

PROPOSAL REQUIREMENTS

PROPOSAL #: RFP GM 700-23

PROPOSAL ITEM: NORTH OKALOOSA PLANNING STUDY

I. INTRODUCTION

The unincorporated area of Okaloosa County north of the Eglin Reservation is subject to intense growth pressure which, in addition to straining existing infrastructure and public services, is accelerating the evolution of the area's character from predominantly rural to a more suburban and even urban environment. In order to ensure that future growth and development do not result in problems (traffic circulation, water supply, educational facilities, etc.) that are avoidable with sound planning, and to maintain the quality of life enjoyed by citizens who live, work, and recreate in the Study Area, the Okaloosa County Board of County Commissioners is seeking proposals from qualified contractors to: 1) conduct a detailed and comprehensive analysis of growth in the unincorporated area north of the Eglin Reservation, and 2) develop a report based on said analysis that provides policy guidance and recommended strategies to ensure that future growth does not cause the failure of infrastructure or services, endanger the viability of military missions, result in the loss of valuable natural resources and assets, or encourage the intrusion of incompatible development in existing neighborhoods. It is the County's intention to use the final report resulting from the Study as the basis of substantially updating and revising the Okaloosa County Comprehensive Plan.

II. SCOPE OF WORK

The selected contractor must be financially solvent and have a track record of providing high quality services with a high grade of customer satisfaction. The Respondents shall provide all staff, labor, supervision, transportation and any and all other items or services of any type whatsoever, which are necessary to fully perform the tasks described herein. The goal of this Study is to provide the Board of County Commissioners and their staff a series of implementable recommended actions that will result in well-ordered growth in the Study area, including specific recommended amendments to the Okaloosa County Comprehensive Plan and the Okaloosa County Land Development Code, implementable recommendations for programs such as transfers of development rights, preservation of lands (whether through fee simple acquisition or acquisition of conservation, agricultural, aviation, or other forms of easements) as needed to protect valuable natural resources, conservation of prime farmland, and the long-term viability of military missions; strategies for ensuring the availability of anticipated infrastructure needs; and reducing incompatibilities with existing neighborhoods and between differing land uses.

Task 1. Public Input Program. Develop and implement a public input program that includes both in-person (town hall style) meetings as well as a robust online component designed to provide opportunities for meaningful input for citizens who cannot attend or who are uncomfortable with attending public meetings. The public input program will include 2 initial public meetings conducted in facilities north of the Eglin reservation intended to identify community priorities early in the study. To ensure that the citizens remain engaged and informed of the progress throughout the process with opportunity to provide comments, the Consultant shall also establish a website on which various reports and other documents shall be posted with opportunities for public comment. Unless otherwise specified by the County, the comment period for any posted work product shall not be less than two weeks. The public input program will be in effect through the production of the draft final report.

Deliverables: For the two initial public meetings, the consultant will provide the following: 1) meeting agendas to include location, date, and time of meeting; 2) meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, steering committee member, local government staff); 3) a copy of the presentation(s) and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public announcements, graphics), as applicable; and 4) a copy of the file or weblink of the video or audio recording from the meeting, if applicable. Following the initial public meetings and after the close of the comment period, the consultant shall prepare and present to the Board of County Commissioners a report that summarizes the key issues identified by the public and discusses how the identified issues will be addressed during the course of the study subject to approval by the Board of County Commissioners. The report shall also discuss how public input will be obtained throughout the study subsequent to presentation of the initial public priorities report. The entire public participation process will be summarized in the final report submitted to the County. The initial public input meetings shall be conducted no more than two (2) weeks following the issuance of the notice to proceed. The summary report shall be presented to the Board of County Commissioners no more than two (2) weeks following the close of the comment period.

Timing: The report shall be due 2 months from issuance of notice to proceed.

Task 2. Baseline Conditions Analysis. Update the County's Planning Area Profiles, and analyze the level of development and demand for infrastructure (roads, sidewalks, water & sewer utilities, etc.) and services (parks, fire/ems, schools, etc.) including costs that would occur if the area north of the Eglin Reservation were built out based on existing zoning and land use designations.

Deliverables: The Consultant shall provide a written report that updates the County's Planning Area Profiles, and describes the development that would result if the unincorporated area north of the Eglin Reservation were to build out under the land use designations and zoning regulations currently in effect. The report shall identify the infrastructure and services needed to support the projected growth and shall provide an estimated timeframe for buildout based on current as well as historic permitting data. The report shall include an estimate of the cost of the infrastructure and services needed to support the growth anticipated under the existing land use and zoning designations and maintain the levels of service identified in the Comprehensive Plan. In addition to the updated Planning Profiles, which shall serve as part of the data and analysis of the Comprehensive Plan amendments that will result from this study, the report shall include all maps, tables, and other graphics as needed to quantify the projected growth, timelines, and costs, and shall cite all sources and explain any assumptions made in the course of the analysis. This report will be made available online for public review and comment pursuant to the public input program developed pursuant to Task 1.

