

City of Bryant  
REQUEST FOR QUALIFICATIONS (RFQ)  
PLANNING CONSULTING FIRM

The City of Bryant Requests Statements of Qualifications from interested Planning Consulting Firms to perform Planning Services for projects including: review and update of the comprehensive plan and focused planning on specific neighborhoods or areas with the goal of addressing suburban growth and urban infill. Interested Firms are to submit the following information for the city to review in compliance with Arkansas Code Annotated § 19-11-801 et. seq.

The city intends to select the firms(s) considered the best-qualified and capable of performing the work and negotiate a contract.

Responses are to be submitted no later than September 29, 2017 at the City of Bryant offices, 210 SW 3<sup>rd</sup> Street, Bryant, AR 72022. One original and an electronic copy are to be submitted. If you have any questions, please contact Truett Smith, Assistant Planning Director at 501-943-0301.

The City reserves the right to reject any or all responses and waive any irregularities or formalities in responses received. The City reserves the right to negotiate with the apparent acceptable firm(s). Awards will be based on those considerations that are in the best interest of the City and will be made to the responsive, responsible offerer(s) whose response is judged to be the most effective for the purpose intended, according to the requirements stated in the Request for Qualifications.

The following information shall be provided by all Planning Consulting firms submitting information as per this RFQ:

1. Name and contact information.
  - a. Name of firm
  - b. Complete address
  - c. Contact person
  - d. Telephone number
  - e. Fax number
  - f. E-mail address
  - g. Website address (if applicable)
  
2. General Statement of Qualifications regarding the firm's experience with similar comprehensive plans, including the following:
  - a. Name of Project (s)
  - b. Client Contact (s)
  - c. Total Project Cost (s)
  - d. Scheduled Completion Date
  - e. Actual Completion Date

3. Personnel
  - a. List the names of all personnel that will be associated with this project, including the following:
    - i. Titles
    - ii. Job descriptions
    - iii. Years of experience
    - iv. Short general description of the qualifications for each person
4. Comprehensive Plan Update Scope
  - A. **Executive Summary** – An executive summary is expected to be developed that outlines the vision, detailed goals and objectives, and policy statements that are laid out in the Comprehensive Plan. This executive summary will be used as a guide for decision making and as a means to educate the citizens of the community. It is expected that the executive summary will be located within the Comprehensive Plan document but can be a stand-alone document in a form that is suitable for easy distribution.
  - B. **Development of Goals, Objectives, and Policies** – The goals, objectives, and policies of the Comprehensive Plan should be developed with significant public participation in order to develop an acceptable and viable vision and guide for the community regarding future development and redevelopment. Also identify current gaps or conflicts between current codes and ordinances and the new Comprehensive Plan developed.
  - C. **Future Land Use Plan and Map (FLUP)** – Develop realistic population projections and build-out scenarios utilizing preferred land-use patterns. The build-out scenarios shall include projections of uses, infrastructure improvements required, and projection of sales tax. The build out scenarios shall be presented to City Council, City Staff, and the public in order to allow them to evaluate the cost benefit analysis and return on investment (ROI) of various development and re-development scenarios. The FLUP and Map, as well as the existing land use components, need to be created in GIS format (.shp file format) and present themselves in a parcel by parcel format. A planning “paintbrush” approach is not desired.
  - D. **Growth Management Plan** – Review the outlying areas of Bryant and provide locations for potential future growth, future infrastructure needs, a formal response to current housing market study, and impacts on infrastructure inventory.
  - E. **Economic Development and Tourism** – Review, analyze and update local, state and regional factors that influence the future development, redevelopment, and tourism opportunities in Bryant. Include the economic impacts for major components of the Plan and consider the influence of the revitalization of the core downtown district and the potential redevelopment of other areas within the City. The plan should indicate the biggest opportunities for the growth/enhancement of Bryant as a desirable tourism and meeting

destination, outline the main roadblocks and recommend strategies on how they can be overcome.

- F. **Sustainability** – Integrate the latest best practices the City should pursue and policies that are recommended to achieve a sustainable community.
  - G. **Healthy Community** – Incorporate healthy community principles into all pertinent recommendations of the Comprehensive Plan. Specific principles to be incorporated with the major components of the Plan are safe, accessible, active lifestyles for all populations and a clean, natural environment.
  - H. **Resiliency** – The consultant should provide the latest research and recommendations for developing a resilient community. (A community that is prepared to deal with natural and man-made disasters as well as economic shifts.)
  - I. **Community Character and Urban Design** – The Plan, through community input and review of existing plans, shall have a set of policies that address community image and preservation of community attributes and character. The consultant should consider density, aesthetic design guidelines, historic character and design guidelines, sign regulations, building types and transportation corridors.
  - J. **Implementation Plan** – The Plan needs to include recommendations for implementation strategies. Benchmarks, priorities, and measures of accountability should be established for the Plan.
  - K. **Capital Improvement Plan** – Identify and forecast capital improvement needs in the City of Bryant. The projects selected should provide the vital link between visions articulated by comprehensive plans and the City of Bryant’s annual capital expenditure budgets. All projects proposed will need to closely match projected revenues and capital needs over a (5)-year period, (10)-year period, and (15)-year period. An emphasis should be placed on projects that promote safety and quality of life for the community.
  - L. **Areas of Focus** - Create innovative development/redevelopment strategies and provide goals, objectives and strategies for the Heart of Bryant area and Bryant Parkway Corridor, which includes develop solutions to make infill inside these areas more advantageous. Also, evaluate development patterns in the City to determine if there are areas in the City with special conditions that may require further study or policies.
6. **Public Participation**
- The City considers citizen participation essential to a successful Comprehensive Plan. The Comprehensive Plan process shall be structured to efficiently maximize citizen involvement and participation. The consultant shall be responsible for designing a public engagement strategy, including an online platform, that incorporates effective and innovative participation techniques and encourages participation throughout the development of the Comprehensive Plan. Participation by residents, businesses, agencies, organizations and officials is a must throughout the planning process. The proposed public engagement strategy must include the latest technologies and be creative, inclusive, efficient, and reliable with the goal of channeling this

input into realistic alternatives for consideration by the public, the Planning Commission, and the City Council. The consultant team must demonstrate extensive expertise and experience in the public participation and facilitation processes. In regard to public participation, the consultant team must have strong leadership and creativity to provide clear direction in participation techniques that result in inclusive yet timely decisions.

7. Legal Concerns - Within 10 years
  - a.Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your firm or litigation that you have filed against others.
  - b.Provide details of the General Liability coverage that you maintain for all projects that you are responsible for.
  - c.Provide details of your Professional Liability coverage.
8. The capacity (include staff size) and capability to perform the work above, to provide the plan to City Council for approval by the end 2018.
9. Past record of performance for similar work including such factors as control of costs, quality of work and ability to meet schedules and deadlines.
10. The firm's proximity to and familiarity with the City of Bryant.

Questions may be directed to Truett Smith at 501-943-0301.

Responses to the RFQ may be mailed to:

Truett Smith, Assistant Planning Director  
City of Bryant  
210 SW 3<sup>rd</sup> Street  
Bryant, AR 72022

Responses may also be hand-delivered to the City of Bryant Offices. Fax or electronic responses will not be accepted.

Deadline for submission is September 29, 2017.