



**Mid-Missouri Regional Planning Commission**

206 E. Broadway

PO Box 140

ASHLAND, MISSOURI 65101

(573) 657-9779 (Phone)

(573) 657-2829 (Fax)

[www.midmorpc.org](http://www.midmorpc.org)

**REQUEST FOR PROPOSALS  
FOR  
CITY OF Fulton Zoning Code Update**



***RFP Availability Date: July 16<sup>th</sup>, 2021***

***Close Date: August 2<sup>nd</sup>, 2021***

***2:00 p.m.***

## Table of Contents

- 2. . . . . Project Overview and Background
- 4. . . . . Project Timeline
- 4. . . . . Scope of Services (Work)
- 5. . . . . Proposal Content
- 6. . . . . Selection Process
- 7. . . . . RFP Scoring Rubric

## **Project Overview and Background**

### **General Project Description**

The Mid-Missouri Regional Planning Commission (Mid MO-MRPC) is issuing a Request for Proposals (RFP) to identify a qualified consultant to update the zoning code and subdivision regulations for the City of Fulton. The scope will consist of reviewing existing zoning regulations and definitions and revising them for the future growth and needs of the community. Subdivision regulations, definitions and preliminary plat process will also be included.

### **Background**

Fulton, the seat and center of Callaway County government, has a population of 12,779 according to the latest US Census Bureau estimate for 2019. The community is a diverse mix of historical buildings and new construction located along US Hwy 54. It has multiple elementary and high schools as well as William Woods University, Westminster College, and the Missouri School for the Deaf. Along with having a large student population there is also a prison and detention facility located on the edge of town.

Mid-MO RPC applied for and received a grant from the Economic Development Administration (EDA) to hire a consultant to update current zoning ordinances within the context of the nationwide economic downturn resulting from the COVID-19 pandemic. These funds are to be used to aid the community in future planning for growth and recovery.

### **INSTRUCTIONS TO PROPOSERS**

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- Have carefully read and fully understand the information that was provided by Mid-MO RPC to serve as a basis for submission of this proposal.
- Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- Represent that all information contained in the proposal is true and correct.
- Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer regarding the amount, terms and conditions of this proposal.
- Acknowledge that the Mid-MO RPC has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the Mid-MO RPC permission to make these inquiries, and to provide any and all related documentation in a timely manner.

## **SUBMISSION OF PROPOSALS**

Proposals can be mailed or emailed. Proposals are requested by 2:00 p.m., local time, July 15<sup>th</sup>, 2021.

*Submit proposals and any questions regarding this RFP to:*

Jennifer Bowden  
Regional Planner  
206 E. Broadway  
PO Box 140  
Ashland, Missouri 65010  
(573) 657-9779 (Phone)  
(573) 657-2829 (Fax)  
[jenniferbowden@midmorpc.org](mailto:jenniferbowden@midmorpc.org)  
[www.midmorpc.org](http://www.midmorpc.org)

## **RIGHTS OF THE MID-MISSOURI REGIONAL PLANNING COMMISSION**

This RFP does not commit the Mid-MO RPC to enter into a contract, nor does it obligate Mid-MO RPC to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The Mid-MO RPC reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening for its own convenience;
- Remedy technical errors in the Request for Proposals process;
- Approve or disapprove the use of particular subconsultants;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the Mid-MO RPC. An agreement shall not be binding or valid with the Mid-MO RPC unless and until it is executed by authorized representatives of Mid-MO RPC and the Proposer.

## **Project Timeline**

RFP Issued	July 16 <sup>st</sup> , 2021
Deadline for Proposal submission	August 2 <sup>nd</sup> , 2021
Review and scoring of Proposal submissions by Mid-MO RPC & City of Fulton	August 2 <sup>nd</sup> -August 13 <sup>th</sup> , 2021
Contract Awarded	August 20 <sup>th</sup> , 2021
Final Report Due	May 13 <sup>th</sup> , 2021

## **Scope of Services (Work)**

Mid-MO RPC will select a qualified consultant (herein referred to as “Consultant”) to prepare the updated Fulton Zoning Ordinances (herein referred to as “Zoning”) for Fulton, Missouri which will be utilized to update the existing ordinances for future growth.

