

REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL CONSULTING SERVICES  
**Victor Downtown Urban Renewal District Plan**  
Victor Urban Renewal Agency

The Victor Urban Renewal Agency is hereby soliciting responses to this Request for Qualifications (RFQ). The response or Statements of Qualifications (SOQ) and performance data from consulting/professional firms will be in connection with performing professional services for preparing an Urban Renewal District Plan for the downtown Victor Urban Renewal district.

In December 2010 Victor City Council passed a resolution of necessity and adopted an eligibility report for the district; due to the economic downturn, formation of the agency did not occur until September 2014 when City Council appointed members to the Urban Renewal Agency board and authorized funding for the preparation of the plan. The Victor Urban Renewal Agency first met in March 2015 and is proceeding with the preparation of a Plan. In addition, the City of Victor is currently working toward adopting a new zoning and land development code, projected for adoption during the summer of 2015. It is the vision of the Urban Renewal Agency board to have a plan written that aligns with the proposed new code.

Due Date: **Friday, June 26th, 2015, 5:00 p.m. MST**

No. of Copies: One (1) original, delivered by postal mail or e-mail

Submit to: Craig Sherman  
Treasurer, City of Victor and Victor Urban Renewal Agency  
32 Elm Street  
P.O. Box 122  
Victor, ID 83445

or

[craigs@victorcityidaho.com](mailto:craigs@victorcityidaho.com)

Contact: Craig Sherman  
Treasurer, City of Victor and Victor Urban Renewal Agency  
(208) 787-2940  
E-mail questions to [craigs@victorcityidaho.com](mailto:craigs@victorcityidaho.com)

**SUMMARY**

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**TIME SCHEDULE**

The Victor Urban Renewal Agency will use the following timetable for release of RFQ and acceptance of SOQs:

- (a) RFQ released: Thursday, June 4th, 2015
- (b) Deadline for Submittal of Responses to RFQ: Friday, June 26th, 5:00 p.m. MST

**INSTRUCTIONS TO RESPONDERS**

All responses shall be sent via postal mail or e-mail to:

Postal Mail	E-mail
<p>Craig Sherman                      Treasurer, City of Victor and Victor Urban Renewal Agency                      32 Elm Street                      P.O. Box 122                      Victor, ID 83455</p> <p>Please place one (1) copy of your SOQ in a sealed envelope and clearly label "Statement of Qualification for Professional Services" and the name of the respondent.</p>	<p><a href="mailto:craigs@victorcityidaho.com">craigs@victorcityidaho.com</a></p> <p>Please either include one (1) copy of your SOQ via attachment or via a link to download. Please use the subject heading "SOQ – Victor Urban Renewal Plan".</p>

Qualifications should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Use of both sides of paper sheets for any submittals is desirable whenever practicable.

An authorized representative of the firm must complete and sign at least one (1) original of its SOQ, certifying the truth of the statements and representations made in the SOQ. This can be addressed in the cover letter.

General questions concerning the Urban Renewal Agency's RFQ process shall be directed to Craig Sherman, Treasurer, at [craigs@victorcityidaho.com](mailto:craigs@victorcityidaho.com). Additionally, the City of Victor Planning and Zoning Administrator is available to converse about the city's progress toward adopting a new zoning and land development code (projected to be adopted during the summer of 2015). The P&Z Administrator, Brittany Skelton, can be reached at [brittanys@victorcityidaho.com](mailto:brittanys@victorcityidaho.com) or 208-787-2940 x 15.

#### **AVAILABLE BUDGET**

The available budget for the writing of the Urban Renewal Plan is \$13,000 and is not to exceed \$13,000.

#### **Required information:**

To be selected, a SOQ must demonstrate that the Respondent is highly qualified and experienced to perform the Services. The SOQ should emphasize the Respondent's qualifications and experience regarding all aspects of the Services, including familiarity with Urban Renewal Districts and urban renewal law in the state of Idaho and familiarity with the City of Victor, ID and/or the Teton Valley area.

At a minimum, all of the following information **MUST** be furnished by each Respondent as part of its Statement of Qualifications. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the SOQ.

**(1) Cover Letter:** Letter should introduce your firm, identify the single point of contact, and provide a contact telephone number, email address and address. This letter should include a statement committing the personnel and resources identified in the proposer's submittal. Indicate the availability of your firm to start on this project and the capacity to complete the job in a timely manner.

