

Request for Qualifications

Consulting Services for a Regional Sustainability Baseline Study For the Truckee Meadows Region

**Truckee Meadows Regional Planning Agency
1105 Terminal Way, Suite 316
Reno, NV 89502**

**Deadline for Submittal:
Tuesday, August 22, 2017
No later than 4:00 p.m.**

1.0 INTRODUCTION

The Truckee Meadows Regional Planning Agency (TMRPA), on behalf of the Land Use and Transportation Resiliency Committee (LUTRC), is issuing a Request for Qualifications (“RFQ”) for consulting services to create a Regional Sustainability Baseline Study for the Truckee Meadows Region. Accordingly, TMRPA is inviting consultants to respond to this RFQ. Included in this RFQ is a draft scope of potential services and tasks and other information describing this potential opportunity.

All questions pertaining to this RFQ shall be directed to Kimberly H. Robinson, Executive Director of Regional Planning, at 775-321-8385. The due date and time for this RFQ is Tuesday, August 22, 2017, at 4:00 p.m.

2.0 BACKGROUND

In 2016, the Land Use and Transportation Committee was formed as a sub-committee to the Sustainability Partners in Northern Nevada. The committee is focused on promoting sustainability and resiliency in the areas of land use and transportation.

In preparation for a comprehensive update of the Truckee Meadows Regional Plan (Regional Plan), TMRPA, in partnership with the LUTRC, is preparing a Regional Sustainability Baseline Study that will inform the sustainability-related policies considered for incorporation into the Regional Plan. The Regional Plan is the region’s guiding land use, infrastructure, and natural resources planning document to which the master plans of local jurisdictions and affected entities must conform. As part of the update, TMRPA is considering the development and incorporation of more robust regional sustainability policies.

TMRPA was created in 1989 by the Nevada State Legislature to foster coordination among the three local governments: The Cities of Reno and Sparks and Washoe County. Under Nevada Revised Statutes 278.026-278.029 TMRPA is responsible for developing and maintaining a comprehensive Regional Plan for the three jurisdictions.

3.0 ESTIMATED BUDGET RANGE AND TIMELINE

The estimated budget for completion for the 2017 Regional Plan Update is between \$25,000 and \$30,000. The actual amount paid to the consultant will vary depending on the final scope of each task assigned and the amount of money available.

The anticipated completion date for service requested from the selected consultant is estimated to be in October 2017.

4.0 OBJECTIVES AND GOALS

The Regional Baseline Study would assist TMRPA staff, the Regional Planning Commission, and the Regional Planning Governing Board during the update process by establishing the context and rationale

for proposed sustainability policies. If the policies are adopted, the research and best practices in the Regional Sustainability Baseline Study would continue to add value for staff and decision makers as they conduct conformance reviews of regional planning activities.

5.0 POTENTIAL SCOPE OF SERVICES/TASKS

Under the guidance of TMRPA staff and with input from an advisory committee comprised of sustainability experts representing various agencies and organizations in the Truckee Meadows, the study will comprise the following key elements:

- a) Summary of Regional Sustainability Planning Efforts
- b) Sustainable Land Use Best Practices
- c) Sustainability Comparisons of Land Use Scenarios (to be developed by TMRPA and consultant)

6.0 RFQ SUBMITTAL AND REQUESTED INFORMATION

Submittals should include:

- a) Introduction: provide a brief letter of introduction on the consultant's letterhead transmitting all RFQ information.
- b) Professional Qualifications: provide professional qualifications of the consultant.
- c) Capability and Experience: provide a profile of experiences that illustrate the consultant's creative approach to similar projects and the successful completion of similar projects including information pertaining to timeliness, staying within budget, and working with others in a team environment to innovatively meet the client's needs.
- d) Approach: provide a framework or general approach to address the project objectives and goals as well as the potential scope of services/ tasks that does not exceed two (2) pages.
 - TMRPA expects the final scope of work will be developed mutually during the beginning of the engagement, however TMRPA desires an understanding of how the consultant would address the objectives.
- e) References: provide information and a minimum of two references on public sector work relating to the development of policy and plan framework.
- f) Proposed Fees and Costs: provide a listing of fees for members of the consulting team who would be involved in the project, including any support personnel.
- g) A statement of willingness (or unwillingness) to undertake designated tasks for a flat fee for the project, i.e. "all inclusive" fee for all services.

h) Eight (8) copies of your proposal submitted to:

Kimberly H. Robinson
Executive Director of Regional Planning
Truckee Meadows Regional Planning Agency
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The Truckee Meadows Regional Planning Agency will evaluate the responses based on the qualifications, background, experience, proposed approach, and apparent reasonableness of the consultant's fee structure. The Truckee Meadows Regional Planning Agency retains the right to negotiate the final proposed fee schedule, prior to selecting any respondent for a contract award.

7.0 SELECTION PROCESS

TMRPA will conduct a formal selection process to determine the best qualified consulting team for the Agency's needs, as follows:

- a) TMRPA shall call for a RFQ from all interested and qualified consultants.
- b) TMRPA staff shall screen and rate all RFQ's submitted. Ratings shall be based on the following criteria:
 - Professional qualifications of the consultant
 - Capability and experience of the consultant on projects of similar size and scope in terms of creative approach and successful completion
 - Proposed framework or approach to the project not to exceed two (2) pages
 - Reference checks on previous projects
 - Professional fee schedule
- c) TMRPA will select the best rated consultants for an interview.
- d) TMRPA will interview the top rated consultants.
- e) TMRPA will rate the consultants in each category where professional services are desired.

- f) TMRPA will choose the consultant(s) that is/are best fit for the project.
- g) The selected consultant will enter into contract negotiations with TMRPA. If negotiations are not successful, then TMRPA will enter into negotiations with the next rated consultant or consultants until an agreement for services and fees acceptable to TMRPA and consultant are reached.

Awarding of this contract is dependent upon all funds being raised, TMRPA reserves the right to withdraw this RFQ and/or choose not to award based on funding levels.

This RFQ does not commit TMRPA to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. Interviews for finalists will be conducted either in person or by phone. All finalists shall pay their own costs incurred in preparing for interviews. TMRPA reserves the right to accept or reject any proposal in part, or in its entirety.

It is anticipated that interviews and consultant selection will occur approximately between August 28th and September 8th.

8.0 Principals and Rejection Statement

Consultants are advised that TMRPA will only deal with the principals or their designated agents with regard to this RFQ. Furthermore, it is to be understood by the principals and their agents that TMRPA is not obligated to accept any proposal or to negotiate with any proposers and TMRPA reserves the right to accept the proposal, which in its sole opinion, will best serve the public interest. Additionally, TMRPA reserves the right to negotiate simultaneously with more than one consultant, if in the TMRPA's sole opinion, TMRPA believes that simultaneously negotiating with more than one consultant is in the best interests of TMRPA.

9.0 Ownership of Submitted Materials

All proposals and related materials received by TMRPA become its property and may be returned only at the TMRPA's option.