



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

REQUEST FOR QUALIFICATIONS (RFQ)

PLANNING SERVICES FOR COMPREHENSIVE PLAN REWRITE WITH EMPHASIS ON THE FIVE DETERMINANTS OF COMMUNITY HEALTH

SUBMITTAL DEADLINE 4:00 P.M. Local, Friday, August 13, 2021	SUBMIT Original plus five (5) duplicate copies and one electronic copy
DELIVERY BY HAND Bonners Ferry City Clerk 7232 Main Street, Bonners Ferry, Idaho 83805	DELIVERY BY MAIL Bonners Ferry City Clerk P.O. Box 149 7232 Main Street, Bonners Ferry, Idaho 83805

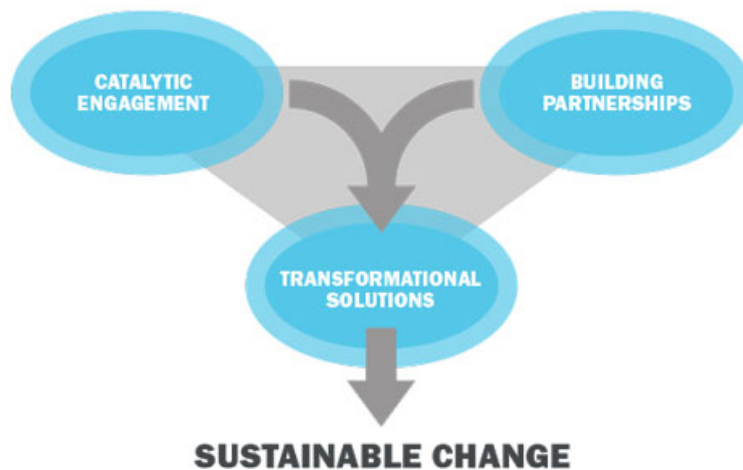
Prepared By:
Lisa M. Ailport, AICP
City Administrator

Prepared For:
City of Bonners Ferry, Idaho



TABLE OF CONTENTS

SECTION	DESCRIPTION	PAGE
REQUEST FOR QUALIFICATIONS.....		2
1. NO RESPONSE STATEMENT		2
2. DEFINITIONS		2
3. NON-DISCRIMINATION.....		2
4. SERVICE DESIRED		2
5. PROJECT LOCATION		4
6. PERFORMANCE OF SERVICES.....		4
7. CONFIDENTIAL/PROPRIETARY PROPOSAL MATERIAL		4
8. ADDENDA TO THE REQUEST FOR QUALIFICATIONS		4
9. SCHEDULE		5
10. SELECTION PROCESS		5
11. INTERVIEWS.....		5
12. LIMITATIONS.....		5
13. CONTRACT.....		5
14. GENERAL CONDITIONS		6
15. KEY EMPLOYEE(S).....		6
18. RECOMMENDATION COMMITTEE		6
19. SUBMITTAL CONTENTS.....		6
20. SUBMITTAL FORMAT AND BINDING		7
21. SUBMITTAL PACKAGING		7
22. SUBMITTAL DELIVERY.....		7
ATTACHMENT A - RESPONSE TO REQUEST FOR QUALIFICATIONS.....		8
PART 1 - COVER SHEET.....		8
PART 2 - ADMINISTRATIVE INFORMATION		9
PART 3 - CERTIFICATIONS, ASSURANCES AND BENEFICIAL INTEREST DISCLOSURE FORM		10
PART 4 - RESPONSE TO CRITERIA IN ATTACHMENT B		14
ATTACHMENT B – EVALUATION CRITERIA AND WEIGHTS.....		15
ATTACHMENT C - SPECIAL FEDERAL, STATE AND LOCAL REQUIREMENTS:.....		17
ATTACHMENT D- BLUE CROSS FOUNDATION - BUILDING A HEALTHY IDAHO.....		18



REQUEST FOR QUALIFICATIONS

1. DEFINITIONS:

For clarification and the purpose of brevity, the following definitions will be used throughout these specifications:

#	Term	Definition
1	Contractor	Same as Respondent.
2	City	City of Bonners Ferry Idaho, a political subdivision of the State of Idaho.
3	Firm	See Respondent.
4	Professional Services	Services rendered by any Respondent contracting to perform activities or services in response to this RFQ, which are within the scope of the general definition of their professional practice area as per state code
5	Respondent	A person, corporation, partnership, sole proprietorship or other legal entity submitting a proposal in response to this RFQ.