It should also include:

- (a)** Full, correct legal name and type of business entity
- (b)** Address (street and mailing)
- (c)** Name of respondent's representative for purposes of notice or other communications regarding the RFQ
- (d)** Telephone, facsimile numbers and email addresses of the office and the representative.

**(2) Team Experience:** Describe your firm's experience. Experience should demonstrate recent work with preparation of Urban Renewal Plans in the state of Idaho.

**(3) Key Personnel and Qualifications:** Provide an organizational chart identifying the roles and locations of team members. For key personnel, describe each person's role and duties. Include a brief summary of experience and qualifications as it relates to this project. Include Idaho professional registration/certifications where applicable.

**(4) Familiarity with the locality (Victor, ID and Teton County, ID) and Idaho Urban Renewal Law:**

Describe your experience working in the locality and with Idaho urban renewal law and urban renewal districts in the state of Idaho.

**(5) Project List:** Provide a list of at least three relevant projects your firm has completed.

**(6) References:** Provide a list of at least three references that can be called regarding the firm’s past performance, preferably on similar projects. Include names and telephone numbers of all references.

**SELECTION CRITERIA**

A scoring committee will consist of representatives from the Victor Urban Renewal Agency. Each component of the qualifications package will be evaluated based on the information in the Scoring Table:

Criteria	Available Score	Weight	Score	Weighted Score*
Introductory Letter	1 = complies with req. 0 = does not comply	5%		
Team Experience	1 to 10, where 10 is highest score	20%		
Key Personnel and Qualifications	1 to 10, where 10 is highest score	15%		
Familiarity with locality	1 to 10, where 10 is highest score	30%		
Project List	1 to 10, where 10 is highest score	15%		
References	1 = complies with req. 0 = does not comply	15%		
				Total:

*\*To get weighted score, multiply score by weight. Example: if score is 7 for 15% = 105  
All totals from each committee member will be summed for a final score for each respondent*

**FIRM SELECTION PROCESS**

The Urban Renewal Agency will use the following selection process:

- a) Review and rank RFQ submissions.
- b) Interview the top four short-listed consultants via phone, Skype, or in person (if available).
- c) Rank candidates’ interview performance.

d) Negotiate scope of work and contract with highest ranked consultant. Final approval of any selected consultant is subject to the action of Victor Urban Renewal Agency (Agency). Final contract fees will be negotiated. If the Agency and consultant cannot successfully negotiate a contract, the Agency will enter negotiations with next highest ranked consultant.

#### **TERMS AND CONDITIONS**

a) The Agency reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ responses.

b) The opening of any RFQ response does not constitute acceptance of such respondent as a responsible, qualified respondent.

c) The Agency reserves the right to request clarification of information submitted, and to request additional information from any respondent.

d) The Agency reserves the right, in its sole discretion, to reject any and all Statements of Qualifications and to waive any technicality, informality or irregularity in any Statement of Qualifications received for any reason at any time prior to entering into a contract to perform the Services. Without limiting the foregoing, the Agency specifically reserves the right to reject a Statement of Qualifications if the Respondent fails to furnish the data required by this RFQ or if the Statement of Qualifications is in any way incomplete or irregular.

e) The Agency shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.

#### **INFORMATION AVAILABLE FOR CONSULTANT**

Information available for the consultant is noted in the attached Proposed Scope of Services. Additional information may be available to supplement the information described in the Scope in order to provide a more thorough and descriptive analysis.

Additionally, the City of Victor Planning and Zoning Administrator is available to converse about the City's progress toward adopting a new zoning and land development code (projected to be adopted during the summer of 2015). The P&Z Administrator, Brittany Skelton, can be reached at [brittanys@victorcityidaho.com](mailto:brittanys@victorcityidaho.com) or 208-787-2940 x 15.

#### **PROPOSED SCOPE OF SERVICES – Victor Urban Renewal District Plan**

The Proposed Scope of Services is attached.

The awarded consultant will be required to work closely with the city staff, and Urban Renewal Agency board members. The project should be thorough, but efficient and done as quickly as possible without sacrificing quality.

