



COLUMBIA COUNTY, GEORGIA
RFP# 2019048-RFP1511
VISION 2035 COMPREHENSIVE PLAN FIVE-YEAR UPDATE

Proposals are due on **Friday, December 6, 2019** no later than **12:00:00 PM EST** at the Columbia County Procurement Department
500 Faircloth Drive, Building E, Evans, GA 30809

Deadline for Questions will be
Monday, November 25, 2019 at 5:00:00 PM EST

Please email any questions to Chris Landers:
clanders@columbiacountyga.gov

*PLEASE NOTE THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING
THEY HAVE RECEIVED ANY/ALL ADDENDA PRIOR TO THE PROPOSAL
OPENING*



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DRAFT CONTRACTATTACHED



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General Information

- **Specifications / Requirements / Documentation can be obtained by registering on the Columbia County E-Procurement website: <https://columbiacountyga.bonfirehub.com>**
- **Any inquiries should be directed to:**
Chris Landers, CPPB, Procurement Supervisor
Columbia County Board of Commissioners
Procurement Department
500 Faircloth Drive, Building E
Evans, GA 30809
E-mail: clanders@columbiacountyga.gov
- **Proposals will be received at:**
Columbia County Board of Commissioners
Procurement Department
500 Faircloth Drive, Building E
P.O. Box 498
Evans, GA 30809
- Proposals are due **Friday, December 6, 2019 no later than 12:00:00 PM EDST**. Proposals received after this time will be marked "LATE" and will not be considered.
- No faxed or e-mailed proposals will be accepted.
- If a vendor becomes aware of alternate solutions or objections that do not meet the attached specifications, it is to the vendor's advantage to notify the Procurement Department no later than **5 working days** before the proposal opening date. Procurement, along with the requesting department, will determine if an addendum revising the specifications will be issued or postponement of the proposal opening is necessary.
- All requested information should be provided in order for a proposal to be considered responsive. However, any vendor which submits in its proposal to the County any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
- Addenda will be posted on the Columbia County E-Procurement web site (<https://columbiacountyga.bonfirehub.com>).
- **Email** Chris Landers at clanders@columbiacountyga.gov should any questions arise.

Glenn O'Steen, MBA
Procurement Manager



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Background & Purpose

Columbia County, Georgia, one of the fastest growing counties in the United States, is issuing a Request for Proposals to qualified firms for consulting services for the five-year update to the Vision 2035 Comprehensive Plan. As a rapidly growing county, Vision 2035 has been used extensively to help to guide that growth. However, the update is needed to help to further guide anticipated future growth and address future goals. To that end, Columbia County anticipates the update to focus on future land use and development, an assessment of the community vision, and an update to the implementation program. Due to the narrow focus, public engagement and involvement is paramount to the success of the update and qualified firms are encouraged to focus on this aspect.

The update shall follow all Minimum Standards and Procedures for Local Comprehensive Planning as outlined in OCGA 110-12-1.

The Columbia County Board of Commissioners intends these specifications to set forth and convey to prospective contractors the general type, character and quality of the services desired for Columbia County as described herein. Any brands or specifications listed are not intended to restrict competition but to provide a listing of the minimum requirements.

This contract will be overseen primarily by Columbia County Planning Services. . It is the intent of Columbia County to enter into a contract for an initial term of 18 months, beginning in January 2020 and terminating on June 30, 2021. Unless the County, in its sole and absolute discretion, shall elect in writing to not renew the Agreement prior to the end of the original term, the County, in its sole and absolute discretion, may elect to renew this agreement for up to four (4) additional one-year terms, each ending on June 30 of the relevant year, as described below:

- Initial Term January 2020 – June 30, 2021
- Renewal 1 July 1, 2021 – June 30, 2022
- Renewal 2 July 1, 2022 – June 30, 2023
- Renewal 3 July 1, 2023 – June 30, 2024
- Renewal 4 July 1, 2024 – June 30, 2025

Scope of Work

The following provides an outline of the key components in updating Vision 2035. Columbia County shall focus on updating the following elements of Vision 2035: Community Vision (Needs & Opportunities), Future Development Guide (Land Use), & the Implementation Program (Community Work Program). While not being a focus of this update, some long-term goals of the Community Vision may be revised as part of this update. In addition, updates to chapters on demographics, development patterns, and community facilities will be required.

Community Involvement

Community involvement is crucial to the formulation of this update and the successful consulting team is encouraged to make this a major component of their proposal. This involvement will include both a steering committee, as well as extensive community outreach through, at a minimum, traditional public meetings and online outreach. As part of the update, Columbia County will establish a steering committee made up of local stakeholders representing the community. This steering committee is anticipated to meet once a month during the update to offer their input and to help serve as a sounding board for the consultant team.



