



**NEWPORT**  
KENTUCKY

**CITY OF NEWPORT  
2020 COMPREHENSIVE PLAN UPDATE**

**REQUEST FOR PROPOSALS**

**Dated: September 6, 2019**

# LEGAL NOTICE

SEALED PROPOSALS will be received by the City of Newport, Kentucky, in the Office of the City Clerk located at 998 Monmouth Street, 2<sup>nd</sup> Floor, Newport, Kentucky, 41071, until 4 o'clock (4:00) p.m. EDT, on Friday, October 4, 2019 for:

## **“CITY OF NEWPORT 2020 COMPREHENSIVE PLAN UPDATE”**

Copies of the text of the Request for Proposals may be obtained or examined in the Office of the City Clerk, 998 Monmouth Street, 2<sup>nd</sup> Floor, Newport, Kentucky 41071 or at [www.newportky.gov](http://www.newportky.gov).

The City of Newport is an Equal Employment Opportunity Employer. Successful vendor must be an Equal Employment Opportunity Employer, which prohibits discrimination because of race, creed, color, national origin, sex, age, handicap, political affiliation or beliefs.

Successful parties must obtain an Occupational License from the City Finance and Administration Department prior to commencing work and shall be responsible for payroll tax during the period of work.

CITY OF NEWPORT, KENTUCKY  
Amy Able, City Clerk

**Published on September 6, 2019**

# REQUEST FOR PROPOSALS

## **Background and Project Description:**

The City of Newport was founded in 1795 and provides an excellent mix of historic amenities and contemporary development. The City occupies a land area of 3.5 square miles and serves a population of over 15,000. The community's Ohio Riverfront area provides a striking view of the Cincinnati skyline and is host to premier attractions including the Newport Aquarium, Newport on the Levee, BB Riverboats, and the World Peace Bell, the world's largest swinging bell. Newport is also home to an historic downtown filled with eclectic businesses and the East Row neighborhood, one of Kentucky's largest and finest historic districts. Newport is home to approximately 600 businesses employing 6,500 people. The leading sectors are service; retail; government; manufacturing; insurance, and real estate; and construction.

The City is soliciting proposals from qualified professional planning firms to assist in the update and preparation of the City's 2020 Comprehensive Plan, including a new land use map. The update process must conform with all statutory requirements as outlined in Kentucky Revised Statutes (KRS) Chapter 100 and generally accepted planning principles and standards. The City Staff and Newport Planning and Zoning Commission will be responsible for overall project management and coordinate meeting schedules, public hearings and related matters. In addition, the City anticipates several areas of strategic focus for the plan and is also considering a rewrite of the zoning code after the completion of the Comprehensive Plan update. The City of Newport is seeking a qualified and experienced planning consultant to guide this Comprehensive Community Visioning and Strategic Plan process for the City of Newport.

The City of Newport's last Comprehensive Plan update was completed in 2015. It is recommended that interested parties obtain a copy of the current comprehensive plan to review its content and format.

The consultant will work with City Staff and the Newport Planning and Zoning Commission to develop a citizen engagement process for areas of the comprehensive plan. This process may include some combination of stakeholder meetings, subcommittee meetings, charrettes, open houses, and public hearings. The successful firm will also have experience with ArcGIS applications for developing new land use maps for the city, and for various asset mapping. The City has also historically incorporated Special Area Plans into the Comprehensive Plan, which also need to be updated as part of the plan. As part of the development of the plan's implementation strategies, the City desires to incorporate a capital improvement plan based on the comprehensive plan recommendations.

