



REQUEST FOR QUALIFICATIONS

For

**COMPREHENSIVE PLAN AND REGULATION UPDATE SERVICE
FOR THE CITY OF GRAND ISLAND, NEBRASKA AND HALL
COUNTY NEBRASKA**

RFQ Opening

Tuesday, February 15, 2022 @ 4:00 pm
City of Grand Island, City Hall
100 East 1st Street
Grand Island, NE 68801

**HALL COUNTY REGIONAL PLANNING DEPARTMENT
GRAND ISLAND, NEBRASKA**

JANUARY 2022

**ADVERTISEMENT
REQUEST FOR QUALIFICATIONS**

**CONSULTING SERVICES FOR THE HALL COUNTY REGIONAL PLANNING
DEPARTMENT
COMPREHENSIVE PLAN, ZONING AND SUBDIVISION REGULATION
UPDATE**

CITY OF GRAND ISLAND AND HALL COUNTY, NEBRASKA

Statements of qualification submittals will be received by the City Clerk's Office, 100 E 1st Street or PO Box 1968, Grand Island, NE 68802 until **4:00 p.m. (local time) on Tuesday February 15, 2022** for **Comprehensive Plan and Regulation Update for the City of Grand Island and Hall County Nebraska**. Submittals received after the specified time will be retained unopened until after award. Submittals must be based on the City's Request for Qualifications and will be publicly opened at the designated time in Conference Room #1 located on the 1st floor of City Hall. Submittals received after the specified time will be returned unopened to sender.

Documents for use in preparing submittals may be downloaded from the Quest CDN website, www.QuestCDN.com for a thirty dollar (\$30) fee. Submittals must either be uploaded to the Quest CDN website or received in hard copy before the specified time to be considered.

Contact Chad Nabity, AICP Hall County Regional Planning Director, at chadn@grand-island.com for further information.

The statement of qualification and any addenda may be viewed on-line at www.grand-island.com under Business - Bid Calendar.

Submittals shall include, but are not limited to:

- **Introductory Letter**
- **Statement of Qualifications**
- **Project Schedule and Approach**
- **References**
- **Insurance**
- **Miscellaneous (any exceptions to the submittal requirements)**

The award winning submittal(s) will be required to comply with the City's insurance requirements.

Submittals will be evaluated based upon ability to meet software requirements, firm experience and qualifications on similar work, proposed project schedule/approach and experience with similar projects in similar sized cities and counties. Submittals shall remain firm for a period of ninety (90) days after due date. The City of Grand Island reserves the right to refuse any or all submittals, to waive technicalities, and to accept whichever submittal that may be in the best interest of the City, at its sole discretion.

TITLE VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted

programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

SECTION 504/ADA NOTICE TO THE PUBLIC

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

City Administrator
308-389-0140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.

RaNae Edwards
City Clerk

Hall County Regional Planning Commission Request for Qualifications

The Hall County Regional Planning Commission (RPC) is requesting qualifications with a synopsis from qualified planning professionals and consulting firms. The RPC will be contracting with a consulting firm to update the comprehensive plans and zoning and subdivision regulations for the City of Grand Island and Hall County during the 2022 and 2023 calendar years. The RPC would like to reserve the potential to contract for updates to the comprehensive plans and regulations for some or all of the smaller communities in Hall County: Wood River, Cairo, Doniphan and Alda, during the second year of the project. Wood River and Cairo have recently updated their comprehensive plans.

A selection committee will review and score qualifications of interested firms.

Qualifications will be scored on the following criteria

1	Consultant's ability to meet the software requirements	Yes or No
	Consultants that do not meet the software requirements will not be considered.	
2	Consultant's performance on similar projects	50%
	A County	25%
	B Cities of similar size to Grand Island	25%
3	Qualifications of Project Team	15%
4	Review of Similar Community Projects Submitted	10%
5	Availability of Key Team Members	15%
6	References	10%

Submit 3 copies of qualifications and one electronic copy as stated in the Advertisement no later than 4:00 pm Central Time February 15, 2022.