**PROPOSAL EVALUATION SCHEDULE -**

- |   |  |
|---|--|
| 1. RFQ released                                     | Thursday, June 4th, 2015                               |
| 2. Qualifications due date                          | Friday, June 26th, 2015                                |
| 3. Qualifications review & phone / Skype interviews | Week of July 6 <sup>th</sup> – 10 <sup>th</sup> , 2015 |
| 4. Contract award date                              | Anticipated week of July 13 <sup>th</sup> , 2015       |
| 7. Finalize agreement, scope and fee                | Anticipated Monday, July 20 <sup>th</sup> , 2015       |
| 8. Adoption and publication of Plan                 | By December 31, 2015                                   |

**ADDITIONAL INFORMATION**

1. The issuance of this RFQ does not constitute an assurance by the Victor Urban renewal Agency (Agency) that any contract will actually be entered into by the Agency and consultant, and the Agency expressly reserves the right to:
  - a. Delay or deny approval of the work if in Agency's best interest
  - b. Waive any immaterial defect or informality in any response or response procedure
  - c. Reject any and all proposals
  - d. Reissue the Request for Proposals
  - e. Invite additional respondents to the proposal
  - f. Request additional information and data from any or all respondents
  - g. Extend the date for submission of responses
  - h. Supplement, amend, or otherwise modify the RFQ, and cancel this request with or without the substitution of another RFQ
  - i. Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
  - j. Disqualify any respondent on the basis of any real or apparent conflict of interest.
2. By responding to this solicitation, each respondent agrees that any finding by the Agency of any fact in dispute as to this solicitation or the responses thereto shall be final and conclusive, except as provided herein.
3. NO OBLIGATION TO PAY. The Agency has no obligation, express or implied, to reimburse or pay applicants for any expenses associated with preparing or submitting a response to this request. Applicants understand that proposals are prepared and submitted at their own expense.
4. PROPOSALS PUBLIC KNOWLEDGE. All proposal documents are considered public knowledge. Any information considered to be a trade secret, confidential, or privileged, which is not be made public must be clearly identified as such.
5. CONFLICT OF INTEREST. The Consultant agrees to ensure that, at the time of contracting, the Consultant has no direct or indirect conflict of interest and employs no person or subcontractor with any such known interest.

## **Proposed Scope of Services – Victor Urban Renewal District Plan**

Consultant will be responsible for the following:

1. Working with Board and staff to identify tasks Board and staff could be responsible for, in order to stay within budget. (Examples include staff or board coordinating outreach and creating outreach materials for property owners in the district and affected taxing districts, coordinating outreach meetings, publication of public hearing notices, etc.)
2. Preparation of a proposed timeline from beginning of contract for services through City Council adoption of plan and recording plan with all required entities.
3. Preparation of a Plan that adheres to the Idaho Urban Renewal Law (Chapter 20, title 50, Idaho Code, as amended), the Local Economic Development Act (Chapter 29, Title 50, Idaho Code as amended), and any other applicable state or local laws.
4. Conversing and working with the Board to provide examples and guidance of the types of projects the Urban Renewal Agency can undertake, in accordance with Idaho law.
5. Conversing with City staff and Planning and Zoning Commission on City's progress toward adoption of a new zoning and land development code, and how that will impact the types of projects permitted in the district.
6. Preparation of the legal description and boundary map for the Urban Renewal District.
7. Identification of and confirmation of the overlapping taxing districts, levy rates, assessed values for the City and revenue allocation.
8. Preparation of TIF revenue projections.
9. Identification of urban renewal projects and associated expenses.
10. Retention of a sub-consultant to prepare the Economic Feasibility Study, if necessary.
11. Distribution of the rough draft of the Plan to the agency board and overlapping taxing districts.
12. Coordinating dates and times the Urban Renewal Plan will go before the URA, the Planning and Zoning Commission and City Council and ensuring the timelines adhere to state statute for review times and noticing public hearings.
13. Ensuring all formalities in communication between URA Board, Planning and Zoning Commission, City Council, and overlapping taxing districts are met.
14. Preparation of a letter from the Urban Renewal Agency to the City for formal submission of the Plan to the City.
15. Preparation of and publication of required public hearing notices to newspaper, overlapping taxing districts, etc, with attachments such as copies of the Plan and attachments, distributed as required.
16. Consultation with State Tax Commission on the district boundary map and legal descriptions of the district.
17. Consultation with City Attorney on the preparation of ordinance for City Council adoption.
18. Confirmation of whether any necessary agricultural consents are to be obtained.
19. Publication of the City of Victor ordinance summary (including map and legal description).
20. Draft post-ordinance letters for the City; transmit copies of the ordinance, legal description and map to the County auditor, County assessor, County recorder, affected taxing districts, and State Tax Commission.
21. Filing of above documents with appropriate offices.

## **Format of Plan**

1. For cost purposes, the Plan should be text based, but the Plan should recommend or recognize the creation of illustrative designs that could be included as attachments or appendices to the Plan at a later date.