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Public outreach, as mentioned, is crucial to a successful update to Vision 2035. It is anticipated that outreach will include the following:

1. An initial kickoff public hearing to inform the public of the intent of the update to Vision 2035
2. A minimum of three meetings held within each District for a total of twelve public outreach meetings. Online broadcasting of these meetings is encouraged.
3. Online outreach through surveys and other methods as outlined by the consultant to reach the broad and diverse demographics of citizens within Columbia County.
4. Outreach at public events, such as July 4th or other community events, to engage the public one on one. This is anticipated to be a minimum of three attendances at public events.
5. A midpoint public hearing to update the public and steering committee
6. A public hearing to present the draft plan update.
7. Attendance and presentation of the final draft to the Board of Commissioners and Planning Commission will be required.

While not public outreach, the formulation of the Community Work Program will require meeting with Columbia County elected officials, administration, staff, and other stakeholders. Columbia County is not setting a preferred schedule for this section, but it is anticipated that the update will require meetings via phone or in person to revise this section of Vision 2035. Overall, a robust community involvement program is expected from the consultant. As part of the proposal, please provide a "success rate" of your previous community involvement efforts. Community involvement will be the foundation of this update and will provide the avenue for an exceptional plan.

Future Development Guide

As the guiding document for land use decisions, the Future Development Guide of Vision 2035 is one of the most used sections and provides the foundation for development in Columbia County. The public and elected officials in Columbia County realize the importance of this section and this will be the primary focus of revision. Currently, Columbia County utilizes Character Areas throughout. This update shall be updated primarily through public outreach and also via the steering committee. The update to this section shall include, but not be limited to, an assessment of current and the addition of additional character areas, revision to current character area boundaries, assessment of future land uses and zoning classifications for each character area, revision to descriptions and implementation strategies for each character areas, and other revisions as recommended by the consultant. It cannot be stressed enough that this section and its update is crucial to Vision 2035 and the successful consulting team will present a focused effort to address this section in a thoughtful and thorough manner.

Community Vision

The consultant shall update the Community Vision section of Vision 2035. This section includes long term goals for the community with short term implementation strategies. The short term implementation strategies will be assessed with this update with changes as needed to the long term goals for the community. This update will in turn help to facilitate the Community Work Program to provide a road map for implementation of Vision 2035.

Implementation Program

This section of Vision 2035 helps to guide the budgeting of Columbia County and provides for a clear implementation plan for the goals of the community. This section will grow from the community involvement section, as well as with consultation with Columbia County elected officials, administration, and staff. Columbia County has an excellent record of implementing the current five year community work program from Vision



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2035 and it is anticipated that this dedication will continue into the future. Emphasis on estimated costs and implementation timeframes will be key to a successful community work program. The work program shall include a brief description of the activity, timeframe for implementation of the activity, responsible group or department for implementation, estimated cost, and a proposed funding source. In addition, coordination with multiple departments, stakeholders, and even other local governments may be required to form the work program. Direct consultation with these groups is recommended during formulation.

Updates to Demographics, Development Patterns, & Community Facilities Chapters

As part of the update, specific chapters in Vision 2035 will be updated to reflect changes in Columbia County since the initial data was collected in 2015. The Demographics chapter includes population data, household size, household number, household income, employment data, building permit data, housing units, and average construction costs for single family homes. The original data was drawn primarily from Woods & Poole with local assistance on permit data.

The Development Patterns chapter focuses on an analysis of existing land uses and areas that require special attention. Due to the focus on land use with this update, this section will likely require a revision.

Lastly, the Community Facilities chapter will be updated to reflect changes since the formulation of Vision 2035 in 2015. This includes water and wastewater supply and treatment facilities, parks and recreation facilities, stormwater utility, fire protection, public safety, schools, libraries, hospitals, and other governmental services.

Media Press Releases

The consultant will work with Columbia County to prepare press releases at strategic intervals for distribution and posting on the County's website and other media sources. A dedicated website for the Vision 2035 update shall be required with the website turned over to Columbia County at completion of the project.

Public Hearings & Adoption by the Board of Commissioners

Upon completion of the draft document, the document will be made available for public review and public hearings will be scheduled and advertised within the legal requirements of the County. The public hearing(s) will be held prior to the review and adoption of the Plan. Any comments at the public hearing(s) will be addressed. The consultant will attend a meeting of the Planning Commission to present the Vision 2035 update to the Planning Commission and respond to any questions or comments from the Commission. The consultant will attend the agenda meeting and the adoption meeting of the Board of Commissioners to respond to any questions or comments, and where appropriate, make presentations regarding the Vision 2035 update to the Board of Commissioners.

After adoption, the consultant will provide digital (in an editable format such as Microsoft Word or Adobe InDesign) and hard-copy of the originals (including all maps, charts, tables, etc.) for the County in addition to a limited number (to be determined) of printed and bound copies of the completed Vision 2035 update.