Timing: The report shall be due 1 month from issuance of notice to proceed.

Task 3. Capital Improvements Planning Overview. Engage with the Planning, Public Works, Utilities and other appropriate departments within the County as well as the City of Crestview, Town of Laurel Hill, and other entities (e.g., water districts and other private utilities) to identify known infrastructure and planning priorities (Crestview Bypass) and, using the capital improvement programs and plans from the County, City of Crestview, Town of Laurel Hill, the Okaloosa Walton Transportation Planning Organization, the Florida Department of Transportation, the Okaloosa County Public School District, and other agencies as appropriate, identify areas north of the Eglin Reservation in which infrastructure is programmed or planned to support growth.

Deliverables: The Consultant shall provide a written report that describes and graphically depicts the

infrastructure (roads, water and sewer lines, utility plants, schools, etc.) improvements that will occur over the duration of the furthest planning horizon in the surveyed agencies' capital improvements programs and plans. The report shall also identify areas where the anticipated new infrastructure and services will be sufficient to support projected growth as identified pursuant to Task 2, above, as well as areas where such infrastructure and services would remain deficit based on anticipated growth. The report shall cite all sources and explain any assumptions made in the course of the analysis. This report will be made available for public review and comment pursuant to the online public input program developed pursuant to Task 1.

Timing: The report shall be due 1 month from issuance of notice to proceed.

Task 4. Areas of Development Constraint. Using the County's Comprehensive Plan and Land Development Code as well as the Eglin Joint Land Use Plan and Eglin Small Area Study, and information from relevant sources such as soils maps, wetland maps, floodplain maps, data from the Florida Natural Areas Inventory, information from the Choctawhatchee Bay Estuary Program, the Choctawhatchee Bay and River Surface Water Improvement and Management plan, Eglin Air Force Base, the Natural Resources Conservation Service, Crestview Area Major Roadway Plan, and other sources as appropriate, the Consultant shall identify areas in which urban growth and development north of the Eglin Reservation should be encouraged as well as areas in which growth should be limited due to: suitability to other uses (e.g., sustainable use for agriculture); environmental sensitivity; impact of increased traffic, including on existing development patterns and neighborhood character; military mission compatibility; or other concerns.

Deliverables: The Consultant shall provide a written report that describes and graphically depicts the areas in which development should be encouraged as well as areas in which it should be discouraged due to the constraints identified in the analysis. The report shall explain the rationale for each area identified as constrained for development, and will include all maps, tables, and other graphics as needed to depict such areas, and shall cite all sources and explain any assumptions made in the course of the analysis. This report shall also include a discussion of the effect that limiting development may have on private property rights as provided in Chapter 2.14 of the Okaloosa County Comprehensive Plan and the potential for action under the Bert J. Harris Private Property Rights Act. This report will be made available online for public review and comment pursuant to the public input program developed pursuant to Task 1.

Timing: The report shall be due 1 month from issuance of notice to proceed.

Task 5. Local Planning Analysis. Analyze the Goals, Objectives, and Policies of the Okaloosa County Comprehensive Plan and the Okaloosa County Land Development Code to identify specific changes needed to ensure that growth occurs in a manner consistent with the priorities as established by the Board of County Commissioners pursuant to Task 1, and will not negatively impact the constrained areas identified in Task 4.

Deliverables: The Consultant shall provide a written report that summarizes the results of the analysis and which identifies the specific areas in which the Comprehensive Plan and Land Development Code could be strengthened or otherwise modified as needed to ensure that growth occurs in a manner consistent with the priorities as established by the Board of County Commissioners pursuant to Task 1 and in consideration of the constraints identified in Task 4. The report shall include specific recommended Comprehensive Plan goals, objectives, and policies as well as recommended revisions to the Land Development Code. The report shall include any and all maps, tables, and other graphics as needed to describe the recommended changes, and shall further explain any assumptions made in the

course of the analysis. This report will be made available online for public review and comment pursuant to the public input program developed pursuant to Task 1.

Timing: The report shall be due 4 months from the completion of Task 4.

Task 6. Draft and Final Reports and Deliverables.