2. NON-DISCRIMINATION:

The City of Bonners Ferry City Council hereby notifies all firms that no person or organization shall be discriminated against on the basis of race, religion, color, age, sex or national origin in consideration for an award issued pursuant to this advertisement. To the extent, Respondent intends to subcontract any of the work subject to this RFQ, the Respondent must include this notice in any agreements with subcontractors. Additionally, minority business enterprises are encouraged to submit responses to this invitation.

3. SERVICE DESIRED:

PROJECT DESCRIPTION

The City of Bonners Ferry is requesting a qualified consulting team with experience in planning and community health who can engage, develop, and write a new city comprehensive plan with a specific area of interest in addressing the five determinates of community health as derived from the Blue Cross of Idaho Foundation's report on "Building a Healthy Idaho," as well as address future needs and expansion of the City's water, sewer, and broadband infrastructure.

Depending on budget, the city may also engage the consultant with integrating the comprehensive plan rewrite with the city's community development codes located within Bonners Ferry City Code, Title 11 and 12.

Schedule

The goal for submittal of the updated City of Bonners Ferry Comprehensive Plan and revised Zoning Ordinance is January 1, 2023 (timing and actual expected completion date to be refined as scope is refined).

Blue Cross Foundation – Pilot Program

The Blue Cross of Idaho Foundation is funding a portion of the comprehensive plan as part pilot program to determine if communities can address systemic issues of individual health at the community development and governmental policy level. The final plan will be shared with the Foundation for review and reference, although the Foundation will not require the plan be approved by them.

The intent of the plan with the thematic tie back to health will be to provide clear and predictable guidance to community leaders, developers, stakeholders, and citizens on how the city will grow in a pragmatic, yet health minded way. Attached to this RFQ is the full report prepared by the Idaho Blue Cross Foundation, on "Building a

Healthy Idaho,” and should be used as a reference and guide throughout the preparation of the city’s written comprehensive plan development.

Comprehensive Plan and Code Reform Scope of Services

The City is seeking technical support from a consultant to update the 2006 Comprehensive Plan. The selected consultant will assist the City with updating Comprehensive Plan including the city’s future land use map (FLUM). Depending on budget, the City is also seeking technical support in updating the City of Bonners Ferry zoning ordinances to be consistent with elements of the revised Comprehensive Plan.

The Comprehensive Plan will identify community issues and concerns and include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a working framework for the development of future land use public policy but with an overall emphasis on community health as it relates to the Blue Cross of Idaho Foundation’s “Building a Healthy Idaho.” The city has a strong desire to connect the five determinants of health as identified with the report with the growth and development of the city’s infrastructure, policies, and overall health of our citizens.

It is expected that the plan will help maintain collaborative and respectful relationships within the community and surrounding neighbors and establish policies and priorities for coordinated development/redevelopment and potential infrastructure expansion.

The Comprehensive Plan will provide strategies to encourage community health at the community development and policy level, address strategies to improve economic development, develop quality residential and multi-residential growth, recreational/park area development, institutionalize improved opportunities for routine active transportation (walking, bicycling, and transit use) and general improvements for the protection of the quality of life for the City of Bonners Ferry residents and businesses.

The scope of work for updating the 2006 Comprehensive Plan and Zoning Code includes, but is not limited to the following tasks:

1. An active public participation program equitably engaging the community through a series of public workshops and surveys to complement the Comprehensive Plan update process.
2. Technical support for the City’s public involvement process outlining method(s) to encourage active public participation; including community outreach to engage those voices often not heard in these processes across the spectrum of age, income, race, and disability; and possibly field sessions (such as walk audits and neighborhood listening sessions).
3. Tying the five determinates of community health throughout each section or throughout the entire plan—the consultant’s development of this will likely be iterative with the city and foundation to ensure both are meeting expectations of funding requirements.
4. Fold in 2018 adopted transportation plan as reference document;
5. Fold in the 2018 adopted Bike and Pedestrian plan as a referenced document;
6. Assessment of the existing built environment;
7. Complete GIS Maps as needed;
8. Identify an area(s) that may be suitable for Form-based overlay districts;
9. Identify areas suitable for multi-family, neighborhood commercial or ways to increase residential densities where adequate infrastructure exists.
10. Identification of important needs and projects of citywide and local significance;
11. Identify underbuilt or opportunities where commercial or light industrial redevelopment can occur;
12. Development regulations to implement the Comprehensive Plan;
13. Update Future Land Use Map.

