



Haines Borough
Request for Qualifications
Comprehensive Plan Update

Introduction

The Haines Borough is requesting qualifications from planning consulting firms who have experience in the community comprehensive plan update process. The purpose of this Request for Qualifications ("RFQ") is to obtain information related to the experience, references and qualifications of potential consultants or consultant teams.

This notice shall serve as the Haines Borough's Request for Qualifications (RFQ) for consultants. Responses to this RFQ will be used in the process to select and negotiate with a qualified firm to perform the work described herein. The most recent update of the Comprehensive Plan was completed in 2004. The "Planning Area" to be addressed by this project is shown on the attached map and includes the entire Borough.

This RFQ does not commit the Haines Borough (hereinafter "Borough") to enter into a contract, nor does it obligate the Borough to pay for any costs incurred in the preparation and submission of Qualification Statements or negotiations for or in anticipation of any contract. The Borough reserves the right at its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFQs, to remedy technical errors in the RFQ process and to enter into a contract with one or more consultants for the provision of any, all or some of the services described herein.

Background

The Haines Borough Assembly established updating the Borough's Comprehensive Plan as one of its top priorities for the fiscal year ending June 30, 2011. The current plan was updated in 2004. Funding in the amount of \$45,000 was appropriated in the FY11 budget for this purpose. An additional \$40,000 was appropriated for technical consulting for targeted economic development initiatives, including grants and special projects, a portion of which can be allocated for this project.

This scope of work for this project includes updating the Haines Borough Comprehensive Plan (hereinafter "Plan"), as well as creating and/or updating a Land Use Plan, Community Facilities Plan, Transportation Improvement Plan (TIP), Utility Improvement Plan (UIP), Economic Development Plan, Strategic Plan, and other related planning documents. This effort will provide the foundation for establishing and implementing short- and long-term goals and objectives to address desired levels of Borough programs and services, policies regarding program cost recovery and inter-fund transfers for operating and capital improvements, and revenue enhancements.

The Haines Borough Charter and Code provide specific requirements and general guidance regarding the procedure and content for the Comprehensive Plan update.

Section 8.04 of the Haines Borough Charter states:

There shall be a comprehensive plan adopted and implemented by the assembly, which shall be presented to the assembly by the planning commission for adoption by ordinance. The plan shall serve as a guide for all planning commission recommendations and all assembly legislative action concerning land use and development issues. Among other prescriptions, it shall include the following:

- (1) statements of policies, goals, and standards;
- (2) a land use plan;
- (3) community facilities plan;
- (4) classification, plan, and requirements for disposal of borough lands;
- (5) a transportation plan; and
- (6) recommendations for implementation of the comprehensive plan.

Section 18.30.040(L) of the Haines Borough Code states:

A comprehensive plan is a compilation of policy statements and maps for guiding the physical, social and economic development, both private and public of the borough, and may include, but is not limited to, the following: statements of policies, goals, standards, a land use plan, a lands classification plan and requirements for disposal of borough lands, a community facilities plan, a transportation plan, coastal development and management plan, and recommendations for plan implementations. The assembly shall be guided in the adoption of the comprehensive plan by the recommendations of the planning commission. The assembly may modify the plan, provided it first obtains the recommendations of the planning commission. The planning commission shall undertake the overall review of the plan at least once every two years and shall present recommendations based on the review to the assembly. (Ord. 06-06-145)

Services to be Provided

The selected Consultant will assist the Haines Borough in updating its Comprehensive Plan. As prescribed by the Haines Borough Charter and Code, the Planning Commission (hereinafter "Commission") oversees the development of the Plan. The Commission will then submit the draft Plan with its recommendations to the Assembly for consideration. The Assembly may modify the Plan prior to adoption.

The primary role of the firm or individual selected (hereinafter, "Consultant") is to provide overall guidance, coordination, assimilation, context, formatting, and printing of draft and final work products. The Consultant may also be asked to serve as a facilitator for public meetings and data collection through a variety of methods, including surveys.

