

EXHIBIT "A"



Lexington-Fayette Urban County Government

Request for Proposals

The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #13-2020 Sustainable Growth Study** to be provided in accordance with terms, conditions and specifications established herein.

Sealed proposals will be received through Ion Wave until **2:00 PM**, prevailing local time, on **July 27, 2020**. All forms and information requested in RFP must be included and attached in Response Attachments tab in Ion Wave.

Proposals received after the date and time set for opening proposals will not be accepted. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted in Ion Wave before the date and time set for opening proposals.

Proposals, once submitted, may not be withdrawn for a period of sixty (60) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Signature of this proposal by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

The Lexington-Fayette Urban County Government encourages the participation of minority- and women-owned businesses in Lexington-Fayette Urban County Government contracts. This proposal is subject to Affirmative Action requirements attached hereto.

Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.

PROJECT PURPOSE

The Lexington-Fayette Urban County Government is seeking proposals from qualified professional planning firms to complete a comprehensive study and develop an objective process to guide long-term land use decisions involving the Urban Service Boundary (USB). This process should be created to assess the alignment of the Urban Service Boundary, while keeping infill and land use efficiency as continued primary objectives. It should also involve public and stakeholder engagement.

The primary purpose of the study is to establish an objective regulatory framework for decision making and implementation by the Planning Commission that will:

- Create a data-driven process for evaluating Lexington-Fayette County's growth trends and projections;
- Identify and analyze the data-points necessary to analyze Lexington-Fayette County's growth trends and projections, such as population and employment trends/forecasts, development trends, employment demand/trends analysis, housing needs/trends analysis;
- Identify objective factors and criteria to guide future discussions about the alignment of the USB;
- Create a methodology to determine appropriate areas for future expansion based upon objective criteria, such as sewer ability and other infrastructure issues, costs associated with providing necessary infrastructure, soil quality, and other measurable criteria; and
- Create a process to ensure land added to the Urban Service Area meets the identified growth need in terms of timing and type of development.

BACKGROUND

- Lexington was the first (1958) community in the United States to utilize an Urban Service Boundary (USB) for the preservation of agricultural land and the promotion of compact, contiguous development.
- The USB was last amended in 1996 through a study that resulted in the adoption of the *Expansion Area Master Plan* and the creation of a development exactions program to fund infrastructure needs in the Expansion Area.
- After much discussion, the current (1996) boundaries of the Urban Service Area were maintained in Theme E, Goal 3 of the Comp Plan. However, Goal 3 is to be superseded when Theme E, Goal 4 is completed, which calls for the "creation of a new process for determining long-term land use decisions involving the urban service boundary" and Rural Activity Centers.
- The Sustainable Growth Task Force was created by the Mayor to guide this process and build consensus within the community regarding the goals of this study.

PROJECT GOALS / OUTCOMES

The primary outcome of the study is to establish a regulatory framework for decision-making that will:

- Identify weighted objective and measurable criteria that will determine when additional land may be necessary within the Urban Service Area to meet community growth goals, which would be accomplished through expansion of the Urban Service Boundary;
 - Study the following to Identify these criteria:
 - Local development trends
 - Infill & redevelopment potential
 - Available vacant land
 - Imagine Lexington & other applicable study/plan recommendations (see Relevant Studies/Plans)
 - Development industry best practices
 - Economic development trends and best practices
 - Other relevant data sets and resources
- Create a process for ensuring that added land efficiently meets the identified growth need;
- Provide support for LFUCG staff in obtaining community and stakeholder input throughout the process; and
- Identify the regulatory framework for study/plan implementation.

TASKS / PRODUCTS

1) Existing conditions and growth trends evaluation and report

Conduct an existing conditions analysis including: a review and summary of relevant plans/studies; a summary of existing and programmed infrastructure improvements within the USB ; recent population, job growth, housing, and economic forecasts and projections; growth projections/studies for surrounding counties (as available) and their potential impact on growth projections within the USB; and other relevant data. Provide an updated vacant land inventory in a format that is clear, concise, and easily updated on an annual basis in both graphic/GIS and tabular formats. Planning staff will provide GIS support and much of the base data needed to generate this report.

2) Public & stakeholder engagement

Provide support to LFUCG staff in conducting stakeholder and public engagement through up to three (3) community meetings and the creation and maintenance of a project website to provide updates and gather community input through surveys or other means. In this context, support will include providing at least one staff person to provide assistance with responding to questions during the meetings, and providing exhibits in a format suitable for presentation. Stakeholder and public engagement may be conducted through video conference, depending on ongoing COVID-19 community guidelines. Update and engage the Sustainable Growth Task Force, the LFUCG Planning Commission, and the LFUCG Urban County Council throughout the process.

3) Redevelopment & land use scenarios

Develop and implement a methodology to evaluate the growth capacity of the current Urban Service Area, taking into account vacant land, redevelopment and infill opportunities, and defining and applying appropriate densities as guided by the Comprehensive Plan. Identify public infrastructure costs associated with scenarios.