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Proposed Schedule

Columbia County proposes the following schedule:

December 6th, 2019-Close of Request for Proposals

January, 2020-Awarding of Contract to Consultant

February, 2020-Kickoff Public Hearing

February, 2020-August, 2020-Data Collection, Public Outreach & Involvement, Draft Plan Formulation

September, 2020-Presentation of Draft Vision 2035 Update

November, 2020- Final Draft and Review by DCA

January, 2021-Adoption by Columbia County

Mandatory Requirements

The attached questionnaire titled "Mandatory Requirements" should be completed in its entirety, and directly within the questionnaire spreadsheet provided in Bonfire. The Mandatory Requirements spreadsheet along with your firm's responses to the Approach will be used to compare each firm side by side. Please be sure to include the answers to all questions within the appropriate cells for each. "See page... or See exhibit..." is **NOT** recommended. At a minimum, a summary of your complete answer is to be included on the spreadsheet. Columbia County requires proposals to be easy to understand and all reasonable care should be taken to limit responses to pertinent information. Do not include unnecessary or extraneous information. Any additional company/marketing information is welcome and should be presented as attachments within the 'Additional Information' area in Bonfire.

Approach

The attached questionnaire titled "Approach" should be completed in its entirety, and directly within the questionnaire spreadsheet provided in Bonfire. The Administrative Requirements spreadsheet along with your firm's responses to the Approach will be used to compare each firm side by side. Please be sure to include the answers to all questions within the appropriate cells for each. "See page... or See exhibit..." is **NOT** recommended (with the exception of org chart(s), resumes, required forms, etc.).

Cost Information

All cost information **SHOULD** be submitted in the appropriate questionnaire in Bonfire. Any additional information/attachments related to Costs are welcome and should be presented as attachments in the 'Additional Cost Information' area in Bonfire. Cost information **SHOULD NOT** be included in **ANY** other section of your RFP submittal.

Selection Process

The Evaluation Committee, which is comprised of representatives from various departments within Columbia County, will evaluate all qualifying proposals. All requirements in this RFP should be satisfied to ensure that the proposal will qualify for consideration. Columbia County desires to receive proposals only from companies who can demonstrate the specified qualifications described within this RFP.



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Proposal Evaluation Criteria

The following criteria will be used to evaluate all proposals. Please note the proposal must meet all mandatory requirements in order to be evaluated.

CRITERIA	POINTS
A. Mandatory Requirements	100
B. Approach	400
C. Cost	500

TOTAL POINTS 1000

Final Selection

The Evaluation Committee will present their recommendation to the appropriate oversight committee for review and recommendation. The Columbia County Board of Commissioners will make the final decision.

Procedures for Submitting Proposals

Each vendor must carefully follow all instructions included within the formal solicitation documents regarding the proper submission of a response. **Failure to comply with conditions set forth in the solicitation may result in disqualification.**

Each Proposer should complete and submit all requested items and information within the Bonfire portal at <https://columbiacountyga.bonfirehub.com>.

Questions about the responses to the request for proposals should be made **in writing** via the Bonfire portal. Questions may also be submitted via mail or email to:

Attn: Chris Landers, Procurement Supervisor
Mailing Address: Columbia County Board of Commissioners
Procurement Department
500 Faircloth Drive, Building E
Evans, GA 30809
E-mail: clanders@columbiacountyga.gov

- Proposals must be received no later than **Friday, December 6, 2019 at 12:00:00PM** to be considered. Responses received after this time will be unopened and marked **LATE**.
- Deadline for questions will be Monday, November 25, 2019 at 5:00 PM.**
- Responses will be retained as property of Columbia County.
- Proposals should generally be less than 50 pages total not including any attachments required by the County and shall outline the tasks mentioned. This is not a strict limitation on the number of pages. However, Columbia County does not wish to receive irrelevant extraneous information. Please only include pertinent information in your package.