The scope of work for the Amendment to the Zoning Ordinance includes, but is not limited to the following tasks:

1. Develop codes that support neighborhood commercial, mixed uses for any newly developed zoning districts;
2. Assist with the development of a new district locations; city will develop actual adoptable map;
3. Update zoning standards for the following areas to optimize safe accommodation of all modes, and greater encouragement of active transportation (walking, bicycling, transit) (minimum)

- a. Streets and Pedestrian standards
- b. Performance standards where applicable,
4. Evaluate creating design standards to compliment corresponding zoning districts;
5. Evaluate revising subdivision code, to include greater housing diversity and creativity (e.g. row housing, condo plats, accessory dwellings) and active transportation elements;
6. Other items as determined.

The final “Scope of Work” will be negotiated in consultation with the selected consultant.

4. PROJECT LOCATION: Bonners Ferry, Idaho.

5. PERFORMANCE OF SERVICES:

The City intends that the firm awarded a contract will perform the work commencing upon the notice to proceed and terminate upon project completion and acceptance unless terminated sooner with written notification by the City.

6. CONFIDENTIAL/PROPRIETARY PROPOSAL MATERIAL

6.1. Any information contained in the proposal that is considered confidential/proprietary must be clearly designated and marked. Marking of the entire proposal or entire sections as confidential/proprietary will not be honored and may render the submittal as non-responsive.

6.2. To the extent allowed under Idaho law, proposals submitted to City of Bonners Ferry for consideration will be held in confidence, and not be made available to other Respondents for review or comparison until after award and contract execution.

6.3. If a request is made to view a Respondent’s confidential/proprietary documents, records, or information, City of Bonners Ferry will comply strictly with the Public Records Act.

6.3.1. City of Bonners Ferry will notify the Respondent in writing of a public records request for records provided to the city from the Respondent.

6.3.2. The Respondent will be notified in writing if City of Bonners Ferry determines that the documents, records, or information are subject to disclosure. The Respondent shall take such legal actions as it deems necessary to protect its interests.

6.4. By submitting a proposal with portions marked “Confidential” or “Proprietary or Business Trade Secrets” or “Valuable Formulae, Designs, Drawings, Computer Source Code or Object Code, or Research Data” or the like, the Respondent has thereby agreed to the provisions of this section. **If these terms are not acceptable, a Respondent should consider not replying to this Request for Proposal/Qualifications or Solicitation for Bids.**

7. ADDENDA TO THE REQUEST FOR QUALIFICATIONS:

7.1. Only those clarifications or interpretations of the documents that have been issued by written addenda by the City of Bonners Ferry will be official. Clarifications given during the submittal process by City of Bonners Ferry to Respondent's questions will be considered informal and unofficial. The City shall not be held responsible for oral interpretations. Should any apparent discrepancies, omissions, or doubt as to meaning be found in the document the Respondent must notify the person listed above for administrative questions at once.

7.2. Acknowledge receipt of addenda in Attachment A, Part 1 where called for. Failure to provide

acknowledgment may result in the submittal being rejected as not responsive.

8. SCHEDULE: (*The following dates are based upon initial planning and should be considered tentative*).

1. Evaluate applications the week of August 23, 2021
2. Interview finalists (if conducted) the week of September 20, 2021
3. Designation of the most highly qualified firm to City Council on or before October 5, 2021.

9. SELECTION PROCESS:

9.1. The City of Bonners Ferry will be the sole judge in the determination of the most qualified Respondent. A recommendation committee will rank all proper submittals based on the evaluation criteria set forth in this packet. From these rankings either a recommendation for the most highly qualified firm will be made or a short list of leading candidates will be developed for the purpose of interviews.

