

RFP – SMALL AREA PLAN

INTRODUCTION:

The City of Lakeland is requesting proposals from any and all parties related to creating a new small area plan centered at the intersection of Canada Road and Interstate 40 (see map). The plan must take into account all proposed and/or approved subdivisions or planned developments within the district.

ABOUT THE COMMUNITY:

Lakeland is and will probably remain a bedroom community. Incorporated in 1977 with a population of 516 principally living near the 237 acre Garner Lake, the City now consists of approximately 12,430 residents (2010 Census) residing on 2,624 acres (4.1 square miles). Previous studies estimate a total population of approximately 40,000 with complete buildout.

Lakeland's unique history helped shape the City into the beautiful, safe, well-maintained community oasis that it is today. Over the years Lakeland has developed from a small, rural getaway for Memphis executives and retirees into a premiere West Tennessee residential community. Much of the City's appeal is the wide range of home choices and resident participation in community activities, schools, churches, clubs, organizations and City advisory groups. In 2015 Lakeland made the commitment to erect its first middle school and was recognized by the Tennessee Department of Education as an Exemplary School (one of twelve systems in the state to receive this distinction).

Also in 2015, Lakeland was recognized by Nerdwallet as Tennessee's third best city for families received a perfect 10 from GreatSchools and also earned their best risk rating of "most safe." Lakeland's 15-year income growth rate of 69.8% was second-highest in Nerdwallet's survey.

Lakeland employs the City Manager form of government with an elected mayor and four commissioner board. Careful planning is integral to Lakeland development and plans are closely reviewed to ensure that the growth of the community maintains the neighborhood atmosphere that residents have come to treasure. In 2017, the interchange at I40 & Canada Road will be completed. In 2027 Lakeland will celebrate 50 years of incorporation. With this plan, the work from 2017 to 2027 at this, the most important gateway to Lakeland will lay the necessary groundwork for economic development and a work/live/play environment for future generations.

***GENERAL SCOPE OF WORK:**

The following are the specific focus areas to be included in this small area plan:

- Maximum use and return on investment under current regulatory design standards
- Integration with the built environment
- Accommodating existing and proposed developments
- Identify opportunities to bolster infrastructure
- Incorporate greenway and bike / pedestrian goals and plans
- Impact sensitivity to impact(s) on Lakeland School System
- Potential funding opportunities

- Identification of priority developments / properties

Meetings and Public Engagement:

The following are general expectations for the meetings and a public engagement process. The selected consultant shall also provide recommendations for this process. The final framework and process will be finalized pending negotiation of the final contract:

- Initial meeting with City staff to review the project schedule, schedule meetings and being the process of data acquisition.
- In coordination with City staff, conduct a kick-off workshop with the Board of Commissioners, the Municipal Planning Commission, the Economic Development Commission and the Lakeland Area Chamber of Commerce. The purpose of this meeting would be to introduce the consultant team, obtain input and guidance as it relates to this small area plan. Direction will be needed on the creation of a stakeholder committee(s), focus groups, City hall meetings and other engagement options.
- Public participation process program that may include the following:
 - Stakeholder meetings
 - An online survey and other virtual engagement tools including but not limited to interactive GIS, visual preference surveys and citizen participation web site
- Final development of vision, goals and objectives based on City Council and public input and community desires. This step may also include recommendations and a template for plan implementation that includes utilizing the City's strategic management plan and the capital improvements plan.

SUBMISSION REQUIREMENTS:

Specific Requirements.

At a minimum, each submission must be arranged according to the following outline:

- Title Sheet. The title sheet must provide the name(s) of the team submitting with the name of the primary contact clearly identified.
- Cover Letter. The cover letter must indicate the composition of the entire team including the Principal in Charge, Project Manager and support team.
- Table of Contents.
- Background Information for Each Firm Included on the Team. Summarize for each firm its background and focus. List and describe the principals of each firm, their length of association and general background. Provide a list of current active projects, including the name, type of project, location, firm's role in the project and status of the project.
- Relevant Experience of Firms Comprising the Team. For each firm list three to five (3 to 5) examples of planning/design projects comparable in scale, program, process, component parts and function to this project.
- Planned as well as completed projects are eligible. Include drawings, photographs or published materials to illustrate the nature and scope of each example project. For all projects listed as relevant experience, include the following:
 - Location;
 - Client;

- Date of project involvement;
 - Project description including illustrative materials and a written description of why this example is relevant to this master planning project;
 - Probable Cost and scope of the project; and,
 - Specific services performed by the firm. If the firm submitting this response was not the principal firm in charge of the example project, indicate the principal firm.
- **Team Composition:** For each firm included in the team provide names, titles and qualifications of individuals who will be assigned to the project. This section of the response should include descriptions of the respective roles that will be played by team members. Discuss the experiences of team members on the example projects referred to above. A resume (no more than one-page in length) should be included for key team members in an addendum to the response.
 - **Professional References:** List a minimum of three (3) references for each firm. List references for the example projects. For each reference list the contact's name, address, phone number and relationship to the firm.
 - **Statement of Philosophy and Project Understanding:** Provide a concise statement (one page) outlining the philosophy of the team in approaching projects of this nature and the team's grasp of issues and goals to address in the study.

CRITERIA FOR CONSIDERATION:

The following factors will be used in evaluating the proposal:

- Technical Approach/Understanding of comprehensive planning for a unique, affluent suburban community that is at build-out;
- Experience and knowledge in developing similar plans by consultant personnel who will be directly involved with the project;
- Ability to complete the plan within the given timeframe;
- Ability to maintain communication on plan development;
- Ability to involve partners and stakeholders in the planning process;
- The ability of the firm to perform the proposed work; and,
- References.

SELECTION PROCESS:

A selection committee will review statements of qualification. The following timeframe has been established:

- MAY, 2016 -RFP distributed
- JUNE 30, 2016 -EOB Completed RFP due to City
- JUNE, 2016 - Selection Committee to review submittals
- JULY, 2016 - Consultant selected. Contract negotiations begin
- AUGUST, 2016 - City Council Approval of Contract for Comprehensive Planning Services
- SEPTEMBER, 2016 - Finalize Project Timeline\Commence Project
- JANUARY 2017 - Estimated Project Completion

CONDITIONS AND LIMITATIONS:

The City expects to select a consulting firm from the qualifications submitted, but reserves the right to request substitutions of firms. The City also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the City. A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the City, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract.

Upon selection a Professional Service Contract shall be prepared negotiated and fully executed before work is initiated. The City reserves the right to dismiss any part or all of the contracted team when, in the City's opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.

DEADLINE FOR RESPONSES:

All statements of qualification and interest, and associated submittal materials, must be submitted no later than 12 noon, Thursday, June 30, 2016 in order to be considered. Teams of two or more consulting firms are acceptable. Teams composed of two or more firms should combine their statements into one package.

CORRESPONDENCE:

All questions and general correspondence should be sent to Tom Skehan, AICP, Planning Director, 10001 US HWY 70, Lakeland, TN 38002 (tskehan@lakelandtn.org)



Parcels tentatively identified for the Small Area Plan.