Enclosed you will find:

Timeline of events for the qualifications/proposal/contract process.
Necessary elements of the RFQ
Project Overview (will be used as the basis for a scope of services)
Selection Committee Membership

If you have any questions regard this request please contact:

Chad Nabity AICP
Regional Planning Director
Hall County Regional Planning Department
P.O. Box 1968
Grand Island, NE 68802

Phone (308) 385-5240 Fax (308) 385-5423 e-mail cnabity@grand-island.com

Responses to questions will be posted as addendums on our website (www.grand-island.com) and on QuestCDN.

Time Line

January 18, 2022

Advertise in Grand Island Independent
and other professional and online venues

January 18, 2022

Requests for Qualifications Sent to Known Firms by email and/or US Post

February 15, 2022

Qualifications due to the City Clerk's Office by 4:00 pm Central Time.
P.O. Box 1968 Grand Island Nebraska 68802, 100 E. 1st Street Grand Island, Nebraska 68801

March 14, 2022

Interviews with qualified firms if needed. The Project Manager and key staff members from the project team should be available to attend the interviews.

Begin negotiations for contract with preferred firm.

March 25, 2022

Negotiations completed.

April 6, 2022

Planning Commission approves contract with consultant.

May or June 2022

Kick off meetings with steering committees for both the City and County.

Questions to be answered in RFQ for Hall County Regional Planning Commission Comprehensive Planning Project for Hall County, and Grand Island, Nebraska

Contact information. Name of Firm, Key Contact, Address, and Phone Number of the consulting firm.

Form of organization. Whether firm organized as a partnership, corporation, or sole proprietorship, where it is organized, and the names of principals, officers, and directors of the firm.

Key personnel. Names of key personnel, their respective titles, experience, and periods of service with the firm.

What firms or individuals, if any, will you partner with to complete this project?

Statement of qualifications. A short narrative or other statement by the firm of the team's qualifications for the proposed project. This narrative should address the following questions.

What similar projects has your firm done?

Multi-jurisdictional planning projects under a single contract
Coordinating Multiple-Agency and Sub-Area Plans into one comprehensive plan
Land Use Planning
Housing Analysis
Housing Studies
Affordable Housing Action Plans
Annexation Planning
Energy Elements
Transportation Planning
Planning For and With Diverse Populations
Hazard Mitigation Planning
Economic Development Planning
Parks and Recreation Planning
Blight and Substandard Area Review
Nebraska Land Use Law
Airport Zoning
Flood Plain Regulations
Zoning Regulations
Subdivision Regulations
Capital Improvements Programming

Experience with County Issues

Agriculture, CAFO's, Rural Housing, Farmland Preservation, Farm Preservation, Acreage Development, Coordinating County and Municipal Functions, Energy Element, Greenbelting, Conservation Easements

Experience with Small City Issues (50,000 + people)

Economic Development, Capital Improvements Programming, Transportation Planning, Architectural Review Standards, Landscaping Regulations, Annexation, Energy Element, Affordable Housing Development

Experience with Small Town Issues (500-1500 people)

Bedroom Community, Aging Infrastructure, Infrastructure Capacity, Annexation, Population Retention, Tax Base Stabilization and Expansion

Availability. A brief statement of the availability of key personnel of the firm to undertake the proposed project. If you will be partnering with another firm please confirm that they have the necessary personnel available for the proposed project.

GIS Capability. Please make a brief statement about your use of ArcGIS software for similar projects. GIS data and digital map documents used in the creation of maps and other supporting documentation in the Plan Update shall be provided to the City at the end of the project. GIS data formats and standards shall be created in consultation with the County & City of Grand Island GIS team to ensure the data can be used later in City operations. Relevant metadata, if applicable, shall be created and provided to the City as well.

MS Office. Please make a brief statement about your use of MS Office software (Word, Excel, Access, Power Point,) in the delivery and development of similar projects.

Other Software. If you are using other software for the collection of and display of information or final publication of documents please identify the software you will expect to use and its availability to the Hall County Regional Planning Department.

Project list. List of projects completed by the firm. Please highlight and submit any that you feel are comparable in scope to this project. If possible, send a copy of one or two similar plans to highlight your work.