9.2. The City of Bonners Ferry reserves the right to select the most highly qualified firm based solely on the written response to the evaluation criteria. Interviews are not a mandatory part of this process. City of Bonners Ferry will be the sole judge in the determination of the most highly qualified firm.

10. INTERVIEWS:

10.1. Interviews will be held at the sole option of the City. If interviews are conducted selected firms will plan to have their identified Project Manager make the presentation. In addition other identified key personnel should be on the interview team. Short listed firms may be asked to provide supplemental or additional information for review by the committee prior to the interviews.

10.2. The City reserves the right to utilize new or revised evaluation criteria and weights to be used in evaluation of the firms being interviewed. If changes are made to the criteria or weights they will be reduced to writing and be sent to the interview candidates prior to the conduct of the interviews.

10.3. Committee members will use the applicable evaluation criteria and weights to evaluate interview information. Previous clients may be contacted as part of the evaluation process. The recommendation committee will rank the firms interviewed and present their recommendation to the City Council for selection of the most highly qualified firm.

11. LIMITATIONS:

11.1. A resolution by the City of Bonners Ferry City Council declaring a firm as the “most highly qualified” to perform the work referred to in this RFQ is not intended, nor will it in any way be construed or considered, to be a contract or an exclusive guarantee to furnish the services associated with this RFQ or any other work suitable to a firm of its type.

11.2. Any contract awarded will be nonexclusive and if it is in the City’s best interest it may award work to other firms. Any contracts resulting from this request for professional qualifications will be between the City and the provider of services and may be canceled upon written notification by the City.

11.3. The production of any schematic design, master plan or any other work produced as part of a scope of work, will not be a guarantee that the firm preparing it will have the exclusive right to perform any or all work associated with them.

12. CONTRACT:

- 12.1. A contract for the work subject to this RFQ will be negotiated utilizing a Scope of Work (SOW) and fee

prepared by the Respondent. If an agreement cannot be reached with the selected Respondent, the next “most highly qualified” Respondent will be contacted for contract negotiations. No work will be undertaken without a mutually agreed upon statement of work, fee, and contract executed by the parties.

12.2. A sample agreement is attached as Attachment E. By submitting a proposal, Respondent has agreed to these terms.

13. GENERAL CONDITIONS:

13.1. This request for qualifications does not commit the City of Bonners Ferry to award a contract or to pay any costs incurred in preparing a submittal or to procure or contract for services or supplies. The City of Bonners Ferry reserves the right not to select any firm for the services based on this RFQ, to accept or reject any or all submittals, or to cancel, at its discretion, this request for qualifications at any time.

13.2. The City reserves the right to utilize the request for qualification process for any reason whatsoever and to contract for work regardless of project size, type or estimated fee value.

13.3. The City reserves the right to award work to other firms and to make a selection and contract for work regardless of project size, type or estimated fee value.

13.4. Debarred Or Suspended Party: The City will not make any award or permit any award or contract at any tier to any party which is debarred, suspended or in any way excluded from procurement actions by any State or Local governmental agency. If information becomes available, such evidence may be grounds for non-award or nullification of the Contract.

14. KEY EMPLOYEE(S):

It is expected that the Project Manager and other key employee(s) upon which the Respondent based its qualifications to perform the work of the RFQ will be the ones who perform the services on behalf of the Respondent. Any proposed change in these key personnel shall give the City of Bonners Ferry the right to re-evaluate the qualifications of the Respondent.

15. SUBMITTAL CONTENTS:

15.1. Due to the number of firms that usually respond and the amount of time available for committee review it is strongly recommended that the response be concise and to the point. The response should be structured in order to make it easy for the committee to evaluate the firm's professional capabilities and experience.

15.2. Unnecessarily elaborate responses, beyond that sufficient to present a complete and effective response, are not desired. Specifically requested in the RFQ, elaborate art work, corporate brochures, lengthy narratives, expensive paper, specialized binding, and other extraneous presentation materials are neither necessary nor desired.

15.3. The submittal response consists of the following items which should be submitted in order:

Item 1: Attachment A, Part 1 - **REQUEST FOR QUALIFICATIONS COVER SHEET** and receipt of addenda acknowledgment. To facilitate identification of the submission please use this sheet, or reproduction, as the very first sheet on the outside of all document copies. Color of sheet is to be white, 20 lb. maximum weight.