4) Identification of criteria for growth or expansion

Develop objective criteria and thresholds for the addition of urban land into the Urban Service Boundary, including infrastructure suitability and costs, environmental considerations, and other measurable, objective criteria.

5) Regulatory and practical framework for plan implementation

This may include recommendations for zoning, infrastructure planning, establishment of an implementation timeline and identification of resources necessary for efficient implementation. Identify practical timelines and requirements for updating study data.

6) Data Clearinghouse

As an optional service at additional cost, please provide narrative and cost to develop and deploy a website or other solution to provide data collected and developed as part of this study to the community in a format that can be easily maintained and updated by LFUCG staff.

KEY STAKEHOLDERS

- Sustainable Growth Task Force
- Neighborhoods throughout the community
- Land use policy makers including the LFUCG Urban County Council and Planning Commission.
- LFUCG Infill and Redevelopment Steering Committee.
- Community stakeholders (to be identified by the Sustainable Growth Task Force)
- Development community (commercial and housing developers)

TIMELINE

Notice to proceed anticipated in August 2020 with a desired project timeline of nine to twelve months, with preference for completing the project in nine months.

PROJECT OVERSIGHT

The Chief Development Officer and the Director of the Division of Planning will be the primary project contacts and will facilitate close coordination with the Sustainable Growth Task Force, which will also guide project development and work products.

PROJECT BUDGET

The anticipated budget for this project is not to exceed \$150,000.

RELEVANT PLANS/STUDIES

City of Lexington Comprehensive Plan (2018):
<https://www.lexingtonky.gov/comprehensive-plan>

Development/Growth Scenarios Explored by the Division of Planning for Comprehensive Plan (2017):
<http://lexareampo.org/wp-content/uploads/2019/06/6.29.17-Planning-Commission-Goals-and-Objectives-Work-Session-Packet.pdf>

Lexington Area MPO 2045 Metropolitan Transportation Plan (2019):
<https://lexareampo.org/studiesplans/2045-metropolitan-transportation-plan/>

Expansion Area Master Plan (1996):
<https://drive.google.com/file/d/1dSXQ47o-tkSME3QN4RvJybTf3fixKRDR/view>

Rural Land Management Plan (2017):
https://drive.google.com/file/d/1coWHS_UIMWC7owAWVgFiL1OMMTIVmajG/view

2017 Fayette County Housing Demand Study:
<https://drive.google.com/file/d/11rszNUmkgvJiglXRb6Xb9BfjoBkNf1Zv/view>

DELIVERABLES

- Four hard copies of the final report.
- A final digital report - PDF file and InDesign file (if applicable).
- Data sets collected or created during the performance of the study, including GIS files.
- Quarterly updates and attendance at Sustainable Growth Task Force meetings.
- Three presentations to the Lexington-Fayette County Planning Commission (two progress presentations and one final presentation), and two presentations to the Lexington Fayette Urban County Council (one progress presentation and one final presentation).
- Provide support staff for up to three community outreach meetings
- Public display materials or presentations created for the project, including materials created for community meetings.

SCHEDULE & PAYMENT

The Consultant shall provide a preliminary project schedule indicating deadlines for deliverables. The selected consultant will be responsible for developing a revised project schedule at the beginning of the contract.

The Chief Development Officer and the Director of the Division of Planning shall not approve payment in an amount greater than the contract fee percentage shown below for each project milestone.

Task 1	15%
Tasks 2 through 3	40%
Tasks 4 through 5 and consolidated draft report	80%
Delivery of final consolidated report, final presentations & data sets	100%

SUBMITTAL REQUIREMENTS

Seven hard copies and a digital PDF version of the proposal shall be submitted for the project. Each proposal must include the following:

- 1) Brief history of the consulting firm or firms on your team.
- 2) The names and resumes of the people who will be assigned to the project and the percentage of their time that will be committed to this project.
- 3) Why your team is best suited to develop the study? What innovative ideas or unique experience does your team bring to the table?
- 4) Examples of projects of similar scope performed by the firm and the personnel that will be assigned to the project. Include project references.
- 5) Outline of the consulting team's project approach, project milestones and a timeline for completing the project.
- 6) Estimated cost of services, including specific costs for each Task/Product as specified herein.

SELECTION CRITERIA

A selection committee will evaluate and score the consulting firm / teams based on their qualifications and level of knowledge and experience working on projects of similar scope and scale. Team qualifications will be demonstrated and evaluated by:

- 1) Adherence to all six submission requirements and the professionalism of the written proposal. **15 points**
- 2) Specialized qualifications, experience and technical competence of the person or firm with regard to the services requested. **25 points**
- 3) Familiarity with the details of the project and proposed approaches for providing required services, with emphasis on innovative project approaches. **30 points**
- 4) The past record and performance on contracts with governmental agencies and private industry with respect to such factors as control of cost, quality of work and ability to meet schedules. **10 points**
- 5) The capacity of the consulting team to perform the work within the time limitations, providing for clear explanation for project timeline adjustments as necessary in the response. **10 points**
- 6) Estimated cost of services. **10 points**