



CITY OF LIVE OAK - CRA  
REQUEST FOR PROPOSALS

RFP-CRA03-2014

Planning and Urban Design Services

RELEASE DATE: April 18, 2014

SEALED PROPOSAL SUBMISSION DEADLINE  
NO LATER THAN 11:00 A.M., THURSDAY, MAY 22, 2014

Interested parties may secure a copy of the RFP and any updates from:  
City of Live Oak - CRA  
Purchasing Department  
101 White Ave SE  
Live Oak, FL 32064  
(386)362-2276

Or e-mail [KSmiley@cityofliveoak.org](mailto:KSmiley@cityofliveoak.org) to request RFP

## I. INTRODUCTION

### 1.0 Overview

The City of Live Oak - CRA is requesting proposals from qualified contractors for the provision of Consulting, Planning and Urban Design Services with deliverables.

### 1.1 Purpose of This Request for Proposals

The purpose of this Request for Proposal (RFP) is to solicit proposals from responsive and responsible offeror's to provide, Planning and Urban Design Services with deliverables in accordance with the specifications contained in this RFP.

The objective of the qualified contractor will be to provide, Consulting Planning and Urban Design Services with deliverables, in an efficient and cost effective manner. In an effort to ensure the most efficient and economical service, the City of Live Oak - CRA utilizes a Request for Proposals (RFP) process to procure the specified services. This process bases the contract award on the CRA's evaluation of work history, references, technical experience, ability, resources and other pertinent factors subject to the CRA Procurement Teams discretion and in conjunction with the total cost.

Qualified Respondents will demonstrate experience in: Providing Planning and Urban Design Services in Florida and have a thorough knowledge of Contemporary American Planning History and Methods. They shall also have knowledge and experience with Complete Street Design principles, applied based on Community Context, and have substantial past work experience in developing Form Based Codes and substantial experience with the application of Vehicular LOS and Pedestrian Walkability Performance Measures, and meet all other standards and requirements contained within this RFP.

The RFP is intended to solicit responses from qualified contractors for the provision of Planning and Urban Design Services with deliverables for the City of Live Oak CRA delivering same to the CRA in the following location:

Service Location Address:

City of Live Oak  
Parking Lot  
101 White Ave SE  
Live Oak, FL 32064

## 1.2 Summary Scope of Work

1. Provide: Consulting, Planning and Urban Design Services with deliverables.
2. Review and asses current text as found in the Comprehensive Plan, Land Development Regulations and CRA Plan, as well as classifications and districts as found on the City Future Land Use Plan Map and Official Zoning Atlas. Review and assess current and proposed street network grid, public parking, sidewalks, and State Highway routes/design/speed limits, etc., in the focus areas. Develop proposed amendments to above referenced documents and maps supporting and enabling the designation and implementation of appropriate Urban Compact Walkable and or Multimodal Districts. Draft and present Design and Development Criteria and regulatory language for each, inclusive of Land Use and Zoning standards, map amendments and possible overlay districts, recommended roadway configurations, sidewalks, parking and streetscape based primarily on the existing grid and outcome goals as defined by the City Planner and CRA Director.
3. Provide planning and design services including illustrative renderings supporting the redevelopment of specific commercial/residential/Mixed use properties within the CRA District, applying the language and regulatory process proposed in 2, above.

All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices. All work shall be in strict compliance with all local and state codes, ordinances, laws and policies.

## 1.3 Scope of Procurement

The contract will be for the provision of Consulting Planning and Urban Design Services with deliverables. (Within a 120 day completing cycle).

## 1.4 Purchasing Agent

Any inquires or requests regarding this procurement should be submitted, in writing, to the Purchasing Agent. Potential Offeror's may contact ONLY the Purchasing Agent regarding the procurement.

Name: Kim Smiley  
Title: Purchasing Agent  
Address: 101 White Ave SE  
Live Oak, FL 32064  
Telephone: (386)362-2276  
Fax Number: (386)362-4305  
E-mail: [KSmiley@cityofliveoak.org](mailto:KSmiley@cityofliveoak.org)

## 1.5 Definition of Terminology

This paragraph contains definitions that are used throughout this procurement document, including appropriate abbreviation.

