



VILLAGE OF ESTERO, FLORIDA

**REQUEST FOR QUALIFICATIONS
RFQ 2016-01**

VILLAGE COMPREHENSIVE PLAN

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The Village of Estero is requesting qualifications from qualified firms or individuals for professional services to develop its first Comprehensive Plan.

BACKGROUND INFORMATION

Incorporated on December 31, 2014, the first Village Council was elected and took office on March 17, 2015. Located on the southwest coast of Florida, the Village, with a population of 30,000, prides itself on its interested and involved citizens, small town sense of community, high design standards and quality of life.

Located within the Village are 38 gated residential communities, a large regional lifestyle center (Coconut Point), Hertz Corporate Headquarters, and a proposed Medical Village. The Village anticipates a comprehensive plan that will guide its future development through creative and innovative techniques, clarify its future vision, evaluate opportunities for redevelopment potential and techniques, while meeting the state requirements and deadlines (December, 2017 plan adoption).

The consultant will evaluate the Village's interim transitional regulations (Lee County Comprehensive Plan and Land Development Code), along with several other existing studies as a basis for the Comprehensive Plan.

SCOPE OF WORK

The scope will include all statutory requirements, as well as public outreach and participation. The consultant selected for this project will work with the Village Community Development staff and the Planning and Zoning Board serving as the Local Planning Agency. The Community Development Director will be the point of contact for this project.

DELIVERABLES

The consultant will prepare the Comprehensive Plan in a format agreed upon by the Village and will include a schedule that meets state requirements and time frames. The consultant will be expected to provide draft and revised elements for review (including data and analysis and maps), at various stages of the process, through final adoption and acceptance by the state.

SUBMISSION REQUIREMENTS

All submittals must include:

1. Company Information, Name, address, phone number, organizational structure, and number of professional staff and their specialties that will be assigned to work on this project. Location of the firm's offices where the various aspects of the work will be performed. Name and resume of project manager.
2. Availability. A brief statement as to the availability of the key personnel of the firm responsible for the project. Ability of the firm to complete the project within the prescribed timeframe.
3. Statement of Qualifications. Provide a summary of the firm's background, capabilities, experience, and qualifications. Include a synopsis of 3 similar assignments and projects completed by the firm in the last five (5) years with specific emphasis on the most relevant projects.
4. Understanding of Project. An overview of the consultant's understanding and proposed approach to the project, including coordination and public input mechanisms, the projected timeline, and any critical issues/concerns in successfully completing the project.
5. Examples of Work. Samples of work involving the three most similar projects and assignments.
6. References. Names and telephone numbers of 3 people the Village can contact, preferably on similar projects.

RESPONSES

Written responses will be submitted as sealed bids and must be received **no later than 4:00 p.m. on Wednesday, March 9, 2016** at the Village of Estero address set forth below, to the attention of the Village Clerk, Kathleen Hall, with the notation Village Comprehensive Plan RFQ on the envelope. Provide eleven (11) printed copies and one (1) digital version in the submittal response. Submittals may be mailed, hand delivered, or shipped by Fed Ex/UPS.

QUESTIONS

Questions concerning this RFQ should be directed by email to Mary Gibbs, AICP, Community Development Director, at gibbs@estero-fl.gov.

RANKING OF QUALIFICATIONS; NEGOTIATION

Firms will be qualified by the Village Council pursuant to the terms and requirements of the RFQ. Among the factors to be considered will be the capabilities, adequacy of personnel, project approach, past record and experience of the firms, experience with projects of similar size and complexity, local knowledge, and the individuals within such firms to be performing professional services for the Village. Rankings of respondents shall be done as soon as possible after the date

for responses, and all responders notified. Negotiations will commence with the most qualified firm upon such notification.

RIGHT TO REJECT

The Village of Estero reserves the right to reject any or all responses, waive any informality or irregularity on any response if considered non-substantial to the Village, or to cancel this invitation at will. Responses received after the date and time stipulated herein will be considered late therefore disqualified.

Mail: Village of Estero
Attn: Kathleen Hall, Village Clerk
RE: Comprehensive Plan RFQ
21500 Three Oaks Parkway
Estero, FL 33928