- A. The Consultant shall produce a matrix to accompany the draft final report that incorporates the individual reports developed pursuant to Tasks 2 through 5, summarizes the public comments received throughout development of the report including how such input was incorporated into or influenced the report, and which presents to the County the strategies, programs, and recommended revisions to the Comprehensive Plan and Land Development Code as needed to ensure that future growth and development in the unincorporated area north of the Eglin Reservation will not cause the failure of infrastructure or services, endanger the viability of military missions, result in the loss of valuable natural resources and assets, or encourage the intrusion of incompatible development in existing neighborhoods. The draft final report that will be made available for online public review for a minimum of two weeks pursuant to the public input program developed per Task 1.
- B. Following the close of the public comment period, the Consultant shall provide the County with a Final Report that updates the public comment section based on the public review of the draft final report, and which incorporates any changes as may be necessitated. The report shall include any and all maps, tables, and other graphics as needed.

Timing: The report shall be due 2 months from the completion of Task 5.

Task 7. Transmittal and Adoption Hearings. Following acceptance of the Final Report by the Board of County Commissioners, the Consultant shall prepare the Comprehensive Plan amendments as accepted by the Board of County Commissioners for transmittal to the Florida Department of Economic Opportunity, including presenting the proposed amendments to the Planning Commission and Board of County Commissioners. This includes preparation of all supporting documents including reports, maps, and other materials, as may be needed for presentation and transmittal. The Consultant shall include in the proposed budget funds sufficient for the preparation of one set of re-transmittal and adoption documents, including presentation to the Planning Commission and Board of County Commissioners, in the event the state objects to a proposed amendment and additional action is needed. If the state has no objections to the proposed amendments, or if the state approves the amendments following one re-transmittal, the Consultant shall present the proposed amendments to the Board of County Commissioners for adoption.

Timing: The initial transmittal and adoption hearing materials shall be due report shall be due 1 month from the completion of Task 6.

Task 8. Public Presentations. The Consultant shall be prepared to participate in a minimum of 12 public meetings including coordinating and running the initial town hall style public meetings, presentation of the draft final report and Final Report to the Planning Commission and Board of County Commissioners, the presentation of the Comprehensive Plan amendments for transmittal and adoption, including the preparation of one re-transmittal. The consultant shall be responsible for the production of all materials needed for such presentations, hard copy or electronic, and shall provide staff as necessary.

Timing: Throughout the period of performance.

III. PROPOSAL RESPONSE REQUIREMENTS

Respondents shall construct its Proposal in the following format as outlined and a divider must separate each section as prescribed.

TAB 1 – PROPOSAL TRANSMITTAL FORM ON THE RESPONDENT’S LETTERHEAD

All signatures must be by an individual with authority to legally bind the Respondent, witnessed, and corporate and/or notary seal (as applicable.) If the individual signing the Proposal Transmittal Form does not have apparent authority to legally bind the Respondent, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Verify that all forms and tax identification number have been provided.

TAB 2 – REQUIRED FORMS, DOCUMENTS AND CERTIFICATIONS

1. Proof of proper State of Florida business licensure and professional certifications/registrations for providing services in Florida.
2. Proof of corporate registration to operate in the State of Florida as provided by the Florida Department of State, Division of Corporations. Corporation must have active status.
3. Proof of any Professional Licenses.
4. The following forms must be fully filled out and signed by a person with authority to bind the Respondent:

RESPONSE DOCUMENT #1:	DRUG-FREE WORKPLACE CERTIFICATION
RESPONSE DOCUMENT #2:	CONFLICT OF INTEREST DISCLOSURE FORM
RESPONSE DOCUMENT #3:	FEDERAL E-VERIFY COMPLIANCE CERTIFICATION
RESPONSE DOCUMENT #4:	COE OF SILENCE FORM
RESPONSE DOCUMENT #5:	INDEMNIFICATION AND HOLD HARMLESS
RESPONSE DOCUMENT #6:	ADDENDUM ACKNOWLEDGEMENT
RESPONSE DOCUMENT #7:	COMPANY DATA
RESPONSE DOCUMENT #8:	SYSTEM AWARD MANAGEMENT FORM
RESPONSE DOCUMENT #9:	LIST OF REFERENCES
RESPONSE DOCUMENT #10:	CERTIFICATION REGARDING LOBBYING
RESPONSE DOCUMENT #11:	SWORN STATEMENT – PUBLIC ENTITY CRIMES
RESPONSE DOCUMENT #12:	GOVERNMENTAL DEBARMENT & SUSPENSION
RESPONSE DOCUMENT #13:	VENDORS ON SCRUTINIZED COMPANIES LIST
RESPONSE DOCUMENT #14:	GRANT FUNDED CLAUSES
RESPONSE DOCUMENT #15:	CERTIFICATE OF GOOD STANDING FOR THE STATE OF FLORIDA-PROVIDED BY CONTRACTOR
RESPONSE DOCUMENT #16:	SUBCONTRACTORS LIST, IF ANY

TAB 3 – CERTIFICATES OF INSURANCE

This RFP indicates the minimum insurance requirements each selected entity must carry. While it is not necessary