

# **Request for Proposals**

**FOR PLANNING SERVICES  
FOR COMPREHENSIVE  
PLAN UPDATE**

**RFP #23-04**



**City of Belle Isle**

**1600 Nela Avenue  
Belle Isle, FL 32809  
(407) 851-7730**

## REQUEST FOR PROPOSALS

Notice is hereby given that the City of Belle Isle, Florida, will receive proposals from planning consultants to prepare and develop a comprehensive plan.

**Sealed proposals may be submitted to City Clerk's Office, 1600 Nela Avenue, Belle Isle, Florida 32809, until January 26, 2023, at 3 P.M.** All documents and proposal details are available at no cost, any time at [www.belleislefl.gov](http://www.belleislefl.gov).

Yolanda Quiceno  
City Clerk  
Ad Date: January 4, 2023  
Post

# **City of Belle Isle, FL**

1600 Nela Avenue  
Belle Isle, FL 32809

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## I. Introduction and Background

The City of Belle Isle, Florida, a Florida municipal corporation (“City”), is requesting proposals to prepare a Comprehensive Plan (“the Plan”).

The City of Belle Isle is a Florida Home Rule City incorporated in 1924 and operates under the Council/Manager form of government. Located along Lake Conway and its chain of lakes, the City strives to continuously preserve its natural resources and enhance the quality of life of its residents to provide a safe, serene Florida community. The City of Belle Isle provides amenities in the areas of general administration; public safety (police); planning and development; storm water, and sanitation (solid waste and recycling). Other services are contracted through Orange County. Additional information about the City is available at the City’s website: [www.cityofbelleisle.org](http://www.cityofbelleisle.org).

The City Council (“the Council”) authorized the City to advertise a Request for Proposals (“RFP”) seeking planning professionals to help with the development and update of a Comprehensive Plan. The last update to the City’s Comprehensive Plan was in 2008, and the City wishes to have an updated document setting forth goals for land development, economic development, resiliency, sustainability, transportation, accessibility, and open space preservation. The Council will create a Comprehensive Plan Committee (“the Committee”) comprised of a Council Member, selected staff, and residents to work with the selected planning professional (“the Planner”).

## II. Instructions to Respondents

- a. Five (5) paper copies of the technical proposal shall be submitted to the City, clearly marked with the words “Technical Proposal, Comprehensive Plan. **RFP #23-04**” Additionally, five (5) paper copies of the cost proposal should be submitted in SEPARATE sealed envelopes clearly marked “Cost Proposal, Comprehensive Plan.”
- b. No proposals will be accepted by any other method.
- c. All bids must be received no later than 3 p.m. on January 26, 2023.
- d. Proposals should be delivered to the following address by U.S. Postal Service, a private carrier/courier, or in person:

Raquel Lozano  
City Planner  
City of Belle Isle  
1600 Nela Avenue  
Belle Isle, FL32809

- e. Each proposal shall include all data and forms requested by this RFP in Section IV, Proposal Content.
- f. The City expects to award the RFP in March of 2023, and once submitted, no proposal may be withdrawn.
- g. Information submitted in the proposals may be subject to public disclosure pursuant to federal and state laws.

h. A Non-Mandatory consultant informational meeting will be held on Thursday, January 12, 2023 at 10:00 a.m. to answer questions about the plan expectations and project scope. This not a mandatory meeting; however failure to attend will in no way relieve the proposer from the necessity of furnishing any and all information for the proposal.

### III. Scope of Work

The Planner will be responsible for each of the following in preparation of the Plan. This scope reflects the expected tasks, and additional tasks may be added should both the Planner and City deem them necessary to complete the Plan.

- a. Review the City's existing planning documents, including the past Comprehensive Plan plus any plans for specific departments, facilities, or public community assets.
- b. Review the City's current Zoning Ordinance, land use policies, environmental resources and open space, historic properties, economic and population statistics, past planning documents, infrastructure, stormwater management, and other relevant information and data to form the groundwork for the Plan's development. Planner will work with City staff for the necessary information.
- c. Establish goals and objectives for the planning process in collaboration with the Committee.
- d. Meet regularly with the Committee to provide updates and incorporate feedback on the Plan.
- e. Help the Committee develop a strategy for soliciting public involvement and input to the Plan, such as a visioning workshop, public meetings, and/or other methods of public engagement.
- f. Attend public meetings as part of the public involvement strategy as well as a public meeting of each the Planning Commission and the Board to present the Plan when completed.
- g. Assess the City's transportation network, focusing on roads, walkability, connections to public transportation, handicap accessibility, and general accessibility of public assets and community attractions. Recommendations will be incorporated into the Plan.
- h. Incorporate into the Plan recommendations for changes to the Zoning Ordinance, land use and development policies, and other related policies for future development in the City. Inclusion of a map(s) highlighting developable land, potential changes to zoning districts, and other information that can be depicted visually is strongly encouraged.
- i. Assess economic and population trends within the City and incorporate any related recommendations into the Plan. This should include an overall picture as well as sector- and demographic-specific recommendations.
- j. Recommend strategies for open space and historic property preservation as well as providing options for land use not currently recognized in the City's land use policies.