What other projects are you currently involved in?

When do you expect to complete those projects?

References. Names and telephone numbers of persons whom the agency can call for references regarding the firm's past performance, preferably on similar projects.

Submission

Submit an electronic copy of your qualifications no later than February 15 at 4:00 PM Central Time to:

City Clerk RaNae Edwards
100 East 1st Street
P.O. Box 1968
Grand Island, NE 68802

Or

On-line through QuestCDN

Project Overview

The purpose of this project is to update the comprehensive plans, and zoning and subdivision regulations for Hall County and Grand Island, Nebraska. It is anticipated that the villages of Doniphan and Alda may approve funds to update their plans and regulations with their 2022-23 budgets and that those will be added to the contract. The current plans and regulations are updated and maintained by the Regional Planning Commission and a professional staff on a regular basis. Table 1 below gives basic demographic information about the communities involved and the dates and scope of the current comprehensive plans.

	<i>Community Class</i>	<i>Comp. Plan Approved</i>	<i>Comp. Plan Time Frame</i>	<i>2020 Population</i>	<i>Acres of Jurisdiction</i>	<i>Acres Incorporated</i>
Hall County	County	2003	2023	62,895	269,231	353,303
Grand Island	City First Class	2004	2024	53,131	68,960	19,483
Doniphan	Village	2003	2023	809	4,412	318
Alda	Village	2003	2023	647	4,987	358
Wood River	City Second Class	2015	2035	1172	6,513	736
Cairo	Village	2021	2041	822	5,333	606

Table 1 Characteristics of the Communities

Hall County and Grand Island have collaborated in building a comprehensive Geographic Information System. Information and base maps are available for the county and all of the communities. They are available publicly from our ARCGIS Server. These computerized GIS maps are currently used by the planning department. The City and County have multiple years of aerial photography available on the ARCGIS Server and new photos for the entire County are contracted to be flown in March 2022. It is expected that the consultant will use this information as a starting point for the production of any maps included with the comprehensive plans and regulations and deliver new revised files to the planning department with the final project.

The City of Grand Island has a number of specific subject area plans (e.g. water, waste water, electric infrastructure, parks, trails, housing, downtown development, capital facilities, long range transportation plan, transit plan (currently being updated), Veterans Complex Plan. It is expected that the consultant will identify and incorporate these plans into the overall comprehensive plan.

Required Elements of the Project:

Hall County

Comprehensive Plan

The Comprehensive plan for Hall County shall include: the general location, character and extent of existing and proposed streets and highways and railroad, air and other transportation routes and terminals; Existing and proposed public ways, parks, grounds and open spaces; The general location, character, and extent of schools, school grounds, and other educational facilities and properties; The general location and extent of community development and housing activities; and The general location of existing and proposed public buildings, structures and facilities.

The comprehensive plan of the county shall include a land-use plan showing the proposed general, distribution and general location of business and industry, residential areas, utilities and recreational, educational and other categories of public and private land uses. The land-use plan shall also show the recommended standard of population density based upon population estimates and providing for activities for which space should be supplied within the area covered by the

plan. The comprehensive plan shall include and show proposals for acquisition, extension, widening, narrowing, removal, vacation, abandonment, sale, and other actions affecting public improvements. The comprehensive plan shall include an energy element as defined by Nebraska Statutes. The comprehensive plan shall include an element to identify and mitigate for hazards through the use of land.

Regulations

Updated zoning and subdivision regulations based upon the new comprehensive plan.

Grand Island

Comprehensive Plan

The Grand Island comprehensive plan shall include: A land use element which designates the proposed general distributions, general location, and extent of the uses of land for agriculture, housing, commerce, industry, recreation, education, public buildings and lands, and other categories of public and private use of land; The general location, character, and extent of existing and proposed major roads, streets, and highways, and air and other transportation routes and facilities; the general location, type, capacity, and area served of present and projected or needed community facilities including recreation facilities, schools, libraries, other public buildings, and public utilities and services; and Identification of sanitary and improvement districts, subdivision, industrial tracts and other discrete developed area which are or in the future may be appropriate subjects for annexation and a general review of the standard and qualification that should be met to enable the municipality to undertake annexation of such areas. The comprehensive plan shall include an energy element as defined by Nebraska Statutes. The housing element shall include a section that complies with the required Affordable Housing Action Plan in NRSS 19-5505 to be delivered prior to **November 15, 2022**. The comprehensive plan should include an element to identify and mitigate for hazards through the use of land.

