



City of Cape Girardeau

Development Services Department
401 Independence Street
Cape Girardeau, MO 63703

Request for Proposal (RFP) Plat Review Services

Summary

The City of Cape Girardeau is seeking proposals from qualified firms/individuals to provide as needed plat review services for the City of Cape Girardeau, Missouri (hereafter, referred to as "City"). The City's Planning Services Division is tasked with plat reviews and employs one full-time City Planner to accomplish these services along with various other duties and responsibilities in managing the Division. Over the past several years, the City has averaged approximately thirty (30) plat reviews per year including record plats, preliminary plats, and boundary adjustment plats. To better meet the needs of the development community the City is seeking plat review services on an as needed basis to provide support to the City Planner.

The City Planner will coordinate plat reviews between the selected consultant and other City staff as well as manage correspondence with the applicant. Any single review may require one or more subsequent reviews of submitted plat revisions. Along with hard copy submittals, the City also provides applicants the option of submitting plats for review through a digital plan review workflow. The selected consultant would be expected to have the capability of learning how to access the web based submittals and adding review comments and mark-ups through the digital plan review software.

Consultant shall provide transportation from their place of business to the City for pick-up and delivery of plats for the first review and all subsequent reviews associated with each project. The selected consultant, upon request of the City, shall attend any required meetings connected to plat review.

Qualifications

The individual or firm must:

- Review plat submissions within seven business days.
- Demonstrate great attention to detail and competency in reviewing a variety of plats including boundary adjustment plat, preliminary plat, and record plat.
- Provide qualified plat reviewers on staff who will be accessible and available to discuss and clarify plat reviews with designers, contractors, and city staff by phone, email, or in person.
- Familiarity with zoning, easements, deeds, and legal descriptions.
- Possess competency in reading and understanding written and graphic technical information, such as that found on a survey or engineering plan.
- Not perform services for any other person or entity that would result in a conflict of interest.

Proposal Requirements

To achieve a uniform review process, the proposal should be organized in the following order and contain all of the following information.

1. Letter of Introduction - Include the name, title and resume of the person who will be the lead reviewer, and the name(s) and title(s) and resumes for the individuals that will be providing any assistance in the review service.
2. Firm Information and Qualifications -Number of years of relevant experience the individual and/or firm has related to plat review services.
3. References - Provide a list of at least 3 current references. Include name of jurisdiction or organization, job title, email address, mailing address, telephone number(s). Identify the type of services provided to each individual/organization, the location where the services were provided, and the dates of service.
4. Professional Services Fees - Provide a listing of hourly rates for services.
5. Firm's or Team's Capabilities and Abilities; Review Times and Requirements - Provide a statement demonstrating your firm's or team's ability to accomplish plat review services in a comprehensive and thorough manner. Provide a schedule of turn- around time for plat reviews. Note: The City of Cape Girardeau recognizes that more complex plats require additional time and will be discussed with the City Planner on an individual basis.

Selection Process

The selection criteria and weighting are as follows:

Previous work experience	30%
Technical review skills and attention to detail	25%
Workload capacity	25%
Key personnel	20%
TOTAL	100%

Due Date of Proposal

Proposals must be received by **Friday, September 6, 2019, by 12:00 p.m.** Please send proposals to the following address:

Attn: Alex McElroy, Director of Development Services
401 Independence Street
Cape Girardeau, MO 63703

Or by email to: amcelroy@cityofcape.org

Acceptance Process

The City may schedule interviews with applicants submitting proposals after the proposals have been received and reviewed. The City will award the contract for as needed plat review services based upon the proposal that the City determines is in the best interests of the City.