- k. Prepare the completed Comprehensive Plan. The Plan should incorporate an action plan to implement the recommendations set forth, including identification of potential partners and stakeholders in the community.
- l. All aspects of the plan should be completed with consideration of the Orange County Comprehensive Plan, the Municipal Planning Code, the Municipal Separate Stormwater Sewer System regulations, the City's Stormwater Management Plan, the City's Transportation System Plan, and all other applicable state and federal guidelines and regulations.

#### IV. Proposal Content

- a. The completed Proposal Form in Section IX, including all contact information for the Respondent.
- b. An executive summary of no more than three (3) pages describing the firm's proposed services. The executive summary should include an explanation of the Respondent's approach to the Scope of Work and why they would be the best Planner for the City. Any recommended adjustments or additions to the proposed scope of work should be detailed, fully explained, and justified.
- c. A staffing plan that includes the names of the individual(s) that will be assigned to the project if the Respondent is awarded the RFP. Also note if the individual(s) are based in a location other than the address indicated on the Form of Proposal. Identify the lead individual for the project. A resume should be included for each person working on the project that includes examples of similar work should be provided for the individuals identified.
- d. At least three (3) municipal references shall be provided for the Respondent, including name, address, and contact information, and it shall be noted what project for which the reference is listed. Similarly, at least one (1) reference should be provided for each individual that will work on the project.
- e. A project timetable to include key milestones, major tasks, and an estimate of the total time for completion of the Plan.
- f. All forms in Appendix B and C.
- g. A cost estimate should be provided in a separate, sealed enveloped as detailed in Section II.

#### V. Deliverables and Obligations

- a. The final Comprehensive Plan will be developed by the Planner and incorporate the elements noted in Section III, Scope of Work. The document should emphasize visual display in addition to the text, and it should be formatted to be easy to read and navigate by both City staff and the public. The document should be delivered both electronically and with fifteen (15) hard copies in color. Any maps incorporated into the Plan should also be provided electronically and in hard copy – both within the Plan document as well as a copy of each map large enough for public presentation.

- b. At each regular meeting with the Committee, the Planner will provide a written memo of work completed as well as any completed draft sections for review.
- c. Invoicing shall occur monthly and include the cost of services and any out-of-pocket costs. Payments will be made to the lead planning entity who will in turn be responsible for disbursing payments to individuals working on the project. Invoices are paid at the first available public meeting of the Board following receipt of the invoice.

VI. Evaluation of Proposals

All proposals will be reviewed by City staff and the Committee and a recommendation will be made to the City Council. Interviews will be held at the discretion of the Committee. The selection will be made at a public meeting of the City Council, tentatively scheduled for February 21, 2023.

Decisions will be based on the following criteria:

- a. Completion of all RFP requirements.
- b. The proposed scope of work and recommended approaches to tasks and public engagement.
- c. Applicability and quality of previous work.
- d. Qualifications of proposed planning staff.
- e. Feedback from references.

**RIGHT TO REFUSE PROPOSALS:** The City of Belle Isle reserves the right, without prejudice, to reject any and all proposals or any part(s) of any proposal.

VII. Questions

All questions should be submitted via email to [planner@belleislefl.gov](mailto:planner@belleislefl.gov) or [bfrancis@belleislefl.gov](mailto:bfrancis@belleislefl.gov) no later than 4 p.m. on January 17, 2023. All responses will be posted the City website at [www.belleislefl.gov](http://www.belleislefl.gov). No responses will be posted to questions received after the deadline.

VIII. Timetable Summary

RFP Issued:	January 4, 2023
Response Deadline for RFP Questions	January 17, 2023
Deadline for Proposal Submission:	January 26, 2023 (3:00 P.M.)
Interviews (If Necessary):	February 13-14, 2023
Council Approval of Proposal:	February 21, 2023
Work to Begin:	March 13, 2023
Work to be Completed:	April 30, 2024

IX. Form of Proposal

Planning Services to Complete a Comprehensive Plan

*City of Belle Isle, Florida*

The undersigned, being a duly authorized officer of the organization listed below, does hereby submit this proposal for Planning Services, under all terms and conditions (except those noted) as specified in the City of Belle Isle Request for Planning Services to Complete a Comprehensive Plan.

