



REQUEST FOR PROPOSALS (RFP)

TO: All Prospective Providers

FROM: Kevin Keller, Planning and Development Director

RE: Request for Proposals – Town of Braselton Comprehensive Plan Update

DEADLINE FOR SUBMITTAL: June 7, 2024

General Project Description

The Town of Braselton, Georgia, is soliciting professional service proposals from interested, experienced and qualified consulting firms to lead and develop the Town’s Comprehensive Plan Update pursuant to the Rules of the Georgia Department of Community Affairs, Chapter 110-12-1, Standards and Procedures for Local Comprehensive Planning, also known as the “Local Planning Requirements”. The goal is to update the existing 2020 Comprehensive Plan to create a policy document that guides the future growth of the Town and promotes the needs, goals, and objectives of the community.

Description of Services

The specific planning consulting services the Town is seeking shall include, but shall not be limited to:

1. The facilitation of all public meetings and community stakeholder meetings.
2. The development of additional public outreach tools (i.e., online surveys, social media).
3. The collection and documentation of all public comments and input.
4. Develop written minutes of all public and stakeholder meetings.
5. The development of all required planning elements as set forth in the Georgia Department of Community Affairs Chapter 110-12-1 Minimum Standards and Procedure for Local Comprehensive Planning.
6. Transmittal of all required documents to the Northeast Georgia Regional Commission and Georgia Department of Community Affairs (DCA).
7. The selected consultant will be responsible for ensuring compliance with all applicable State mandated procedures and requirements for local Comprehensive Planning.

8. The consultant selected will be required to ensure that all applicable state and regional deadlines for local Comprehensive Planning are satisfied for the development and adoption of the plan.

The deadline set forth by the Department of Community Affairs for the adoption of the Comprehensive Plan Update is October 31, 2025. The adoption of the Plan Update in advance of this deadline is desired.

Prospective Service Providers requesting a site visit, requiring general information, minor clarification or interpretation of the proposal documents may direct their request(s) to Kevin Keller, Planning and Development Director, via e-mail at kdkeller@braselton.net.

Proposal Submission and Format Requirements

Submit four (4) hard copies and one (1) electronic copy in PDF format via a USB flash drive. Submittals shall be mailed, or hand delivered to the Town of Braselton prior to 2:00 p.m., June 7, 2024. Proposals shall be submitted in a sealed package clearly marked and must contain a second sealed envelope containing consultant's fee proposal. The fee proposal should not be on the flash drive. Upon receipt of the proposals, the Town reserves the right to request additional hard copies if necessary.

Proposals should include, but is not limited to the following information:

Section 1 Cover Letter – Cover letter signed by an officer of the firm, binding the firm to all the commitments made in the submittal.

Section 2 Review of Description of Services – Proposers must comment on the firm's ability to provide the services listed in the Description of Services outlined above. Provide comments, and suggest modifications, changes and/or additions as appropriate.

Section 3 Project Approach and Proposed Schedule – Propose a project approach with a schedule. Include any significant milestone dates necessary to complete all tasks.

Section 4 Related Project Experience – Present a description of your firm's past performance on similar projects.

Section 5 References – A minimum of three (3) references from past projects (of comparable size and scope) completed by the proposed project manager and/or project team should be

provided. Please provide the following information for each reference. All references must contain relevant projects completed within the past 7 years.

- Firm, Owner, or Agency Contact Person and Full Contact Information
- Project Description
- List of Services Provided Section

Section 6 Sub-Consultants – Identify any subconsultants your firm will utilize. Include resumes of key individuals who will be directly involved in this project, and briefly describe any past involvement in joint projects with these subconsultants.

Section 7 Fee Proposal – Submit a fee proposal in a separate sealed envelope. The fee proposal should itemize the fee for each task, showing the estimated hours of each staff member assigned and the associated fee for that staff member or subconsultant. Also, provide hourly rate schedules for all key project staff, including subconsultants.

Proposal Ranking Criteria

The proposals will be ranked on the following criteria:

1. Experience and qualifications of the firm or team (up to 30 points)
2. Project Approach (up to 30 points)
3. Quality of package submitted (up to 10 points)
4. Fee Proposal (up to 30 points)

All sealed proposals must be submitted by June 7, 2024, to the address below:

For hand delivery or express delivery:	For delivery via U.S. Postal Service
Kevin Keller, Planning and Development Director 4986 Highway 53, Braselton GA 30517	Kevin Keller, Planning and Development Director P.O. Box 306, Braselton GA 30517