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Terms and Conditions

- 1. Columbia County, GA (the County) reserves the right to reject any or all proposals.**
2. The County reserves the right to accept proposals deemed advantageous to the Board of Commissioners.
3. The County is NOT liable for any costs incurred by proposers prior to the issuance of a Notice to Proceed. The County shall not be liable for any expense incurred in connection with preparation of a response to this document. Vendors should prepare a straightforward and concise description of their ability to meet the requirements of this document.
4. It is the intent of the County to award a contract for these products and/or services based on an evaluation of all proposals for a period of one (1) year with an option to renew for four (4) additional one year terms.
5. Any objections to the specifications, scope of work, or requirements should be filed in writing prior to the proposal deadline. Procurement, along with the requesting department, will determine if an addendum revising the solicitation documents will be issued or postponement of the proposal opening is necessary. The County is interested in any and all details of other innovative and original ideas above and beyond those discussed in this Request for Proposal.
6. The County will evaluate all qualifying proposals that are submitted. All requirements in this RFP should be satisfied to ensure that the proposal would qualify for consideration. The County desires to receive proposals only from Vendors who can demonstrate the specified qualifications mentioned in this RFP.
7. All requested information should be provided in order for a proposal to be considered responsive. However, any vendor which submits in its proposal to the County any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
8. The contracted company will correct any and all errors and omissions that they make, at their own expense.
9. Responses will be retained as property of Columbia County, GA.
10. Columbia County does not guarantee quantities.
11. County staff MAY elect to hold presentations and/or interviews. All firms responding to this Request for Proposal should be available, if deemed necessary by the County, within two (2) weeks following the proposal due date.
12. The selected company shall be required, before awarding of contract, to demonstrate to the complete satisfaction of the County that they have the necessary resources to execute the work in a satisfactory manner and within the time specified; they have had experience of a same or similar nature; they have a past history and references which will assure the company's qualifications for executing the work.
13. The successful company shall not discriminate against any person in accordance with Federal Laws or Regulations.



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Terms and Conditions (Cont.)

14. Columbia County reserves the right to use any and all concepts presented in any proposal to obtain the most beneficial and effective path to achieving its desired goals for the products and services requested. Selection or rejection of proposal(s) will not affect this right. All proposals will be evaluated and, at Columbia County's discretion, an award made to the Proposer who demonstrates the best ability to satisfy the scope of work in the most timely and cost effective manner possible.
15. All rates shall be guaranteed through the initial one year term of the contract, unless otherwise specified.
16. The term of the contract(s) issued as a result of this request for proposal shall be for not less than one year, subject to earlier termination as provided by law and by the terms of the contract. In addition, unless otherwise specified in the proposal, the award of this contract shall include the right at the option of the County, contingent upon the agreement by both parties to any change in rates/costs or services, to renew and extend this contract on a year-to-year basis as may be permitted by applicable law and County Policy, for up to four (4) additional one year terms.
17. Columbia County reserves the right, if deemed necessary, to conduct discussions with any or all Proposers for the purpose of clarification of proposals.
18. Columbia County reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any proposer to perform the Scope of Work stated in this Request for Proposal.
19. This RFP does not constitute an offer or a contract with the Proposer. A contract or agreement is not implied until a contract is approved and executed by the Columbia County Board of Commissioners.
20. Columbia County reserves the right to cancel the contract with a 30-day notice if it is determined by the Board of Commissioners that service or product(s) are unsatisfactory.
21. All proposals are to remain confidential until award is made or RFP is canceled. Any proposer distributing, publishing, or posting their proposal prior to this time may be subject to disqualification.
22. Companies must have a willingness to commit to specified levels of performance for service and quality.
23. Any interpretation of the RFP will be made only via an addendum. Addenda will be prepared as quickly as possible for dissemination to all registered vendors for the specific commodity(ies).
24. Anyone making a proposal may withdraw their proposal up to the time specified as the closing time and date for acceptance of proposals. No proposer may withdraw, cancel, or modify their proposal except as requested by Columbia County, after being notified that the proposal has been accepted.
25. To inspect and/or receive records on previous solicitations, please visit <http://www.columbiacountyga.gov/community/information-/county-information/open-records-request> to submit your request through the Open Records Request Portal. By using this portal, you will have the ability to track and monitor your public records request. All Communication will be sent directly to your email account.
26. Compliance with Applicable Law Contractor agrees to comply with all federal, state, county and local laws ordinances and regulations applicable to the work to be done under this Contract. Contractor specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation



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Terms and Conditions (Cont.)

statutes, rules and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990 (Public Law 101-336) and all regulations and administrative rules established pursuant to those laws.

27. **Independent Contractor Status** The service(s) to be rendered under this Contract are those of an independent contractor. Contractor is not to be considered an agent or employee of Columbia County for any purpose, and neither Contractor nor any of Contractor's agents or employees is entitled to any of the benefits that Columbia County provides for its employees.
28. **Severability** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
29. **All companies and their agents who intend to, or have submitted Proposals to this solicitation are hereby placed on formal notice that lobbying of Columbia County Government employees or members of the Evaluation Panel with the intent to manipulate the Procurement process may result in the immediate disqualification of such company by the County from further consideration for this project.**
30. **Indemnity and Insurance:** To the extent permitted by law, the Contractor shall indemnify and save Columbia County, its officers, agents, employees from and against all loss, cost, damages, expense and liability caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person(s); or damage or destruction to property, real or personal, arising directly or indirectly from the work performed by the consultant, its subcontractors or employees.