

# MUNICIPAL PLANNING AND ZONING SERVICES

## TOWN OF HILLIARD, FLORIDA

**\*\*\*PLEASE REQUEST THE FULL TEXT OF THIS RFQ, WHICH INCLUDES EVALUATION/RATING CRITERIA, CONSULTANT REQUIREMENTS & INSURANCE REQUIREMENTS, BY EMAIL TO: [lpurivs@townofhilliard.com](mailto:lpurivs@townofhilliard.com)\*\*\***

SEALED PROPOSALS for providing professional municipal planning and zoning services will be received by the Town of Hilliard, Nassau County, Florida, by Town Staff at Town Hall, 15859 West CR 108, PO Box 249, Hilliard, FL 32046 until: 4:00 p. m. ET, August 26, 2019 at which time the receiving period will close. Any proposal received after the time and date specified above will be returned unopened.

Three (3) copies of your document must be submitted in a sealed envelope or package, clearly marked on both the outside and inside as: REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL MUNICIPAL PLANNING AND ZONING SERVICES RFQ NO. 19-01. (The above label must also appear on the outside of any overnight or express mail envelope or package.)

The time and date for receipt of proposals will be scrupulously observed. The Town will not be responsible for late deliveries. Documents received after the specified date and time shall be stamped with date and time received and returned unopened.

All proposals shall be in sealed envelopes addressed to:

Town of Hilliard  
c/o Lisa Purvis, Town Clerk  
15859 West CR 108  
PO Box 249  
Hilliard, FL 32046

RFQ NO: 19-01  
RFQ ITEM: Professional Municipal Planning and Zoning Services  
RFQ SUBMITTAL: August 26, 2019 @ 4:00 p.m.  
ADVERTISEMENT DATE: July 26, 2019

The Town of Hilliard reserves the right to reject or accept any proposals or any combination of proposals, which in its sole judgment will best serve the public interest.

# **MUNICIPAL PLANNING AND ZONING SERVICES**

## **TOWN OF HILLIARD, FLORIDA**

### **A. INTRODUCTION**

Pursuant to Section 287.057 Florida Statutes, the Town of Hilliard invites submissions of statements establishing qualifications for Professional Municipal Planning and Zoning services from qualified, licensed, and/or professional consultants in the field of Urban Planning, Planning and Zoning, or Civil Engineering who are familiar with land development codes for the purpose of providing support services to Town staff on planning and zoning matters.

The Town of Hilliard desires to select licensed and/or professional consultants to review applications relating to the Town Code for real property, zoning, and planning matters, research applicable statutes and law, assist in drafting planning and zoning forms, including but not limited to variance and special exception forms, as well as advise Town staff and counsel regarding the application of the land development code and other local land development regulations that apply to the Town of Hilliard, Florida.

### **B. PRE-SUBMISSION CONFERENCE**

There will be NO Pre-Submission Conference. However, for the benefit of all involved in this process, any questions concerning the Request for Qualifications are to be directed in writing to the Town Clerk at [lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com).

### **C. DEVELOPMENT COSTS**

The Town of Hilliard, or its representatives, shall not be held liable for any expense incurred in connection with the preparation of a response to this Request for Qualifications and a statement of the firm's qualifications.

### **D. SCOPE OF WORK**

This contract will result in the retention of at least one (1) person to serve as the Town's Land Use Administrator ("LUA"), who is in charge of the day-to-day administration and enforcement of chapter 62 of the Town Code. In this capacity, the LUA provides support to Town Staff on reviews applications relating to the Town Code for real property, zoning, and planning matters, researches applicable statutes and law, assists in drafting planning and zoning forms, including but not limited to variance and special exception forms, and advises Town staff and counsel regarding the application of the land development code and other local land development regulations that apply to the Town of Hilliard, Florida. The position will involve close work with the Town Clerk, Planning and Zoning Board, Town Attorney, and possibly interaction with residents and other applicants for exceptions, variances, and the like. The Town desires to retain a person of suitable qualifications for this part-time work. The Town expects that the person selected would need to attend monthly meetings, prepare agendas, prepare meeting minutes, assist citizens in their applications or requests, review site plans for compliance with chapter 62 of the Town Code, and be present in the Town Hall at least once per week for up to 5 hours at a time. Specifically, the duties of the LUA are described in Section 62-33 of the Town Code.

