

Joint City-County Planning Commission of Nelson County
2021 COMPREHENSIVE PLAN UPDATE
Request for Qualifications & Proposals

Dated: February 10, 2021

One Court Square, 2nd Floor
Old Courthouse Building
Bardstown, KY 40004
(502) 348-1805
www.ncpz.com

LEGAL NOTICE

Comprehensive Plan Update

The Joint City-County Planning Commission of Nelson County requests proposals for the update of the *Nelson County 2035: A Comprehensive Plan for the Cities of Bardstown, Bloomfield, Fairfield, and New Haven and Nelson County*. Proposals must be received by 4:30 p.m. EDT on Friday, March 12, 2021 by the Planning Commission at P.O. Box 402, One Court Square, Bardstown, Kentucky. Copies of the text of the RFQ/RFP may be obtained or examined in the Planning Commission office, One Court Square, 2nd Floor, Bardstown, Kentucky 40004, online at www.ncpz.com/updates-news or requested by email ncpz@bardstowncable.net.

The Joint City-County Planning Commission is an Equal Employment Opportunity Employer. Successful vendor must be an EEO Employer and must obtain all applicable city and county business/occupational licenses prior to commencing work and shall be responsible for payroll tax during the period of work.

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REQUEST FOR QUALIFICATION & PROPOSAL

Background and Project Description

The Joint City-County Planning Commission of Nelson County serves the Cities of Bardstown, Bloomfield, Fairfield, and New Haven and Nelson County. The Planning Commission was established through an Interlocal Agreement adopted April 28, 1970 by the Cities of Bardstown, Bloomfield, Fairfield, and New Haven and Nelson County Fiscal Court. The Planning Commission initiated the joint planning and zoning program with the adoption of the Comprehensive Plan for Nelson County and the Communities of Bardstown, Bloomfield, Fairfield, and New Haven in January 1972, Zoning Regulations for Bardstown, Bloomfield, Fairfield, New Haven, and Nelson County, Kentucky on November 28, 1974, and Subdivision Regulations for Nelson County, Kentucky on June 17, 1974.

In 1996, the Planning Commission and legislative bodies concluded that the community's comprehensive plan was severely outdated and recommended an intensive planning effort. Working in conjunction with Pflum, Klausmeier, and Gehrum Consultants Inc. (PKG), the Planning Commission and legislative bodies undertook a community planning process that eventually culminated in the Nelson County 2020: A Comprehensive Plan for All of Nelson County, adopted September 24, 1996. The 1996 Plan was the official update to the 1972 Nelson County Comprehensive Plan and Land Use Plan for Bardstown and Vicinity adopted in 1988. The 1996 Plan was based on a 25-year projection for Nelson County and took a comprehensive and long-term, yet general, approach to addressing anticipated conditions and needs through 2020.

In 2011, the Planning Commission and legislative bodies conducted a complete review of the Comprehensive Plan and developed and adopted the current Comprehensive Plan. Since 2011, the Comprehensive Plan has been periodically reviewed and updated, with the most recent update in 2016.

While the current Comprehensive Plan has served as an effective guide to decisions about the physical development of the community, quality planning requires an ongoing review of the Comprehensive Plan elements and implementation processes. The Planning Commission and legislative bodies are committed to continuing the community's long-standing commitment to quality and progressive planning. They recognize that there are significant challenges and changes that have occurred and that this planning process will identify implementation strategies to support effective and efficient growth management.

The Joint City-County Planning Commission is soliciting proposals from qualified professional planning firms to assist in the update and preparation of the 2021 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 Planning Commission will be responsible for overall project management and coordinate meeting schedules, public hearings and related matters. In addition, the Planning Commission anticipates several areas of strategic focus for the plan and is also considering a rewrite of the zoning and subdivision regulations after the completion of the Comprehensive Plan update.

The Planning Commission is seeking a qualified and experienced planning consultant to guide this comprehensive community visioning and strategic plan process. The last Comprehensive Plan update was completed in 2016. 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 the Planning Commission and its staff 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, and for various asset mapping. This process also may identify special area plans to be conducted and incorporated into the Comprehensive Plan. As part of the development of the plan's implementation strategies, the Planning Commission desires to incorporate recommended capital improvement plans based on the Comprehensive Plan recommendations.

Additional Planning Objectives

It is anticipated that areas of strategic focus may 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:

- Corridor Studies and Neighborhood/Area Plans
- Land Use and Economic Development Visioning and Strategy Development
- Zoning & Subdivision Regulations Updates: The Zoning and Subdivision Regulations have had few significant revisions over the last several years. There have been amendments, but several sections need to be specifically evaluated and updated. An additional anticipated task would include identifying weaknesses in the regulations and planning-related city and county ordinances and provide direction for improvement based on the updated Comprehensive Plan.
- Other areas of strategic focus identified during the planning process

Submission of Proposals

Interested firms should submit one digital copy and one paper copy of the proposal. Submissions should be submitted no later than 4:30 p.m. EST on Friday, March 12, 2021 and directed to:

JCCPC – Comp Plan Update Proposal
P.O. Box 402
One Court Square
Bardstown, KY 40004
ncpz@bardstowncable.net

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, etc.
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 Nelson County area.
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 RFQ/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. Expectations of Planning Commission

Identify expectations of Planning Commission staff relating to the completion of the Plan.

INFORMATION FOR RESPONDENTS

1. Respondents are encouraged to fully acclimate themselves to the 2035 Comprehensive Plan, which can be found at www.ncpz.com or available upon request from the Planning Commission. 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 Planning Commission 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 Planning Commission 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 Janet Johnston-Crowe, Director, at 502-348-1805 or emailed to ncpz@bardstowncable.net no later than noon on Friday, March 5, 2021. Attempts will be made to answer all inquiries within two business days of receipts. Respondents are responsible for checking back with the Planning Commission for any addendum or corrections that may be issued.