- 1.5.1 "Agency" means the Community Redevelopment Agency
- 1.5.2 "Contract" means an agreement of the procurement of items of tangible personal property or services.
- 1.5.3 "Contractor" shall mean successful Offeror who signs a binding contract.
- 1.5.4 "Determination" means the written documentation of a decision of a purchasing agent including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains
- 1.5.5 "Desirable" The terms "may", "can", "should", "preferably", "prefers" or "requests" identify a desirable or discretionary item or factor.
- 1.5.6 "Evaluation Committee" means a body appointed by the Agency management to perform the evaluation of Offeror's proposals.
- 1.5.7 "Finalist" is defined as a Offeror who meets all the mandatory specifications of the Request for Proposal and whose score on evaluation factors is sufficiently high to qualify that Offeror for further consideration by the Evaluation Committee.
- 1.5.8 "Mandatory" The terms "must", "Shall", "will", "is required", or "are required" identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Offeror's proposal.
- 1.5.9 "Offeror" is any person, corporation, or partnership who chooses to submit a proposal.
- 1.5.10 "Procurement Distribution List" means the list of Offeror's whom, by returning the most currently required "Acknowledgement of Receipt" for (concerning the latest communication regarding procurement), wish to continue to be notified of any subsequent changes regarding that procurement. This list is maintained by the purchasing agent.
- 1.5.11 "Purchasing Agent" means the person or designee authorized by the CRA Director to manage or administer a procurement requiring the evaluation of competitive sealed proposals.
- 1.5.12 "Request for Proposals" or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

- 1.5.13 “Responsible Offeror” means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.
- 1.5.14 “Responsive Offer” or “Responsive Proposal” means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality or delivery requirements.
- 1.5.15 “Services” means those services that are to be provided by persons for which are suitable for sale to City agencies and local public bodies.
- 1.5.16 “Procurement Team” means CRA Director and any of the following: Purchasing Agent, Public Works Director, City Administrator and any other Department Head, as designated by the CRA Director.

## II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

### 2.0 Sequence of Events

- |                   |  |
|-------------------|--|
| 1. April 18, 2014 | Issue of RFP                                 |
| 2. May 13, 2014   | Deadline to Submit Written Questions 5:00 PM |
| 3. May 22, 2014   | Deadline to Submit RFP 11:00am               |
| 4. May 22, 2014   | Proposals opened 11:15am                     |
| 5. May 23, 2014   | Proposal Evaluation Begins                   |

Proposals received after the date and time set forth above will be marked as being “Late” and will not be eligible for consideration by the City. Late Proposals will be returned unopened to the Applicant who submitted the proposal. No oral, written, or other form of amendment will be accepted by the City after that date.

All inquiries shall be in written form.

## 2.1 Issue of RFP

This RFP is being issued by the CRA, through the City of Live Oak Purchasing Department.

## 2.2 Deadline to Submit Written Questions

**Potential Offeror's may submit written questions as to the intent or clarity of this RFP until close of business on the date specified in the Sequence of Events. All written questions must be sent by email and addressed to the Purchasing Agent. (See Paragraph 1.4)**

## 2.3 Response to Written Questions / RFP Amendments

**Written responses to written questions and any RFP amendments will be distributed to all potential Offeror's, whose organization name appears on the procurement distribution list, via electronic mail (e-mail). A valid e-mail address must be provided for this and other purposes. An Acknowledgement of Receipt Form will accompany the distribution package. The form should be signed by the Offeror's representative, dated and hand delivered or returned by facsimile or e-mailed to the Purchasing Agent stated in section 1.4.**

