not be disclosed until after a contract is in place.
8. At the discretion of the City, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews. NOTE: Each Proposer shall submit an "Authorized Negotiator Form" containing the signature of a duly authorized officer or agent of the Proposer's company empowered with the right to bind and negotiate on behalf of the Proposer for the amounts and terms proposed.
9. All proposers shall complete and return the enclosed "Debarment Certification Form" with their proposal. The City of Bella Vista shall not award a contract to any proposer that is debarred, suspended, or proposed for debarment by the federal government.
10. Any information provided herein is intended to assist the Proposer in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide qualified Proposers with sufficient basic information to submit proposals meeting minimum specifications and/or test requirements, but is not intended to limit a RFP's content or to exclude any relevant or essential data.

11. Proposers irrevocably consent that any legal action or proceeding against it under, arising out of or in any manner relating to this Contract shall be controlled by Arkansas law. Proposer hereby expressly and irrevocably waives any claim or defense in any said action or proceeding based on any alleged lack of jurisdiction or improper venue or any similar basis.
12. The successful Proposer shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without written consent of City of Bella Vista. In case the successful Proposer assigns all or any part of any monies due or to become due under this Contract, the Instrument of Assignment shall contain a clause substantially to the effect that is agreed that the right of the assignee in and to any monies due or to become due to the successful Proposer shall be subject to prior liens of all persons, firms, and corporations for services rendered or materials supplied for the performance of the services called for in this contract.
13. The successful Proposer's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the services shall apply to the contract throughout, and they will be deemed to be included in the contract as though written out in full herein. The successful Proposer shall keep himself / herself fully informed of all laws, ordinances and regulations of the Federal, State, and municipal governments or authorities in any manner affecting those engaged or employed in providing these services or in any way affecting the conduct of the services and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in these Contract Documents or in the specifications herein referred to, in relation to any such law, ordinance, regulation, order or decree, s/he shall herewith report the same in writing to City of Bella Vista.

PROPOSAL REVIEW AND SELECTION

Review PROCESS

The City will use the following process to select the consultant / consultant team for the Comprehensive Plan project:

1. Proposals received by the deadline will be reviewed to ensure to each has met the minimum submissions requirements outlined in this RFP. Proposals that do not meet these minimum requirements will be rejected.
2. Proposals will be scored as responsive, responsible and qualified, as outlined below.
3. Some or all of the proposers may be selected and invited to take part in an interview process that will include a presentation by the proposer and a question and answer period with the selection committee.
4. The selection committee will agree to the best qualified candidate based on all factors with whom to enter into contract negotiations.

Proposal Scoring Criteria

Crtieria	Possible Points
Project Approach	30
Public Participation Approach	20
Project Team Experience and Writing	30
Project Schedule	10
Fee Proposal	10

AUTHORIZED NEGOTIATOR FORM

This form must be completed and returned with your proposal.

At the discretion of the City, one or more Proposer may be asked for more detailed information before final ranking of firms. In addition, oral presentations / interviews will be scheduled with the top three (3) ranked firms. Each Proposer shall submit to the City a primary contact name, e-mail address, and phone number where the City selection committee can call for clarification or interview via telephone.

Primary Contact Information

Company Name: _____
Primary Contact Person: _____
Title: _____
Phone: _____ Phone 2: _____
Email: _____

Contact for Legally Binding Contracts

Is the primary contact above able to legally bind contracts?

- Yes
No

If the primary contact is not able to legally bind contracts on behalf of the firm, please list below a contact that is:

Contact Contact Person: _____
Title: _____
Phone: _____ Phone 2: _____
Email: _____

Certification

I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided above is accurate and true.

Signature

Printed Name

Title

Date

VENDOR REFERENCES FORM

This form must be completed and returned with your proposal.

Firm Name: _____
Business Address: _____
Number of Years in Business: _____ Time in Present Location: _____
Total Full Time Employees: _____ Total Part Time Employees: _____
Number of Employees to Service this Contract: _____ Full Time: _____ Part Time: _____

Please provide five (5) local commercial and / or governmental references that you have previously performed similar contract services for within the past five (5) years. All fields must be completed.

Company Name: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Email: _____

Company Name: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Email: _____

Company Name: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Email: _____

Company Name: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Email: _____

Company Name: _____
City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Email: _____

DISCLOSURE STATEMENT

This form must be completed and returned with your proposal.

Firm Name: _____

Business Address: _____

The Proposer must disclose any possible conflict of interest with the City of Bella Vista, including, but not limited to, any relationship with any City of Bella Vista employee or elected / appointed official. Your response must disclose if a known relationship exists between any principal or employee of your firm and any City of Bella Vista employee or elected / appointed official. If, to your knowledge, no relationship exists, this should also be stated in your response on this form. Failure to disclose such a relationship may result in cancellation of a purchase and / or contract as a result of your response. This form must be completed and returned in order for your bid / proposal to be eligible for consideration.

Please check one of the following options, as it appropriately applies to your firm:

- No known relationship exists.
- Relationship exists (Please explain):

Certification

I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein is accurate and true; and

My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

Signature

Printed Name

Title

Date

DEBARMENT CERTIFICATION FORM

This form must be completed and returned with your proposal.

As A BIDDER on this project, you are required to provide debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 “Debarment and Suspension“ requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

NAME: _____

COMPANY: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

SIGNATURE: _____

DATE: _____

NOTICE:

CAUSE: Debarment by an agency pursuant to FAR 9.406-2, GPO Instructions 110.11A, or PS Publication 41, for one or more of the following causes (a) conviction of or civil judgment for fraud violation of antitrust laws, embezzlement, theft, forgery, bribery, false statements, or other offenses indicating a lack of business integrity; (b) violation of the terms of a Government contract, such as a willful failure to perform in accordance with its terms or a history of failure to perform; or (c) any other cause of a serious and compelling nature affecting responsibility. (See Code N- Debarment pursuant to FAR 9.406 2(b)(2) Drug Free Workplace Act of 1988.)

TREATMENT: Contractors are excluded from receiving contracts, and agencies shall not solicit offers from, award contracts to renew or otherwise extend the duration of current contracts, or consent to subcontracts with these contractors, unless the City determines that there is a compelling reason for such action. Government prime contractors, when required by the terms of their contract, shall not enter into any subcontract equal to or in excess of \$25,000 with a contractor that is debarred, suspended, or proposed for debarment, unless there is a compelling reason to do so. Debarments are for a specified term as determined by the debarring agency and as indicated in the listing.