

LINCOLN COUNTY FINANCE DEPARTMENT

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Request for Qualification

Project Title: Comprehensive Plan Development

Solicitation Number: 2311

Issue Date: Monday, November 6, 2023

Response Due Date: Monday, December 4, 2023 (4:00 p.m. CST)

Lincoln County, Tennessee, hereby invites qualified and experienced planning and consulting firms to submit their qualifications for the development of a Comprehensive Plan for our county. The selected consultant will play a pivotal role in helping us shape the future of our community.

I. INTRODUCTION

1.1 Background

Lincoln County is committed to enhancing the quality of life for its residents and ensuring responsible growth and development. To achieve these goals, the County seeks to engage a qualified consulting firm with a proven track record in comprehensive planning.

1.2 Scope of Services

The selected consultant will be responsible for developing a Comprehensive Plan for Lincoln County, which may include but is not limited to:

- Comprehensive research and analysis of existing conditions
- Public and stakeholder engagement
- Identification of opportunities, challenges, and goals
- Land use planning
- Infrastructure and transportation planning
- Economic development strategies (industrial, commercial, and retail)
- Educational resource planning and strategies
- Housing and community development plans
- Environmental sustainability strategies
- Public Safety planning
- Quality of life, livability, and recreational planning

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- Community Image strategies
- Zoning and land development regulation recommendations
- Implementation and monitoring strategies
- Recommendations of potential funding sources, including both federal and state grants as well as operational revenue sources (fees or otherwise) used by other municipalities.

II. QUALIFICATIONS AND EXPERIENCE

2.1 Minimum Qualifications

To be considered, consultants must meet the following minimum qualifications:

- Holds all required licenses and registrations to provide planning services in the state of Tennessee.
- Demonstrates a history of successful comprehensive planning projects for communities both similar in size and larger than Lincoln County.
- Employs a qualified team of planning professionals with experience and expertise in various aspects of comprehensive planning.
- Demonstrates a capacity and commitment to prioritizing this project as demonstrated through responsiveness and attention.

2.2 Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Qualifications and experience of the consulting firm and key personnel.
- Demonstrated ability to engage the community and stakeholders effectively.
- Understanding of local conditions and needs specific to Lincoln County.
- Innovative and creative approaches to comprehensive planning.
- References from past clients.

III. SUBMISSION REQUIREMENTS

Consulting firms interested in providing their qualifications must submit the following documents:

- A cover letter expressing interest and summarizing qualifications.
- Details of the firm's qualifications, experience, and organizational structure.
- Resumes of key personnel who will be assigned to this project. Note: if a team of consultants or firms submits collaboratively, identify which consultant or firm will work on each aspect of the plan and identify the corresponding project managers.
- Examples of previous comprehensive planning projects.
- A list of references for which comparable project have been completed.

IV. TIMELINE

- Release of RFQ: Monday, November 6, 2023
- Deadline for Submission of Qualifications: Monday, December 4, 2023 (4:00 p.m. CST)
- Response review and down-select: Thursday, December 7, 2023 (tentative)
- Offeror interviews/presentations: Thursday, December 14, 2023 (tentative)

Note: The Planning Commission reserves the right to consider late proposals if deemed to be in the best interest of the County; however, there is no guarantee that late submissions will be evaluated.

V. SUBMISSION DEADLINE

All responses must be received no later than **Monday, December 4, 2023, at 4:00 p.m., Central Standard Time**. Responses may be submitted in the following manner:

Electronically to: dgentry@lc-tn.com and jnix@lincolncountytn.gov

Or

Via USPS or hand delivered to: Lincoln County Finance Department
ATTN: RFQ 2311
206 East Davidson Street
Fayetteville, TN 37334

For inquiries, please contact the Lincoln County Finance Department at (931) 438-1565.