## **E. TERM OF CONTRACT**

This contract shall be for an indefinite period.

## **F. CONTENTS OF THE PROPOSAL STATEMENT**

Each firm or person who desires to apply for consideration shall submit the following information (maximum of 15 pages – not including cover letters, dividers, Public Entity Crimes Statement, or Conflict of Interest Form. Front and back counts as two pages):

An original and three (3) copies of the proposal with all copies having been signed by a company official with the power to bind the company to its proposal or person, if acting individually, and one (1) digital copy.

Acknowledgment that the selected consultant shall be required to assume responsibility for all services offered in the proposal. The selected consultant will be the sole point of contact concerning contractual matters including payments of any charges resulting from the contract. Letter of interest including information on location of the firm's office that will be the lead office for this contract.

Brief overview of the firm's history and organization, and any sub-consultants, and/or joint ventures.

A summary or resume (limit two pages per individual) of the professional credentials and experience of the key members within the offices proposed to support the appointment. Also include one page summaries of individuals which may actively provide support to the key individuals.

A short descriptive summary of the firm's experience in the areas of services requested. Include a list of completed projects with a description of the work performed by the consultant representative of the type of work proposed under this Request for Qualifications. The list should include only projects that had significant input from individuals who will be assigned to work on this scope of services for the Town of Hilliard.

A list of any municipal or local governments as client references for which work similar to this request has been performed within the last ten (10) years.

Please provide hourly rates of the individuals who will work on this project and estimated number of hours to be dedicated to each element of this project.

Conflict of Interest Disclosure Form - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposals the name of any officer, director, or agent who is also a public officer or an employee of the Town of Hilliard.

The Town of Hilliard reserves the right to waive any informality, reject any or all Proposals, or to re-advertise this RFQ. The selection, if made, will be to the most responsive and responsible proposer as determined by the Town of Hilliard, in its sole discretion. The respondent understands that this RFQ does not constitute an agreement or a contract with the Town. An official contract or agreement requires review by the Town staff, acceptance by the Town Council and execution by all parties. The Town reserves the right to reject all proposals, to waive any informality, and to solicit and advertise for other proposals.

## **G. INQUIRIES**

The Town will not respond to oral inquiries. Respondents may submit written inquiries regarding this RFQ to:

Town of Hilliard  
c/o Lisa Purvis, Town Clerk  
15859 West CR 108  
PO Box 249  
Hilliard, FL 32046

RFQ NO: 19-01

RFQ ITEM: Professional Municipal Planning and Zoning Services

The Town will respond to written inquiries received at least nine (9) working days prior to the date scheduled for receiving the qualifications as outlined in the Schedule on the cover of this Request for Qualifications. The Town will record their responses to inquiries and any supplemental instructions in the form of written addenda. If issued, the Town will post any written addendums at least five (5) working days before the date fixed for receiving the qualifications.

If revisions become necessary, the Town will provide written addenda to all respondents who received the Request for Proposal.

## **H. SELECTION PROCESS**

The respondent's qualifications will be evaluated by a Town of Hilliard evaluation team, which may include the Town Attorney, Town Clerk, Public Works Director, members of the Town Council, members of the Planning & Zoning Board, and/or representatives of Town Departments.

The members of the evaluation team will rate the consultants and forward the ranked list to the Town Council for approval.

The Town may require interested firms or teams to make presentations to further expound on their qualifications to perform the requested services. If so, additional information will be provided to the firms/teams selected to make presentations regarding the parameters for the presentations.

The Town recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women business enterprises.

### **NOTE:**

The Town reserves the right to request clarification of information, or additional information, after the deadline from one or all proposers.