**Failure to return this form shall constitute a presumption of withdrawal from the procurement process. Therefore, the Offeror's organization shall be dropped from the procurement distribution list. Written responses to written questions and any RFP amendments will be e-mailed to all Offeror's on the distribution list. Offeror's must acknowledge the receipt / review of any addendum(s) on the bottom of the Signature Affidavit.**

## 2.4 Submission of Proposal

**ALL OFFEROR'S PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION NO LATER THAN 11:00 AM EST ON THURSDAY MAY 22, 2014, AT THE FOLLOWING ADDRESS. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. Proposals must be addressed to and delivered to**

City of Live Oak - CRA  
City Clerk's Office  
101 White Ave SE  
Live Oak, FL 32064

Proposals must be labeled on the outside of the sealed package to clearly indicate they are in response to the **City of Live Oak - CRA, RFP-CRA03-2014**. Proposals submitted by facsimile or other electronic means will not be accepted. A public log will be kept of the names of all Offeror's. The contents of any proposal shall not be disclosed to competing Offeror's during the negotiation process.

## 2.5 Proposal Evaluation

The evaluation of proposals will be performed by the CRA "Purchasing Team".

## 2.6 Selection of Finalists

The CRA "Purchasing Team" will select and the Purchasing Agent or CRA Director will notify the Final Offeror or Offeror's.

## 2.7 CRA Director Approval

The service agreement shall not be deemed valid until it has been approved by the CRA Director. The CRA Director will consider and act upon, authorizing award of the RFP based on the "Purchasing Team's" recommendation.

## 2.8 Contract Award

The Contract will be finalized with the most advantageous Offeror. This date is subject to change at the discretion of the CRA Director. In the event that mutually agreeable terms cannot be reached within the time specified, the CRA Director reserves the right to finalize a contract with the next most advantageous offeror without undertaking a new procurement process or reserves the right to cancel the award.

## 2.9 Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

## 2.10 Prime Contractor Responsibility

Any contract that may result from the RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract with the City of Live Oak - CRA. The City of Live Oak - CRA will make contract payments to only the prime contractor.

## 2.11 Amended Proposals

Offeror's may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. CRA, Purchasing Agent or City of Live Oak personnel will not merge, collate or assemble proposal materials.

## 2.12 Offeror's Rights to Withdraw Proposal

Offeror's will be allowed to withdraw their proposals at any time prior to the deadline for receipts of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's authorized representative addressed to the Purchasing Agent.

## 2.13 Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm for ninety (90) days after the due date for receipt of proposals or sixty (60) days after receipt of a best and final offer if one is submitted.

## 2.14 Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Purchasing Agent will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information. If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the City Purchasing Department shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed.

Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.



2.15 No Obligation

This procurement in no manner obligates the City of Live Oak or City of Live Oak - CRA and any of their departments to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

2.16 Termination

This RFP may be cancelled at any time and any and all proposals may be rejected in whole or in part when determined such action to be in the best interest of the City of Live Oak - CRA.

2.17 Basis for Proposal

Only information supplied by the City of Live Oak or City of Live Oak - CRA in writing through the Purchasing Agent or in this RFP should be used as the basis for the preparation of Offeror's proposal.

2.18 Contract Terms and Conditions

The City of Live Oak - CRA reserves the right to negotiate with a successful Offeror provisions in addition to those contained in this RFP. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of the contract.

Should an Offeror object to any of the City of Live Oak - CRA terms and conditions, as contained in this Section, that Offeror must propose specific alternative language. The CRA may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions are not acceptable to the City of Live Oak - CRA and will result in disqualification of the Offeror's proposal.

2.19 Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the City of Live Oak - CRA and the selected respondent and shall not be deemed an opportunity to amend the respondent's proposal.

2.20 Insurance Requirements

Until final acceptance by the OWNER of the Work, the CONTRACTOR shall procure and maintain at CONTRACTOR's own expense insurance. This insurance shall be provided by insurance companies authorized to do business in Florida and shall cover all operations under the Contract, whether performed by the CONTRACTOR, CONTRACTOR's agents or

employees or by Subcontractors. All insurance provided shall remain in full force and effect for the entire period of the Work, up to and including final acceptance, and the removal of all equipment and employees, agents and Subcontractors there from.