Item 2: Attachment A, Part 2 - Administrative Information. Make this the second page behind Part 1. Color of sheet is to be white, 20 lb. maximum weight.

Item 3: Attachment A, Part 3 - Certifications, Assurances and Beneficial Interest Disclosure Form. Color of

paper is to be white, 20 lb. maximum weight.

Item 4: Cover letter (optional)

Item 5: Attachment A, Part 4. Response to the evaluation criteria in the Attachment B titled “Evaluation Criteria and Weights”.

NOTE: Submissions received by the City become part of the official records for this request for professional qualifications and cannot be returned.

16. SUBMITTAL FORMAT AND BINDING:

16.1. Document pages are to only be printed on one side.

16.2. Submittal page size should be 8 ½” x 11” and the paper weight should be 18 to 20 lb.

16.3. Text type size should be at least 10-points.

16.4. Each submittal copy should be bound in a single volume. Depending on the submittal’s thickness a staple in the upper left corner is the preferred binding. A spiral, 19-ring binding the next choice and as a last choice a three ring type binder.

16.5. The cover should consist of Part 1 of Attachment “A” - General Information.

16.6. Personnel resumes should be no longer than one side of one page.

16.7. One additional electronic copy (PDF file) is to be submitted on a universal serial bus (USB) flash drive(s) or compact disc(s) (1x thru 52X compatible CD).

NOTE: Bulk must be kept to an absolute minimum. Any material submitted for consideration must be incorporated in each response copy. A single set of material will not be reviewed.

17. SUBMITTAL PACKAGING:

Submissions should be sealed in an opaque envelope or package which has been clearly labeled as “Request for Qualifications, City of Bonners Ferry Comprehensive Plan and Zoning Code Updates,” followed by the firm name and address.

18. SUBMITTAL DELIVERY:

It is the sole responsibility of the Respondent to ensure their response is in the possession of the City of Bonners Ferry on the day, date, time and location stipulated on the cover sheet. Submittals delivered late may be rejected as non-responsive. Firms will be given notice if their submittals have been received late and will be rejected. Firms with rejected submittals, who wish to have them returned, will have two (2) City work days, starting the day after the due date to either pick up their submittals or to make arrangements for their return including the pre-payment of any shipping or mailing costs. After the two-day holding period the City, at its sole discretion, will dispose of unclaimed submittals in a manner and method of its choosing.

ATTACHMENT A - RESPONSE TO REQUEST FOR QUALIFICATIONS

PART 1 - COVER SHEET

A. Name of Respondent _____

B. Name of Contact Person Regarding This Submittal _____

Title _____

Telephone Number including area code _____

Email Address _____

C. Name of Contact Person for Scope Of work and Fee Inquiries _____
(If different than name listed in B above.)

Title _____

Telephone Number including area code _____

Email Address _____

D. RECEIPT OF ADDENDA: Firm acknowledges receipt of the following addenda if any:

Addendum No. _____	Addendum No. _____	Addendum No. _____	Addendum No. _____
Dated _____	Dated _____	Dated _____	Dated _____

SUBMITTAL CERTIFICATION

I certify that to the best of my knowledge the information contained in this request for qualifications is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels and the approval of the City of Bonners Ferry City Council.

Print Name

Title

Signature, Administrator, or Applicant Agency

Date

PART 2 - ADMINISTRATIVE INFORMATION

A. FIRM:

1. Name of Contracting Party:
2. Physical Address:
3. Mailing Address including zip code:
4. Remit To Address including zip code:
5. Telephone number including area code:
6. Fax number including area code:
7. E-mail address for business correspondence:
8. Federal Tax Identification Number:
9. Idaho State UBI Number if issued:
10. State Industrial Account Identification Number if issued:
11. Following is a listing of all engagements the Respondent has undertaken in the last five years which have resulted in:
 - (a) Arbitration or litigation and the disposition of the cases.
 - (b) Claims being filed by the Federal Government or the Idaho State Departments of Labor or the State Tax Commission.
 - (c) Liens filed by suppliers or subcontractors. List with whom, for what, and amount.