The Borough will be taking a very active role in the research and development of the Plan. Borough staff will be thoroughly involved in all facets of the assimilation of data and development of background information. Existing and concurrent consultant work products will also be incorporated into the Plan.

At this time, the scope of services includes the following significant elements:

- Attend and facilitate meetings of the Comprehensive Plan Update Steering Committee (hereinafter, "Steering Committee"). These meetings are expected to occur not less than monthly during the update process.
- Conduct a minimum of three public meetings to solicit input and to present recommendations.
- Attend Borough Assembly, Planning Commission, and other Borough committee meetings as deemed necessary during the update process, which will be concluded

by Borough Assembly's adoption of an ordinance adopting the Comprehensive Plan Update in accordance with the Borough's Charter and Code procedures.

- Define appropriate land uses within the 20-year planning horizon for the planning area.
- Prepare and submit both draft and final versions of the Plan.
- Provide 50 printed copies of the final Comprehensive Plan Update document and provide an electronic copy of the final document in PDF format (text and maps).

The scope of services will be finalized once the consultant for the project is selected.

Minimum Qualification Statement Contents

1. Consultant name or names if joint effort
2. Address of office where the majority of work for this engagement will be performed
3. The number of years the consultant has been in business and a brief history of the firm
4. List of proposed personnel to be involved with this project, including the name of the individual who would be the Borough's primary contact during the project
5. Specialized experience with similar projects and land use planning and technical expertise of consultant and its personnel to be assigned to this project
6. Staff availability during the project time period, taking into consideration the current and planned workload of the consultant
7. Proposed project budget with breakdown of personnel costs, reimbursable expenses and other costs
8. Proposed project schedule with significant milestones identified
9. Past record of performance on similar contracts with the Borough and/or other clients including quality of work, timeliness and cost control. Provide names and telephone numbers of other client contacts for reference purposes.
10. Description of consultant's experience in working with communities similar in size and character to the Haines Borough
11. Description of consultant's work for other public or private clients in the Haines area that may pose a potential conflict of interest
12. List of sub-consultants to be used, if any

Qualification statements must contain responses corresponding to each numbered item in the above list as a minimum.

Selection Process

The selection process will proceed in the following manner:

1. The Borough will review and evaluate the Statements of Qualifications submitted. Evaluation criteria include, but are not limited to:

- a. The proximity to the Borough of the consultant's office location where a majority of the work will be performed.
 - b. The experience and qualifications of the consultant and the personnel to be assigned to this project.
 - c. The consultant's performance on past Haines Borough projects, if any.
 - d. Other factors including but not limited to related experience in working with similar communities, the consultant's current workload and potential conflicts of interest.
2. The results of the review and evaluation of the responses to the RFQ will be used to select one or more consultants to meet with Borough staff or any selection team for an interview.
 3. Negotiations will begin with the top ranked consultant. If negotiations are not successful, the process will begin again with the consultant rated second and so on.
 4. Upon completion of successful negotiations, a recommendation will be made to the Borough Assembly for the authorization of a contract with the consultant. After authorization by the passage of a Resolution by the Assembly, a contract will be executed by the Borough and the consultant.

Submission of Qualification Statements

Submissions received after the deadline will not be considered. Questions may be directed to Mark Earnest, Borough Manager (907) 766-2231 ext. 29 or mearnest@haines.ak.us.

10 copies of the Qualification Statement Proposals may be hand-delivered, mailed, express delivered, faxed, or emailed until **1:00 PM, Alaska Standard Time, Wednesday, December 21, 2010**. Submissions must be clearly marked "Haines Borough Comprehensive Plan Qualifications" and submitted to:

Attn: Office of the Borough Clerk
Haines Borough
P.O. Box 1209, Haines, AK 99827
103 Third Ave. S
907-766-2716 ext 31 or 60

jcozzi@haines.ak.us or jheinz@haines.ak.us

The Borough reserves the right to reject any and all submittals, to waive any informalities or technicalities, and to negotiate with any responder to this RFQ it deems to be the best qualified.