Public Liability and Automobile Liability Insurance

A. General Liability: Bodily Injury Liability and Property Damage Liability insurance applicable in full to the subject project shall be provided in the following minimum amounts:

**Bodily Injury Liability:**

\$500,000 each occurrence

\$1,000,000 aggregate

**Property Damage Liability:**

\$500,000 each occurrence

\$1,000,000 aggregate

1. **The** policy to provide this insurance is to be written on a Comprehensive General Liability form which must include the following:

- a. Coverage for liability arising out of the operation of independent Contractors.
- b. Completed Operations Coverage.
- c. Attachment of the Broad Form Comprehensive General Liability Endorsement.

2. **In** the event that any form of work next to an existing building or structure is a required part of the Contract, the CONTRACTOR's insurance must include coverage for injury to or destruction of property arising out of:

The collapse of or structural injury to any building or structure due to excavation, including borrowing, filling or backfilling in connection therewith, or to tunneling, cofferdam work or caisson work or to moving, shoring, underpinning, raising or demolition of any building or structure or removal or rebuilding of any structural support thereof.

3. Automobile Liability Insurance coverage for the CONTRACTOR (whether included in the policy providing General Liability insurance or in a separate policy) must provide liability for the ownership, operation and maintenance of owned, non-owned and hired cars. The limits of liability for Automobile Liability insurance shall be provided in the following amounts:

<b>Bodily Injury Liability:</b>	\$ 500,000.00	Each Person
	\$1,000,000.00	Each Occurrence
<b>Property Damage Liability:</b>	\$1,000,000.00	Each Occurrence

4. Workers' Compensation Insurance

**The CONTRACTOR shall also** carry Workers' Compensation insurance or otherwise fully comply with the provisions of Florida Workmen's Compensation Law.

5. Owners' Protective Liability Insurance

**The CONTRACTOR shall purchase Standard Form Owners' Protective Liability insurance naming the OWNER as the name insured, with limits of liability applicable in full to the subject project as follows:**

<b>Bodily Injury Liability:</b>	\$ 500,000.00	Each Person
	\$1,000,000.00	Each Occurrence
<b>Property Damage Liability:</b>	\$1,000,000.00	Each Occurrence
<b>Property Damage &amp; Bodily Injury Combined:</b>	\$2,000,000.00	Aggregate

6. Certificate of Insurance

The CONTRACTOR being awarded the contract shall furnish evidence of CONTRACTOR's insurance coverage by a Certificate of Insurance executed on a form acceptable to the OWNER, to be made a part of the Contract and included with the Contract Documents prior to signing the Contract. Such certificate shall indicate compliance with these specifications and shall certify that the coverage shall not be changed, canceled or allowed to lapse without giving the OWNER thirty (30) days written notice. Also, a certificate of insurance shall be furnished to the OWNER on renewal of a policy or policies as necessary during the terms of the Contract. The OWNER shall not issue a Notice to Proceed until such time as the above requirements have been met.

2.21 Offeror's Terms and Conditions

Offeror's must submit with the proposal a complete set of any additional terms and conditions which they expect to have included in a contract negotiated with the City of Live Oak - CRA.

2.22 Ownership of Proposals

All documents submitted in response to this Request for Proposals shall become the property of the City of Live Oak - CRA.

2.23 Responsibility of Offeror

At all times, it shall be the responsibility of the Offeror to ensure its proposal is delivered to the City of Live Oak - CRA Purchasing Agent by the proposal due date and time. If the mail or

delivery of said proposal is delayed beyond the deadline set for the proposal opening, proposals thus delayed will not be considered.

### III. RESPONSE FORMAT AND ORGANIZATION

#### 3.0 Overview

This section describes the format and organization of the Offeror's response. Failure to conform to these specifications may result in the disqualification of the proposal.

#### 3.1 Number of Proposals

Offeror's shall submit proposal in one (1) original, and two (2) copies.