All information requested in Section IV, Proposed Content, is included in this proposal for planning services for the City's consideration.

Respectfully submitted by:

\_\_\_\_\_

Signature

Name (Typed):

\_\_\_\_\_

Position:

\_\_\_\_\_

Company or Organization:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_



**Appendix A**

**CONTRACTOR INSURANCE REQUIREMENTS**

Without limiting contractor's indemnification, it is agreed that contractor shall maintain in force at all times during the performance of this Agreement, the following policies of insurance:

**General Liability**

Comprehensive General Liability, including

Premises & Operations	\$1,000,000 per Occurrence
Products & Completed Operations	Combined Single Limit
Contractual Liability	Occurrence Form
Personal Injury Liability	
Broad Form Property Damage	
Independent Contractors' Liability	

**Automobile Liability**

Comprehensive Automobile Liability	\$1,000,000 per Occurrence
Covering, as applicable, owned	Combined Single Limit
Non-owned, and hired automobiles,	Occurrence Form
Including contractual liability.	

<u>Automobile Physical Damage and/or</u>	Functional Replacement
<u>Inland Marine (as appropriate)</u>	Cost New

**Workers' Compensation & Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	\$500,000 per Occurrence

Each insurance policy required by this contract shall contain the following clause:

*“This insurance shall not be cancelled, reduced in coverage or limits, or non-renewed until after forty-five (45) days prior written notice has been given to City or its representative.”*

Each insurance policy required by this contract, except for the Workers' Compensation policy, shall contain the following clauses:

*“The City, its employees, agents, officials and volunteers are hereby added as additional insured as respects the operations and activities of this contract.”*

Prior to commencement or construction under this contract, contractor shall deliver to City or its representative, insurance certificates confirming the existing of the insurance required by this contract. If contractor fails to maintain the aforementioned insurance, City may, at its option, obtain such insurance and forward an invoice for payment of the premiums to the contractor.

Nothing herein contained shall be construed as limiting in any way the extent to which contractor may be held responsible for payments of damages to persons or property resulting from contractor's or its subcontractor(s) performance under this contract.

**Appendix B**

**NONCOLLUSION AFFIDAVIT**

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(TITLE) (NAME OF FIRM)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that

1. The price(s) and amount(s) of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder.

2. Neither the price(s) nor the amount(s) of this bid, and neither the approximate price(s) nor approximate amount(s) of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

5. \_\_\_\_\_ its affiliates, subsidiaries, officers, directors, and  
(NAME OF FIRM)

employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the  
(NAME OF FIRM)

above representations are material and important, and will be relied on by City of Belle Isle in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from City of Belle Isle of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
(NAME OF FIRM)

\_\_\_\_\_  
(SIGNATURE)

Witnessed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

My commission expires \_\_\_\_\_

**Appendix C**

**HOLD HARMLESS CLAUSE**

The contractor shall indemnify and save harmless the City of Belle Isle from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought against or recoverable from the City of Belle Isle by reason of any act or omission of the contractor, its agents, employees, assigns, and any entity acting in the contractor's behalf and on the contractor's direction in the execution of the work or in consequence of any negligence or carelessness connected with the execution of any work and any activities directly or indirectly incidental thereto. This specifically includes any negligence or carelessness of the contractor in failing to review all plans, specifications, and other documents published by the City of Belle Isle in connection with the preparation and award of the contract.

The contractor shall assume all risk and bear any loss or injury to the property or any person which is caused by the negligence of the contractor including his/her negligent failure to notify the City of Belle Isle of any dangerous condition requiring the City of Belle Isle action, during the period including periods when the contractor is not present on the site but during the progress of work provided for in the contract until the same shall have been completed and accepted. The contractor shall also assume all responsibility for any and all loss by reason of the contractor's negligence or violation of any local, state or federal law, regulation, practice, or order. The contractor shall give to the City authorities and all other appropriate authorities all required notices relating to the work for which the contract was let including all notices of any dangerous conditions.

The contractor, in executing this Agreement, represents to the City of Belle Isle that the contents of this hold harmless clause has been communicated to any subcontractors or employees and that this representation is made in behalf of both him/herself and all persons or organizations acting in the contractors' behalf including any subcontractors.

ATTEST:

\_\_\_\_\_  
(NAME OF FIRM)

\_\_\_\_\_  
(WITNESS)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(PLEASE PRINT NAME)