

REQUEST FOR PROPOSALS FOR CONTRACT STAFF SERVICES

Periodically, the TOWN OF DUMFRIES requires additional professional planning, public works, or other government administration services and technical expertise. This procurement is being conducted on behalf of the TOWN OF DUMFRIES located in the Commonwealth of Virginia. The resulting contract will retain non-professional services from a firm with extensive expertise in government administration that can provide public services in the areas of current and long range planning, zoning code enforcement, public outreach, project development, public works, among others – see Specific Services Requested section below.

The duration of the contract for the current solicitation will be from September 1, 2014 to November 30, 2014 and will require up to 32 hours of work each week. The length of the contract can be extended upon mutual agreement by both parties in writing.

The contact amount will vary based on the nature and extent of the regular services to be provided, and the scope of any specific project needs.

Specific Services Requested

The specific services requested in the current solicitation include, but are not limited to the following:

1. Work with the general public and staff answering questions as they pertain to zoning, subdivision and general planning matters.
2. Rendering zoning interpretations as required within the corporate limits of the Town of Dumfries and issue a notice of violation when appropriate.
3. Review of site plans, rezonings, subdivisions, etc., for compliance with the Town of Dumfries' Zoning Ordinance, Subdivision Ordinance, and other local and state regulations.
4. Staffing and facilitation of all Planning Commission meetings, to include all preparatory work of Commission packets (distribution of packets, drafting public hearing advertisements, ensuring notifications are properly advertised, preparation/editing of meeting minutes, etc.). There is usually one (1) meeting per month; the current meeting dates for the next three months are September 15, October 13, and November 10.
5. Staffing, facilitation of all Architectural Review Board (ARB) meetings to include all preparatory work of ARB packets (distribution of packets, drafting public hearing advertisements, ensuring notifications are properly advertised, preparation/editing of meeting minutes, etc.). There is usually one (1) meeting per month; the current meeting dates for the next three months are September 16, October 14, and November 11.

6. Staffing, facilitation of all Board of Zoning Appeals meetings (BZA), if necessary. This includes all preparatory work of BZA packets (distribution of packets, drafting public hearing advertisements, ensuring notifications are properly advertised, preparation/editing of meeting minutes, etc.). The BZA meets once a month on an as needed basis; the current meeting dates for the next three months are September 17, October 15, and November 12.
7. Making presentation(s) and report(s) to Town Council, and attending Council meetings, as necessary. Monthly staff reports will be submitted to the Town Manager on the Monday of the week preceding the Council meeting. The current meeting dates for Town Council for the next three month are September 9 and 23, October 8 and 21, and November 5 and 18.
8. Staff will be required to be on-site at least two days per week to attend meetings, answer citizen questions, prepare for meetings, etc.
9. Staff will be permitted to work from an off-site location two or three days per week provided they have the capability to and actually do work on Town-related business and respond to inquiries via email and telephone.

SUBMISSION OF PROPOSAL

General Requirements

All responses to the requested information should be answered thoroughly, but be as succinct as possible. The responses to information requested in the Specific Requirements section below should be fully contained within the body of the response. No firm may submit more than one proposal.

Specific Requirements

The following information in the order listed below and all other information identified in the Request for Proposals (RFP) shall be submitted either electronically to the Dumfries Town Manager, Daniel E. Taber at dtaber@dumfriesva.gov or via United States Postal Service, attention Dumfries Town Manager, Daniel E. Taber, 17755 Main Street, Dumfries, VA 22026. Failure to provide any of the listed items will result in elimination from consideration.

The submittal shall include the following items:

Letter of Interest

At a minimum, the letter of interest should include the following:

- a. The name and address of the Consulting Firm and the states in which incorporated.
- b. The name, address, telephone number, and e-mail address of the designated contact and principals authorized to conduct negotiations for the Consulting Firm.
- c. A brief description of the Consulting Firm's interest in performing the required services.
- d. Description of previous experience with the proposed services and products.
- e. The rate sought for the provision of contract staff services as specified in the RFP.

Description of Qualifications and Experience

Qualifications and experience must address the requirements of this RFP in accordance with the specific scope of services being requested. At a minimum, this section should include the following:

- a. Overview of Firm, including size of organization and types of services provided.
- b. Applicable individual and corporate Virginia licensing and/or certification information.

Proposals are due **on August 18, 2014, by 5:00 PM**. Please be informed that early or late proposals will not be accepted.

COMPETITIVE NEGOTIATION PROCESS (§2.2-4302.2 Code of Virginia)

1. Issuance of a written Request for Proposal indicating in general terms that which is sought to be procured, specifying the factors that will be used in evaluating the proposal and containing or incorporating by reference the other applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the contractor.
2. Public notice of the Request for Proposal at least 10 days prior to the date set for receipt of proposals by posting on the Department of General Services' central electronic procurement website or other appropriate websites. Additionally, public bodies shall publish in a newspaper of general circulation in the area in which the contract is to be performed so as to provide reasonable notice to the maximum number of offerors that can be reasonably anticipated to submit proposals in response to the particular request. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities. In addition, proposals may be solicited directly from potential contractors.
3. For nonprofessional services selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole or primary determining factor. After negotiations have been conducted with each offeror so selected, the public body shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror. Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.