#### 3.2 Proposal Format

Proposals are to be prepared on standard 8 1/2" x 11" papers. The pages should be placed in a binder or stapled response packet with tabs separating the major sections of the proposal. Each binder or stapled response packet must be physically separate. Proposals in response to this **RFP** must be submitted in the format specified below. **The attachments No. 1 through 5 must be included in the proposal.**

Proposals must include:

1. Provide a cover letter introducing the firm and the individual that will act as the firm's primary contact for this project. Describe the organization, date founded, and ownership of the firm as well as any subsidiaries and affiliates relevant to the city. Describe the experience of the firm and the personnel in providing the referenced products and services.
2. Provide a copy of any applicable Federal, State and Local Licenses, and proof of insurances.
3. Knowledge and Experience List with detailed description of the technical capabilities to be provided to The City of Live Oak - CRA.
4. Provide three (3) references for the Applicant's work for Municipal or project Urban Planning and Design Services, specific to code language or regulatory process creation and the creation and implementation of design criteria. Include the following information; name and description of work completed, contact person(s), and telephone number. **(ATTACHMENT NO. 4)**
5. Payment Proposal must include **(ATTACHMENT NO. 1), Price Proposal.**

### 3.3 Evaluation Criteria

Accepted proposals will be reviewed by the CRA Procurement Team and scored against the stated criteria. The team may review references, request oral presentations, and conduct an on-site visit and use the results in scoring the proposals. If the CRA Director determines that it is in the best interest of the CRA to require oral presentations, the highest ranking proposals may be invited to make such presentations. Those Offeror's that participate in the interview process will then be scored, and the final ranking will be made based upon the oral presentation.

<b><u>Description</u></b>	<b>Points</b>
<b><u>1. General Requirements</u></b>	<b>30</b>
a. Qualifications in providing full services of the type of work specified.	10
b. Experience and capabilities in providing local services	10
c. Vendor references which will speak to quality of vendor's operation.	10
<b><u>2. Technical Requirements</u></b>	<b>30</b>
a. Completeness in meeting all specification requirements as detailed in the RFP to meet the needs of the facility.	15
b. Vendor organizational capacity and technical competence necessary to complete all specifications	15
<b><u>3. Cost</u></b>	<b>40</b>
Total Percent	<b>100</b>

### 3.4 Order of Items

Within each section of their proposal(s), Offeror's should address the items in the order in which they appear in this RFP.

### 3.5 Inclusion of Completed Forms

All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

### 3.6 Marking of Binders

Proposal binders should be clearly labeled and numbered. The original copy of each binder should be clearly marked as "Original" on the front of the binder.

## IV. SPECIFICATIONS

### 4.0 Overview

All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices. All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.

The contractor shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times.

The contractor shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed. All tools, equipment and supplies shall be provided by the contractor and shall meet all applicable local, State and Federal Standards.

This section contains the mandatory and desirable specifications as well as related information.

Offeror's must respond to the mandatory specifications and should respond to the desirable specifications.

Offeror's shall have access to all necessary equipment and the organizational capacity and technical competence necessary to complete all specifications listed in the RFP.

The Offeror's shall maintain a permanent place of business.

The City will evaluate the experience of the contractor in providing the proposed services.

The Offeror shall have experience in: Providing Planning and Urban Design Services in Florida and have a thorough knowledge of Contemporary American Planning History and Methods. The Offeror shall also have knowledge and experience with Complete Street Design principles, applied based on Community Context, and have substantial past work experience in developing Form Based Codes and substantial experience with the application of Vehicular LOS and Pedestrian Walkability Performance Measures.

Each Offeror must provide information with their proposal that will certify that they are experienced with or meet the requirement of this specification.