Regulations

Updated zoning and subdivision regulations based upon the new comprehensive plan.

Potential Additions to the Project (Year 2):

Wood River, Doniphan, Cairo, and Alda

Comprehensive Plan

These comprehensive plans shall include: A land use element which designates the proposed general distributions, general location, and extent of the uses of land for agriculture, housing, commerce, industry, recreation, education, public buildings and lands, and other categories of public and private use of land; The general location, character, and extent of existing and proposed major roads, streets, and highways, and air and other transportation routes and facilities; the general location, type, capacity, and area served of present and projected or needed community facilities including recreation facilities, schools, libraries, other public buildings, and public utilities and services; and Identification of sanitary and improvement districts, subdivision, industrial tracts and other discrete developed area which are or in the future may be appropriate subjects for annexation and a general review of the standard and qualification that should be met to enable the municipality to undertake annexation of such areas. The comprehensive plan should include an element to identify and mitigate for hazards through the use of land.

Regulations

Updated zoning and subdivision regulations based upon the new comprehensive plan

Project Timeline and Budget

Work will begin within twenty-eight (28) days of the contract agreement approval by the Hall County Regional Planning Commission. It is expected that the project will be completed within eighteen (18) months from the issuance of the project start notification to the successful vendor.

Budget: \$220,000

Deliverables

The Hall County Regional Planning Department uses ArcView GIS software, AutoCAD Map, Microsoft Word, Excel, Access, and PowerPoint. All documents shall be prepared using a combination of these software packages. Electronic copies of all documents prepared shall be submitted to the Hall County Planning Commission.

All maps, data, regulations, etc.... collected, developed or written for this project by the consultant shall become the property of the Hall County Regional Planning Commission with unlimited rights to copy, distribute and/or modify.

The number and format of copies of plans, and regulations will vary by jurisdiction. The cost of copies and number to be delivered will be negotiated as part of the final contract with the consultant. An editable digital copy of all plans and regulations will be required for each jurisdiction at the completion of the project.

The Hall County Regional Planning Commission expects the consultant to deliver the following before the project will be considered complete:

Comprehensive Development Plans, Zoning Regulations, Subdivision Regulations for:

Hall County
Grand Island

Additional communities as added to the contract may include:

Wood River
Doniphan
Cairo
Alda

Affordable Housing Action Plan consistent with the requirements of NRSS 19-5505 on or before November 15, 2022 as part of the Grand Island Comprehensive Plan.

These shall be presented as stand alone documents that can be adopted separately by each entity.

Desirables

Public involvement in the planning process is required and the consultant will be expected to make every attempt to encourage and elicit this involvement. The following are suggestions from the Hall County Planning Commission that should be considered toward this goal:

Public meetings held within each community and or electronically to elicit public input in to the process. Ideally the consultant will work with a steering committee from each community to develop the goals and objectives of the plans.

A web site designed to elicit public input into the planning process and inform the public about the proposed plans and regulations.

A media campaign designed to include the local press and city and county social media accounts in the planning process. Planning the future of communities is news.

Comprehensive Plan and Regulations in a format that can easily be published on the web and maintained as web-based documents.

Make Up of the Hall County Comprehensive Plan Selection Committee

RPC One member each representing Hall County, Grand Island and the Small Communities

Hall County County Commissioner's Liaison to the RPC

Grand Island City Council's Liaison to the RPC

Staff

Chad Nabity, Regional Planning Director

Rashad Moxey Planner I

John Collins, Grand Island Public Works Director (or representative)

Steven Riehle, Hall County Engineer (or representative)

Jerry Janulewicz, Grand Island City Administrator (or representative)

Outside Resource

This 10 member committee will review and score the qualifications, review the negotiated contract and make recommendations to the RPC for approval.