

**REQUEST FOR PROPOSALS
COMPREHENSIVE PLAN UPDATE**



City of
VALLEY PARK
Missouri

**SUBMISSIONS DUE BY
12:00 PM CST
FRIDAY, DECEMBER 15, 2023**

General Introduction & Background

The City of Valley Park, Missouri is located in St. Louis County near the intersection of Missouri Route 141 and Interstate 44. Valley Park is approximately 5.09 square miles in size and is located approximately twenty miles southwest of Downtown St. Louis. Valley Park is home to approximately 6,885 residents and 2,982 households.

Valley Park is home to many diverse residential, commercial, and industrial properties. Bobcat of St. Louis, Carol House Furniture, and the Frisco Train and Toy Store are all located in Valley Park, as are new residential developments Majestic Pointe and 44 West Luxury Living. The Valley Park Detail of the St. Louis County Police Department, the 7th Precinct of the St. Louis County Police Department, and both engine houses of the Valley Park Fire Protection District are located within the City Limits of Valley Park.

Valley Park is served by the Valley Park School District, the Rockwood School District, and the Parkway School District. Public space and recreation opportunities are available at Brignole Park, Simpson Park, the Meramec Levee Recreation Park, Arnold Grove’s Trailhead of the Meramec Greenway, and the Meramec Landing boat ramp.

Valley Park is unique in that it is home to a levee along the Meramec River and it is one of a few remaining municipalities in St. Louis County that is not completely surrounded by other municipal boundaries. Commercial development and residential interest in Valley Park have steadily increased over the past several years, and the City is now poised and ready for intentional forward development.

Anticipated RFP Timeline

RFP Published	November 9, 2023
Deadline to Submit Questions and Comments	12:00 pm CST on November 30, 2023
Proposal Due Date and Time	12:00 pm CST on December 15, 2023
Review of Proposals Received	Week of December 18, 2023
Interviews with Finalist Firms	Week of January 1, 2024
Board of Aldermen Award Project	Tuesday, January 16, 2024

Note: with the exception of the RFP Published date, all dates are subject to change.

Project Description

The City of Valley Park is seeking proposals from qualified individuals or firms to update the City's Comprehensive Plan and to provide corresponding updates to the zoning code, zoning map, and land use table. The zoning code, zoning map, and land use table are occasionally updated, but the hired individual or firm would be expected to perform a thorough review and revision, if necessary.

The current Comprehensive Plan was adopted in 2010 and the new, updated plan will provide vision, goals, objectives, and policies to guide the City's elected and appointed officials, staff, property owners, developers, and residents on the appropriate growth, development, and redevelopment for Valley Park. Special interest should be given to commercial development opportunities.

The current zoning map was most recently significantly changed in 2023 and in 2013. The zoning map has been updated from time to time as local preferences or desires have changed.

Community Input and Involvement

The City of Valley Park places a premium on the input and involvement of its residents in the development and redevelopment of commercial, residential, and industrial areas. The City expects citizens, business owners, developers, landowners, elected officials, appointed officials, and other various stakeholders to have an opportunity to participate in the comprehensive planning process.

The selected individual or firm will be responsible for organizing and leading or co-leading public meetings with City staff. The selected individual or firm will also be expected to assist City staff with developing and implementing community engagement tools that foster public outreach and citizen participation, which should include a variety of mediums.

Instructions for Submitting Questions or Requests for Clarification

Questions or requests for clarification, either about this solicitation or the scope of the project, must be submitted via email to nschauf@valleyparkmo.org by 12:00 pm CST on November 30, 2023. Questions submitted after the deadline, or submitted to other email addresses, may not be addressed or answered.

Answers to the questions will be provided via addendum and will be posted to the City's website at the following link: <https://www.valleyparkmo.org/home/pages/bidsrfps>. The City will try to send the addendum to all email addresses it has on-file for firms who have expressed interest, but each interested party is responsible for ensuring they have received all addenda.

Proposal Submittal Information and Instructions

Proposers are encouraged and reminded to allow time for delivery if submitting proposals via USPS, FedEx, UPS, or any other courier or mail delivery service. No proposals received after the due date will be considered. No proposals submitted by email will be considered.

All proposals and materials submitted with proposals become the property of the City. The City is subject to the Missouri Sunshine Law (RSMo. Chapter 610). Proposal contents, with select exceptions, become public records open to inspection by interested parties after a contract is executed or all proposals are rejected.