B. INSURANCE COMPANYS(S) (list all that are relevant):

1. Name of company:
2. Mailing Address including zip code:
3. Insurance Agent Name:
4. Insurance Agent Telephone number including area code:
5. Insurance Agent Fax number including area code:
6. Insurance Agent email address

**PART 3 - CERTIFICATIONS, ASSURANCES AND BENEFICIAL INTEREST DISCLOSURE
FORM**

Complete the Certifications, Assurances And Beneficial Interest Disclosure Form. The form begins on the following page.

CERTIFICATIONS, ASSURANCES AND BENEFICIAL INTEREST DISCLOSURE FORM

1. The following certifications and assurances are given as a required element of the submission to the City of Bonners Ferry with the understanding the truthfulness of the facts affirmed here and the continuing compliance with these requirements and all requirements of Request for Qualifications are conditions precedent to the award or continuation of the related Agreement(s) and that:

2. In preparing this response, no assistance has been rendered by any current or former employee of the City of Bonners Ferry whose duties relate, or did relate, to this RFQ, or prospective Agreement, and who was assisting in other than his or her official, public capacity; and

3. No officer or employee of the City, having the power or duty to perform an official act or action related to this submittal, shall have or acquire any interest in this submittal, or have solicited, accepted or granted a present or future gift, favor, service, or other thing of value from or to any person involved in this submittal; and

4. We understand that the City of Bonners Ferry can terminate the project at any point. The Contractor shall neither have nor assert any claim for, nor be entitled to any additional compensation for damages or for loss of anticipated profits on work that is eliminated and that the City would make reimbursement for satisfactory work completed; and

5. We understand that the City of Bonners Ferry will not reimburse us for any costs incurred in the preparation of this submittal and that this submittal becomes the property of City of Bonners Ferry. We claim no proprietary right to the ideas, writings, items or samples. Submission of the attached submittal constitutes agreement to abide by the procedures described in the RFQ document; and

6. We understand that any Agreement awarded as a result of the submittal will incorporate all the RFQ requirements of the City of Bonners Ferry, and all agreement terms and conditions appearing in the RFQ. Submission of a response and execution of this Certifications and Assurances document certify the respondent's willingness to comply with these or substantially similar terms if selected as a Contractor. It is further understood that under no circumstances will a respondent-submitted contract/agreement be considered as a replacement for the terms and conditions appearing in this RFQ; and

7. In submitting this submittal we have read and understand the RFQ documents, that we have visited the site and/or have otherwise familiarized our self with the local conditions under which the work is to be performed, that by signature of this certification we are acknowledging all requirements and signed all certificates contained herein and that no allowance will be sought after proposals are received for oversight, omission, error, or by our mistake; and

8. In submitting the submittal to do the work or furnish goods and services as outlined in the Contract Specifications, I hereby certify that we have not been debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12689, Title 48 Code of Federal Regulation 9.404, "Debarment and Suspension". Further I certify that this Firm will not contract with a subcontractor that is likewise debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, U.S. Codes and Codified Federal Regulations; and

9. The Respondent agrees to comply with City requirements to follow cost principals outlined in the federal Office of Budget and Management (OMB) Circular A-87 (State, Local, or Indian Tribal Governments) for financial disbursements under its Grant Agreement; and

10. The Respondent agrees to comply with audit requirements outlined in OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations."; and

11. In submitting this response as outlined in the specifications, I hereby certify that we have not been debarred, suspended or in any way are excluded from procurement actions by any State or Local governmental agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of the Contract; and

12. In addition to the foregoing certifications and assurances I certify that to the best of my knowledge and belief the information contained in this submittal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon annual budget amounts approved by the City of Bonners Ferry City Council.

CERTIFICATION

Name of Contracting Party: _____

By: Signature, Administrator, or Applicant Agency Date

Print name and title

PART 4 - RESPONSE TO CRITERIA IN ATTACHMENT B

Use the Attachment titled “Evaluation Criteria and Weights” as the presentation outline. Respond to all items. The short statements following each item are offered as starting points only. Respondents are to add additional information required to more fully develop their responses so that the response makes sense for this project. Index your responses to each item if you do not use the format of the Attachment as your outline. Answer each item fully, completely and concisely.

