



## Request for Proposals & Qualifications

# COMPREHENSIVE DEVELOPMENT PLAN City of Fort Smith, Arkansas

You are invited to submit a proposal for professional services to facilitate the updating of the City of Fort Smith's comprehensive plan.

The City of Fort Smith Board of Directors determined from an earlier retreat and study session that the Fort Smith comprehensive plan should be updated. Some key issues identified during those work sessions include the following topics:

- \* Assess progress of implementing the existing comprehensive plan
- \* Incorporate newer components (e.g. TIP strategies report, riverfront opportunity analysis, and beautification suggestions)
- \* Learn from other cities' experiences
- \* Develop a game plan

### **Current Comprehensive Plan**

The current Comprehensive Plan was adopted by the Fort Smith Board of Director's in November 2002. The Board has established a goal to have the plan reviewed and updated where necessary. The current plan and executive summary can be found on the City of Fort Smith's website at [www.fortsmithar.gov](http://www.fortsmithar.gov). The individual link to the current plan is as follows:

<http://fortsmithar.gov/Planning/files/Complete.pdf>

[http://fortsmithar.gov/Planning/files/Complan\\_Executive\\_Summary.pdf](http://fortsmithar.gov/Planning/files/Complan_Executive_Summary.pdf)

### **Expectations of the Comprehensive Planning Consultant**

The Board of City Directors has recognized that the scope of this project will require outside assistance if it is to be completed within a reasonable period of time. The consultant will be expected to possess a wealth of knowledge and experience in this area, as well as the flexibility to recommend amendments to a plan desired by the community.

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In developing the plan, the consultant will be expected to spend a great deal of time with staff, elected officials, and city boards and commissions. Significant community engagement efforts are expected to include, but not be limited to, neighborhood meetings, meetings with business and trade groups, and meetings with community organizations.

The Proposal should include information about the firm's strategies for engaging the community in updating the plan.

While basic elements of comprehensive planning are being sought, the consultant should be willing to suggest innovative concepts which hold promise in specific areas of development.

### **Selection Process**

The selection of a consultant will follow the professional procurement procedures maintained by State and Municipal laws. A selection panel will review submitted proposals. Criteria to be considered for the selection include:

- The specialized experience and technical competence of the firm with respect to the type of professional services required.
- The capacity and capability of the firm to perform the work in question, including specialized services, staffing, and preliminary estimates for completion of the work.
- The past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines.
- The firm's proximity to and familiarity with the Fort Smith area.

It is anticipated at least three (3) firms will be selected as semi finalists. Those firms will be invited to Fort Smith for personal interviews. After the selection of the most qualified and capable firm, a contract for services and costs will be negotiated. Do not include cost quotes or estimates in your proposal and qualification statement.

### **Response to this Request and Additional Information**

Responses to this request, or any questions concerning the project, should be directed to:

Wally Bailey  
Director of Development Services  
P. O. Box 1908  
Fort Smith, AR 72902  
(479)784-2216  
[wbailey@fortsmithar.gov](mailto:wbailey@fortsmithar.gov)

When responding, please submit ten (10) copies of your proposal and qualification statement.

Responses should be received no later than 5:00 p.m., Friday, September 28, 2012.