Proposals should be thorough and complete but must be no longer than twenty pages. Two hard copies of the proposal, each with original signatures, and one PDF copy (provided on a flash drive) must be submitted by 12:00 pm CST on December 15, 2023 to Nathan Schauf, City Administrator, at 55 Crescent Avenue, Valley Park MO 63088. The envelope should clearly state "Comprehensive Plan Update Proposal" on the outside.

Please note that the City is in the process of renovating an old fire station into its new City Hall. The new City Hall is located on Crescent Avenue and the tentative move-in date is early December. If the City is not moved into the new location by the proposal due date, an addendum will be posted indicating proposals must be submitted to the current City Hall located at 320 Benton Street, Valley Park MO 63088.

Modification or Withdrawal of Proposal

Proposals may be withdrawn any time prior to the scheduled due date. No proposal may be modified or withdrawn for a period of 90 calendar days after the scheduled due date.

Contact with City Officials During Evaluation and Selection Process

Individuals and firms who have submitted a proposal are prohibited from communicating with the Mayor, any member of the Board of Aldermen, and any member of the Planning & Zoning Commission during the evaluation and selection process. All communication should be submitted to the City Administrator using the contact information included herein. Contact with any City official other than the City Administrator during the evaluation and selection process may result in the proposal being disqualified.

Proposal Contents

All proposals must contain the following information, and each section must be clearly marked:

- General background, overview, experience, and information of the individual or firm.

- Name, contact information, and resume for the individual from the firm who will serve as the City’s primary contact throughout the project.
- Name, contact information, and resume of other individuals from the firm who will be assigned to work on the City’s project.
- Specific list of duties and tasks that will be completed by an outside firm and contact information for the firm who will complete these tasks.
- A clear description of the process the firm typically uses to complete comprehensive plan updates.
- Details about how the firm typically gathers information and input.
- List of deliverables and proposed timeline for completion.
- Total proposed project timeline.
- Names and contact information from three or more municipalities or counties for whom the firm has completed a comprehensive plan update.
- Total cost of the project itemized per each identified deliverable.
- Affidavit of Compliance with a federal work authorization program and a copy of E-Verify Memorandum of Understanding; these items will not count toward the twenty-page proposal length limit.

Proposal Evaluation and Selection Process

A selection committee will read, evaluate, and score all proposals that are submitted by the proposal submission deadline. The highest-ranked individuals or firms may be invited to interview with the selection committee or may be asked to provide additional information. Based on the proposal, any supplementary answers to additional questions, and interviews, the selection committee will recommend award to the individual or firm it determines to be the most responsive, responsible, and qualified.

Submitted proposals will be evaluated based on the following criteria:

Firm’s experience completing projects of similar general scope	20 points
Qualifications and experience of individuals assigned to project	20 points
Community outreach and feedback programs	20 points
Reference checks and recommendations	15 points
Cost	15 points
Total	100 points

The City of Valley Park will seek to negotiate a contract, detailed scope of work, and total cost with the highest-ranked individual or firm. If the two parties are unable to reach an agreement,

the City will terminate negotiations and will commence negotiations with the second-highest scoring individual or firm, and so forth.

Anticipated Scope of Work

The Anticipated Scope of Work detailed below is only tentative; the actual scope of work will be mutually agreed upon by the City and the selected individual or firm. The items specifically listed below are not necessarily exhaustive, but the City expects the following components to be included in the final mutually agreed upon scope:

- Collect feedback from various community members and stakeholders.
- Conduct an existing conditions analysis, which will include current land use.
- Identify commercial and economic development opportunities and areas for growth.
- Review land use within the area protected by the Meramec River Levee and analyze potential future growth and use of the area.
- Review public space and parkland and analyze potential future growth.

Revisions to the Solicitation

The City may cancel, revise, or reissue this solicitation, in whole or in part, for any reason. Revisions will be posted on the City's website and will be distributed via email to as many email addresses as possible of those individuals and firms who have expressed interest in this solicitation. Proposers are responsible for ensuring that they have received all addenda prior to submitting proposals.

No Commitment

This solicitation does not commit the City of Valley Park to make an award, nor will the City pay any costs incurred preparing or submitting proposals, or in making necessary studies for the preparation of proposals. The City may reject all proposals and cancel this solicitation.