## **Additional Planning Objectives:**

### **Areas of Strategic Focus:**

It is anticipated that several areas of strategic focus will arise from the planning process. Tasks related to these items may be contracted separately, based on budget constraints. The consultant shall provide information in their response to highlight the firm's ability and approach to provide services for the following areas focus:

- KY Route 9: Land Use and Economic Development Visioning and Strategy Development
- South 27 Smart Corridor: Land Use and Economic Development Visioning and Strategy Development
- Parks and Recreation Planning
- Placemaking Strategies for the Business District
- Zoning Updates: The City's zoning code has had few significant revisions over the last several years. There have been amendments to the code, but several sections, particularly parking and signage need to be specifically evaluated and updated. An additional anticipated Task would include identifying weaknesses in zoning and planning-related City ordinances and provide direction for improvement based on the updated Comprehensive Plan.

### **Submission of Proposals**

Interested firms should submit a digital copy and three (3) paper copies of the proposal. Submissions should be directed to Assistant City Manager, City of Newport, Kentucky, 998 Monmouth Street, Newport, KY 41071 no later than 4:00PM Friday, October 4, 2019.

This proposal should include the following items which will be used in the evaluation process:

1. Consultant Information: Name of firm with primary contact person, address, phone number, and email address, and additional information about the firm(s) including form of organization (corporation, sole proprietorship, etc.), website address, number of years in business, range of professional services, office locations
2. Project Understanding Statement: A statement describing the applicant's understanding of the goals and objectives defined for the project, and the special skills and innovative thinking that the team would bring to the table, as well as the familiarity with and knowledge of the area in and around the City of Newport.
3. Project Approach: Describe the applicant's general approach and philosophy regarding elements of the project.
4. Proposed Project Team Members: Submit a written description of the applicant's organizational composition, disciplines, and the primary role of each firm or individual on the team. Also, include an organizational chart. The information must clearly indicate the applicant's designated team leader for this project and the responsible party in each firm

who will be providing the required professional experience. Include a statement of availability of the key personnel to undertake the project, including current workload.

5. Individual Experience: Provide background of the key members of each firm in the team and their specific participation in previous projects that would directly relate to comprehensive planning and the strategic areas of focus listed in this RFP.
6. Specific Project Experience: Provide information on similar or relevant projects that the applicant has executed. Include graphic representations of work. Links to similar or relevant projects are encouraged.
7. List of References: Provide a minimum of three client references with which the applicant has provided similar planning/design services within the last five years. Each reference shall include name and telephone number of the contact person. The applicant may include additional references from earlier work if the applicant feels it is pertinent and better defines the team's capacity. Each listed reference shall include a description of the services provided to the client and specific roles.
8. Project Schedule: Include an estimated project schedule.
9. Estimated Cost: Provide an estimated cost of the work to include rates, person-hour estimates and a total fee — the total to be a not-to-exceed dollar amount for completing all aspects of this planning project.
10. Additional Information: Provide other information you feel is relevant to indicate the applicant's abilities to successfully complete a project of this nature.
11. Expectation of City: Identify applicant's expectation of City staff relating to the completion of the Plan.

## **INFORMATION FOR RESPONDENTS**

1. Respondents are encouraged to fully acclimate themselves to the 2015 Comprehensive Plan, which can be found at: <http://www.newportky.gov/City-Government/Comp%20Plan%202015.pdf>. With the submission of a proposal the firm acknowledges that it has researched the project and can complete all work in accordance with proposed fees.
2. The City may consider informal any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all proposals. Any proposal may be withdrawn prior to the above scheduled due date or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. No applicant may withdraw a bid within 60 days after the date of the opening thereof.

3. The City of Newport reserves the right to negotiate with a selected respondent to come to agreement on cost and scope of work based on funding availability. Selections will be made based on qualifications and proposed project approach, not solely lowest price.
4. Questions or request for interpretation should be in writing addressed to Larisa Sims, Assistant City Manager at (859) 292-3664 or emailed to [lsims@newportky.gov](mailto:lsims@newportky.gov) by no later than noon on Wednesday October 2, 2019. Attempts will be made to answer all inquiries within two business days of receipts. Respondents are responsible for checking back at [www.newportky.gov](http://www.newportky.gov) or with the office of the City Clerk for any addendum or corrections that may be issued.