### 4.1 Mandatory Specifications

Failure to comply with a mandatory specification will result in disqualification of the proposal

1. Contractor must verify scope of work with CRA director and City Planner prior to submittal.
2. Contractor will include examples of Urban Design Standards and roadway sections they have proposed and which may have been adopted by a government entity.
3. Contractor shall include illustrations of past Urban Design/Mixed Use projects which have been developed.
4. Payment: Unless otherwise agreed, City of Live Oak CRA will pay properly submitted vendor invoices within thirty (30) days of receipt of goods or services, or combination of both. Payment will not be made until goods or services are delivered, installed (if required), and accepted as specified.  
Contractor shall submit monthly invoices for services rendered. All invoices shall contain complete and accurate information.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order or contract. In no instance shall the contractor invoice the City for more than is authorized by the City on the issued purchase order or contract.

NON-ALLOWED CHARGES. Other incidental or standard industry charges not identified herein, are not allowed under this contract.

Miscellaneous service charges used to help the Contractor pay various fluctuating current and future costs are not allowed. These include, but are not limited to, costs directly or indirectly related to the environment, energy issues, fuel charges, service and delivery of goods and services.

#### 4.2 Price Proposal

Contractor shall provide price proposal to Provide:

- 1) Consulting, Planning and Urban Design Services with deliverables.
- 2) Review and asses current text as found in the Comprehensive Plan, Land Development Regulations and CRA Plan, as well as classifications and districts as found on the City Future Land Use Plan Map and Official Zoning Atlas. Review and asses current and proposed street network grid, public parking, sidewalks, and State Highway routes/design/speed limits, etc., in the focus areas. Develop proposed amendments to above referenced documents and maps supporting and enabling the designation and implementation of appropriate Urban Compact Walkable and or Multimodal Districts. Draft and present Design and Development Criteria and regulatory language for each, inclusive of Land Use and Zoning standards, map amendments and possible overlay districts, recommended roadway configurations, sidewalks, parking and streetscape based primarily on the existing grid and outcome goals as defined by the City Planner and CRA Director.
- 3) Provide planning and design services including illustrative renderings supporting the redevelopment of specific commercial/residential/Mixed use properties within the CRA District, applying the language and regulatory process proposed in 2, above.

**(See Attachment NO. 1) Price Proposal**

V. AWARD OF CONTRACT

The award shall be made to the responsible Offeror whose proposal is most advantageous to the City of Live Oak CRA, taking into consideration the evaluation factors set forth in this request for proposal. After initial ranking of the proposals, at the CRA Director's option, the CRA Director may decide to request some or all bidders meet with the CRA Director and the City Planner to discuss their experiences and vision for providing the required work.

**ATTACHMENT NO. 1**

**PRICE PROPOSAL**

- 1) Consulting, Planning and Urban Design Services with deliverables.
- 2) Review and asses current text as found in the Comprehensive Plan, Land Development Regulations and CRA Plan, as well as classifications and districts as found on the City Future Land Use Plan Map and Official Zoning Atlas. Review and assess current and proposed street network grid, public parking, sidewalks, and State Highway routes/design/speed limits, etc., in the focus areas. Develop proposed amendments to above referenced documents and maps supporting and enabling the designation and implementation of appropriate Urban Compact Walkable and or Multimodal Districts. Draft and present Design and Development Criteria and regulatory language for each, inclusive of Land Use and Zoning standards, map amendments and possible overlay districts, recommended roadway configurations, sidewalks, parking and streetscape based primarily on the existing grid and outcome goals as defined by the City Planner and CRA Director.
- 3) Provide planning and design services including illustrative renderings supporting the redevelopment of specific commercial/residential/Mixed use properties within the CRA District, applying the language and regulatory process proposed in 2, above.

<b>NAME OF FIRM:</b>	
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<b>Lump Sum</b>	\$
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<b>Price Per Deliverable</b>	\$
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## ATTACHMENT NO. 2

<b>STATEMENT OF QUALIFICATIONS</b>
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Furnish the following information about your firm's qualifications & experience. Provide detailed description information that will be used in the evaluation of this bid. Use the space provided to answer all questions. Attach additional sheets as necessary.