### **Update elements would include:**

- 1. Revision of definitions**
- 2. Review of Residential, Commercial, Industrial, Planned Mobile Home Park, Agricultural, Commercial Neighborhood Business, and Planned Cemetery Districts.**
- 3. Update Planned Unit Development (PUD)**
- 4. Updated subdivision regulations, definitions, preliminary plat process, final plat process, and any needed changes to design standards and minimum improvements.**

### **Products:**

The Consultant shall make two presentations on proposed ordinance changes.

The Consultant shall actively solicit ideas to incorporate into the update of ordinances.

There will be two drafts of the update turned in for review, comment, and approval, prior to the publication of the final document.

Zoning matrix table

The Consultant will email draft plan documents in either a Microsoft Word (.doc) or Portable Document Format (.pdf) format to the Fulton zoning department.

## **Proposal Content**

### **All submitted proposals must include the following:**

- A narrative detailing how the project would be accomplished including a work plan and resources for completing the project.
- Experience, qualifications, and technical competence of the firm and any subcontracted firms or consultants with respect to completing type of work included in the “Scope of Services (Work).”
  - Include list of past projects.
- Availability of key personnel to be assigned to this project, including a brief description of experience and expertise offered by each firm member and subcontractor/consultant associated with this project.
- Cost / Project Budget

**Proposals must consider the following:**

- *Fulton Comprehensive Plan*
- *Appendix A – Zoning*
- *Chapter 102 – Subdivisions*

**CONTRACT TYPE AND METHOD OF PAYMENT**

It is anticipated the agreement resulting from this solicitation, if awarded, will be a LUMP SUM form of contract. The method of payment to the successful Proposer shall be on a lump sum basis.

**Selection Process**

After it has been determined that a proposal meets the mandatory requirements of the Request for Proposals, Mid-MO RPC and the City of Fulton will use both objective analysis and subjective judgement in conducting a comparative assessment of the proposal utilizing the evaluation criteria stated below.

*Applicants will be judged on the following criteria:*

1. **Approach and Work Plan** – appropriateness of the work plan in meeting the project objectives to serve the entire county region
2. **Experience and Technical Competence** – demonstrated past success of completing projects similar in scope to the proposed campaign
3. **Key Personnel** – demonstrated experience, knowledge, and expertise of primary proposal staff, including familiarity with the project region
4. **Budget and Cost** – ability of the proposal to complete the project objectives at a reasonable and competitive cost

*Mid-MO RPC and the City of Fulton will select a list of finalists and arrange for a public presentation from each of the top scoring proposal submitters to the Fulton City Administrator and Planning and Zoning staff prior to awarding the final contract.*

## RFP Scoring

The following rubric provides evaluative criteria for RFP applications in four different areas:

- Approach and Work Plan
- Experience and Technical Competence
- Key Personnel
- Budget and Cost

**3 – Exemplary:** Proposal offers well developed, strong examples and/or realistic estimates for the program element.

**2 – Adequate:** Proposal is convincing, information provided is appropriate for the program element.

**1 – Needs Improvement:** Lacking in detail, program element description is not convincing of success.

**0 – Inadequate:** Proposal does not include or address the program element.

**Fulton Zoning Update  
REQUEST FOR PROPOSALS**



Category (Weight)	Exemplary – 3 pts		Adequate – 2 pts		Needs Improvement – 1 pt		Inadequate – 0 pts		TOTAL SCORE
	<i>Score/ Total</i>		<i>Score/ Total</i>		<i>Score/ Total</i>				
<b>Approach and Work Plan</b> (3)	The work plan is well tailored to meeting the project objectives.		The work plan demonstrates ability to meet project objectives.		The work plan lacks detail and specificity on how it will meet project objectives.				
<b>Experience and Technical Competence</b> (2)	Proposal demonstrates strong past success in completing projects similar in scope to the proposed project.		Proposal notes past success in completing projects similar in scope to the proposed project.		Proposal demonstrates some experience in completing projects similar in scope to the proposed project.				
<b>Key Personnel</b> (2)	Proposal demonstrates extensive experience, knowledge, and expertise of primary staff, including familiarity with the project area.		Proposal notes experience, knowledge, and expertise of primary staff involved in the project with some knowledge of the area.		Proposal notes some experience, knowledge, and expertise of primary staff involved in the project, but no knowledge or familiarity with the area.				
<b>Budget and Cost</b> (1)	The proposal demonstrates ability to complete the campaign objectives at a reasonable and competitive cost.		The proposal demonstrates ability to complete the campaign objectives at an acceptable cost.		The proposal demonstrates ability to complete the campaign objectives, although at a significant cost.				

**Total Score**  
(Max 24)