ATTACHMENT B - EVALUATION CRITERIA AND WEIGHTS

It is strongly recommended that this be used as the outline for your response.

Criteria	Description	Evaluation Weight
----------	-------------	-------------------

1. PROJECT TEAM EXPERIENCE & QUALIFICATIONS ¹25

- a. Summarize the relevant experience and qualifications of the key employees for this project to include Principal-In-Charge, Project Manager, Project (Architect, Engineer, etc.), and Project Manager (it is understood that sometimes one or more roles are performed by one individual). Discuss the ways in which the experience and qualifications of these individuals would benefit the City on this project.
- b. Discuss the capabilities/benefits of any specialty staff and/or sub consultants that you have included on your team for this project. Address the home office and availability of the team members and the support staff throughout the anticipated time frame.

¹ Unless otherwise specified newly established entities will be given consideration if they are able to demonstrate a history of experience possessed by the key personnel who will be assigned to this project. Include a resume for each identified key employee. Limit resume length to one page, single sided.

2. FIRM’S EXPERIENCE WITH SIMILAR PROJECTS30

- a. Provide comprehensive information regarding the track record of the firm in developing relevant comprehensive plan and zoning codes. If the firm has experience with incorporating health, social determinants of health, and equitable active transportation into a city’s long-range plans or development codes, please use this area of the submission to highlight it.
- b. Provide references (with contact names and telephone numbers) for similar projects completed within the last seven years. Provide detailed descriptions for project design/construction management projects undertaken recently by the firm; and, discuss the size and complexity of the projects, the special issues, and the technical challenges that were addressed. Address your success in conforming to the schedules and budgets for the projects.
- c. Discuss the experience of the firm in performing planning document development for other municipal projects.

3. PROJECT UNDERSTANDING & APPROACH20

- a. Describe the firm’s capacity to recognize “project specific” issues and develop creative solutions to address them. Please provide examples of challenges and resulting solutions from previous projects. Describe the ways in which the firm will apply knowledge gained from past projects to specific issues on this project.
- b. Describe any specific skills or approaches the firm has used to assure inclusive and meaningful community engagement, particularly around social determinants of health. Outline how the firm is equipped to assure broad community input across the spectrum of age, race, income, ability and disability.
- c. Describe the particular processes that were used to complete the various scope of work elements, and refinements that have been made by the firm to improve efficiency.

- d. Cite examples of situations that may potentially require modifications to document text, standard details and zoning codes.

4. PROJECT MANAGEMENT & SCHEDULE15

- a. Present the project management procedures that will be used in the prosecution of the work. Describe the involvement and the duties of the project manager in detail, with a clear description of the ways in which productivity will be monitored, and the project will be kept on budget and on schedule.
- b. Discuss the quality control measures that will be put in place, and describe the stages of document review and the team members that will be involved and their responsibilities.
- c. Provide a schedule for the project, identifying key milestones and exhibiting your knowledge of the various activities involved under the major tasks.

5. ORGANIZATION AND CLARITY OF RFQ SUBMITTAL10

The organization of the RFQ submittal and the manner in which information is presented in the submittal as an indication of the firm’s ability to assemble clear and concise documents.

.....**TOTAL POSSIBLE POINTS100**

ATTACHMENT C – NON DISCRIMINATION REQUIREMENTS:

1. **NON-DISCRIMINATION PROVISIONS:** Contracts calling for scopes of work and fees requiring compliance with the provisions of this paragraph, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) shall agree as follows:

1.1. **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

1.2. **Nondiscrimination.** The contractor, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

1.3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

1.4. **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Bonners Ferry to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the City of Bonners Ferry, or the Idaho State Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.

1.5. **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the City of Bonners Ferry and the Idaho State Department of Transportation shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited:

1.5.1. Withholding of payments to the contractor under the contract until the contractor complies, and/or;

1.5.2. Cancellation, termination, or suspension of the contract, in whole or in part.

1.6. **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (2.1.) through (2.6.) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as the City of Bonners Ferry or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the City of Bonners Ferry enter into such litigation to protect the interests of the City and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

ATTACHMENT D- BLUE CROSS FOUNDATION BUILDING A HEALTHLY IDAHO