

Request for Qualifications

Consulting Services for the 2017 Truckee Meadows Regional Plan Update

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

**Deadline for Submittal:
Friday, September 1, 2017
No later than 4:00 p.m.**

1.0 INTRODUCTION

The Truckee Meadows Regional Planning Agency (TMRPA) is issuing a Request for Qualifications (“RFQ”) for consulting services to assist in an update to the Truckee Meadows Regional Plan. Accordingly, TMRPA is inviting consultants or consultant teams 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 or Krobinson@tmrpa.org. The due date and time for this RFQ is Friday, September 1, 2017, at 4:00 p.m.

2.0 BACKGROUND

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. The Regional Plan is a cooperative effort of the local and regional units of government, the major service providers, and the citizens of the Truckee Meadows. It is intended to represent a regional consensus reached through a process of public dialog and decision-making to provide a unifying framework for local and regional policies and services. Units of local government maintain separate master plans, which must be in conformance with the Regional Plan.

NRS 287.0272 requires the Regional Planning Commission to update the Truckee Meadows Regional Plan not less than every five years. Since the adoption of the first Regional Plan in 1991, the plan has been updated four times: in 1996, 2002, 2007, and most recently in 2012. In 2012, the Regional Plan Update process was limited and only produced small changes due to the fact that it was undertaken during a recession. However, TMRPA expects a much more comprehensive undertaking in the upcoming plan update process. The required elements for the Regional Plan are stated in [NRS 278.0274](#).

Currently, TMRPA has developed a 5 phase approach for the Regional Plan Update process. The majority of the consultant work will be completed in phase 3 with some continuation into phase 4. For reference, TMRPA runs on a fiscal calendar year of July through June (ex. July 2017-June 2018).

Pre-Update: (Complete)

- All previous work done to inform the update

Phase 1: *Estimated completion Q1 FY17-18*

- Analysis of existing Regional Plan (baseline)
- Issues Identification /Major Policy Identification/Subjects of Interest
- Establish Visioning and Guiding Principles

Phase 2: *Estimated completion Q2 FY17-18*

- Evaluate Background and fundamentals

- Develop overarching themes and related goals
- Create Regional Plan Framework

Phase 3: Estimated completion Q3 FY17-18

- Create Regional Plan Framework (continuation)
- Policy Development and Analysis
- Drafting of the Plan

Phase 4: Estimated completion Q4 FY17-18

- Adoption Process

Phase 5:

- Implementation: Begin Q1 FY18-19

3.0 ESTIMATED BUDGET RANGE AND TIMELINE

The estimated budget for completion for the 2017 Regional Plan Update through this RFQ is not to exceed \$125,000. The actual amount paid to the consultant will vary depending on the final scope of each task assigned. Additionally, TMRPA staff time and data resources will be made available to assist the selected consultant with GIS, data development, analysis, and community engagement.

The completion date for anticipated service requested from the selected consultant will be negotiated in the final scope of work; however, the draft plan completion is generally due in the third or fourth quarter of fiscal year 2017- 2018 with the adoption process expected to follow.

If the selected consultant or consultant team is from out of town, TMRPA expects there will be a set number of visits throughout the plan update process. The amount will be determined during the development of the scope of work.

4.0 OBJECTIVES AND GOALS

The objective of this RFQ is to identify a consultant or consultant team to assist TMRPA staff with the Regional Plan Update. Primarily, staff is looking for assistance in developing and analyzing policy, and creating the draft plan. At this point in the process, TMRPA staff will have already completed certain tasks to prepare for this Phase of the update. TMRPA's primary goals are to:

- a) Create a well-crafted and engaging Regional Plan to help ensure that the Truckee Meadows is a resilient region
- b) Develop metrics to track the progress of the region as well as the effectiveness of the Regional Plan
- c) Utilize best practices and innovative concepts in the development of the Regional Plan

5.0 SCOPE OF SERVICES/TASKS

TMRPA is seeking a qualified consultant or consultant team to provide a range of services. Listed below are the tasks that must be addressed in a proposal.

- a) Advise and coordinate with TMRPA staff on the development of:
 - i. The remaining portions of the Plan update and integration of that approach within the framework of the existing plan update process as well as any potential improvements.
 - ii. The format of the written product.
 - iii. Policy language, based on best practices, to be included in the Regional Plan that will work to achieve the goals set forth in the Regional Plan.
 - iv. Performance measures or metrics for the Regional Plan update implementation.
- b) Provide expertise on how to best utilize and integrate scenario planning into the Regional Plan update.
- c) Advise and coordinate with TMRPA staff on the development of an annual regional community report that will track the effectiveness of the Regional Plan.

In addition to the tasks listed above, TMRPA would also like to integrate cumulative impacts into the new Regional Plan update. Proposals that are able to provide expertise on this subject are especially encouraged.

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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Reno, NV 89502

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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) The selection committee 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) The selection committee will select the best rated consultants for an interview.
- d) The selection committee will interview the top rated consultants.
- e) The selection committee will rate the consultants in each category where professional services are desired.
- f) With input from the selection committee, 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.

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 September 11th and September 22nd.

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 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 TMRPA's option.