1. Name of the firm under which you do business: \_\_\_\_\_
2. Permanent main office address: \_\_\_\_\_  
\_\_\_\_\_
3. Phone No. (    ) \_\_\_\_\_ - \_\_\_\_\_ Fax No. (    ) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_

Type of organization: (Check all applicable)

Individually-Owned	Partnership	Corporation	Joint Venture
Private	Public	Profit	Non-profit

If a corporation, enter the date of incorporation and the state in which incorporated:

Date: \_\_\_\_\_ State: \_\_\_\_\_

4. Enter the number of years you have been in business under the present firm name: \_\_\_\_\_
5. Number of years of Experience: \_\_\_\_\_
6. Describe the general background and services provided by the organization: Use additional sheets as necessary: \_\_\_\_\_  
\_\_\_\_\_
7. Experience: Describe previous experience you have had with similar accounts:  
\_\_\_\_\_  
\_\_\_\_\_
8. How is your staff supervised, where is the supervisor's office and how does staff communicate with the supervisor? \_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT NO. 3**

<b>SIGNATURE AFFIDAVIT RFP-CRA03-2014 Planning and Urban Design Services</b>	
<b>NAME OF FIRM</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP</b>	
<b>CONTACT PERSON:</b>	
<b>PHONE#:</b>	
<b>FAX#:</b>	
<b>EMAIL:</b>	

In signing this bid, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit a proposal; that this RFP has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this RFP has not been knowingly disclosed prior to the opening of RFP's to any other Offeror or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the CRA in this Request for Proposal, and declares that the attached bid and pricing are in conformity therewith.

---

Signature

Title

---

Name (type or print)

Date

**ATTACHMENT NO. 4**

<b>REFERENCE DATA SHEET</b>		
Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for three (3) or more projects/installations/services with requirements similar to those included in this solicitation document		
<b>NAME OF FIRM</b>		
<b>STREET ADDRESS</b>		
<b>CITY, STATE, ZIP</b>		
<b>CONTACT PERSON:</b>		<b>EMAIL:</b>
<b>PHONE #:</b>		<b>FAX #:</b>
<b>Product(s) and/or Services(s) Used:</b>		
<b>NAME OF FIRM</b>		
<b>STREET ADDRESS</b>		
<b>CITY, STATE, ZIP</b>		
<b>CONTACT PERSON:</b>		<b>EMAIL:</b>
<b>PHONE #:</b>		<b>FAX #:</b>
<b>Product(s) and/or Services(s) Used:</b>		
<b>NAME OF FIRM</b>		
<b>STREET ADDRESS</b>		
<b>CITY, STATE, ZIP</b>		
<b>CONTACT PERSON:</b>		<b>EMAIL:</b>
<b>PHONE #:</b>		<b>FAX #:</b>
<b>Product(s) and/or Services(s) Used:</b>		

Please make additional copies if needed.



# CITY OF LIVE OAK - CRA

Purchasing Department 101 White Ave SE, Live Oak, Florida 32064 (386)362-2276 Fax (386)362-4305

## Acknowledgement of Receipt Form

**RFP-CRA03-2014**

### Planning and Urban Design Services for The City of Live Oak - CRA

NAME OF FIRM: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

EMAIL: \_\_\_\_\_

To Potential Offeror's:

Re: Acknowledgement of receipt of RFP-CRA03-2014 / Planning and Urban Design Services

The form should be completed by the Offeror's representative, and hand delivered or returned by facsimile or by registered or certified mail to the above address/facsimile number. (E-mail replies are unacceptable in this case). Return of this form places organization name on the procurement distribution list.

Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process. Therefore, Offeror's organization name shall be dropped from the procurement distribution list. Written responses to written questions and any RFP amendments will be e-mailed to only those on the procurement distribution list. Offeror's are reminded to regularly monitor their e-mail for responses to questions pertaining to this RFP. Offeror's must acknowledge the receipt/review of any addendum(s) on the bottom of the Signature Affidavit.

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Signature: \_\_\_\_\_