



July 26, 2018

The City of Wahoo is accepting proposals to develop appearance standards for the City of Wahoo for specific transportation corridors within the City of Wahoo. The enclosed document explains what the City is looking for in a proposal as well as the goals of the project. You are receiving this document because we believe you may have an interest in submitting a proposal.

Please review the information enclosed. If you are interested in submitting a proposal, please send an email to harrell@wahoo.ne.us indicating you are interested in submitting a proposal. If questions come in with requests for clarification on an issue that either was not fully explained or which is not clear in the enclosed document, we want to provide the same clarification to all interested parties. **Final proposals are due by 5:00 p.m. on August 31, 2018.**

Again, if you have any questions, please feel free to email me at harrell@wahoo.ne.us or give me a call at 402-443-3222.

Sincerely,

A handwritten signature in blue ink that reads "Melissa M. Harrell". The signature is fluid and cursive, with a long horizontal line extending to the right.

Melissa M. Harrell
City Administrator/Clerk/Treasurer

City of Wahoo, Nebraska

Request for Proposal

The City of Wahoo will be accepting proposals for planning assistance in evaluation of current zoning regulations and the development of design standards/guidance document for the main transportation corridors in and around the City of Wahoo, as well as for the several entrances into Wahoo. Proposals must be submitted by **5:00 p.m. on August 31, 2018** to the City of Wahoo, Attn: Wahoo Planning Commission, 605 North Broadway, Wahoo, NE 68066 for consideration.

1. General Background and Context

Wahoo is the county seat of Saunders County in east-central Nebraska, located approximately 25 miles west of Omaha and 25 miles north of Lincoln. The population according to the 2010 census is 4,508.

For approximately 30 years the City of Wahoo was told that the Nebraska Department of Roads would be constructing an Expressway/By-Pass around Wahoo. During those 30 years, the City of Wahoo officials debated the impact this project would have to the community and how we could best prepare ourselves. Fast-forward to today and the Hwy 77/92 Expressway has been open for 3 years.

During the years of planning and in the years since the Expressway opened, City officials have held many discussions, adopted various zoning districts and overlay districts, and worked on their own try to develop standards that will protect and shape this Expressway corridor as well as the entrances into Wahoo and the main transportation corridors in Wahoo. The goal of these has been to provide guidance on what can be built, where it should be built, and how it should look, to establish a consistent and welcoming appearance. Actual design guidelines that can be presented to builders and developers as a reference are currently lacking. As this is no small task, the City of Wahoo is now in the position of requesting professional assistance to guide city officials, Planning Commission members, and the Mayor and Council through this process.

In addition to the Expressway, the City of Wahoo has invested approximately \$3 million dollars in improvements to Chestnut Street, one of the main entrances/transportation corridors to Wahoo, in the past 5 years, and is planning to spend an addition \$7 million in improvements to the balance of Chestnut Street and 1st Street, which is another entrance to Wahoo. Including these two entrance improvements, the City of Wahoo has invested \$150,000 in the 15th Street entrance, and \$300,000 in the J Road entrance. With over \$10 million invested in these areas, the City of Wahoo needs to be better positioned to protect those entrances and transportation corridors, and guide the development of these areas.

2. Goal of Final Document

The goal of this RFP is to secure the services of a qualified consulting firm to conduct a review of existing documents, facilitate a consultation process, and generate a report and recommendations for streetscape and façade design guidelines for these transportation corridors.

The goal for the City of Wahoo of the final product of this process is a document that meets the following criteria:

- 1) Concise, easy to use
- 2) Respectful of the necessary investment a developer will need to make to implement the design standards.
- 3) Clearly stated intent and purpose, so that any undefined area or unanswered question can be defined and answered by closely referring to the stated intent and purpose.
- 4) Provides examples of preferred design types, as well as those that are discouraged, in text and pictorial form. (Including type of materials, architectural style, other aesthetic qualities of building design, parking, lighting, screening, green space, walkability, relationship of buildings to site, and relationship of site to adjoining area)
- 5) Takes the existing zoning districts, overlay districts, as well as the comprehensive plan into consideration. Significant work was put into these documents by the public and by city officials. This work needs to be evaluated, respected, and when necessary, amended and changed.
- 6) A cohesive document with other City documents (meaning Comp Plan, Zoning Regs, etc.)
- 7) Unique to Wahoo’s environment and circumstances.

3. Evaluation of Proposals

Proposals will be evaluated by a committee of three Planning Commission members, two Council members, the City Administrator/Clerk/Treasurer, and Building & Zoning Administrator. It is possible the committee may ask for clarification on proposals, may conduct interviews of the firm/professional submitting, and may find it necessary to have minor negotiation on the final proposal and price. Once a professional has been selected by the Committee, a recommendation will be made to the Planning Commission, who will then make a recommendation to the City Council for final contract approval.

Proposals will be evaluated on the following criteria:

| <u>Submission Scoring System</u> | <u>Points Available</u> |
|--|-------------------------|
| Expertise of Staff | 15 |
| Current and Recent Experience/ samples of previous efforts | 15 |
| Approach and Methodology | 25 |
| Timeline | 20 |
| Cost Breakdown | 20 |
| References | 5 |
| Total Score | 100 |

4. Scope of Work

The work completed by the consultant should include the following. This is the minimum amount needed to complete the project. If it is deemed necessary to add to the scope of services, the proposal should clearly state the differences between the following scope and the proposed scope.

1. Kick off meeting with Planning Commission. Either agree work will be done by a Committee, or by the entire Planning Commission through study/work sessions (1 meeting)
2. Consultant review of all City of Wahoo documents that pertain to this issue:
 - a. City of Wahoo Zoning Districts
 - b. City of Wahoo Zoning Regulations
 - c. City of Wahoo Subdivision Regulations
 - d. City of Wahoo Comprehensive Plan
 - e. City of Wahoo Infrastructure Design Standards
 - f. Wahoo Municipal Code
3. Preparation and review of plan that includes the proposed layout and framework of the document, a timeline for development of the plan, and list of primary decisions the Committee will need to make (1 meeting)
4. Development of the standards and review by the Committee (3 meetings)
5. Presentation and review at the Planning Commission (1 public hearing meeting)
6. Presentation and review at the City Council (1 public hearing meeting)

5. Timeline

| Item | Date (estimated 6 months) |
|---|----------------------------------|
| RFP issued | 8/1/2018 |
| Deadline for Submission of Proposal | 8/31/2018 |
| Evaluations of Proposals | 9/4-9/14/2018 |
| Notification of Successful Proposal | 10/1/2018 |
| Initial Meeting with staff/committee | October 2018 |
| Deadline for Final Report Submission | February 15, 2019 |
| Adoption by Planning Commission and Council | March 2019 |

6. Deliverables

The following shall be provided:

- a) Four (4) bound copies of the final design recommendations document(s); One (1) unbound copy of the design recommendations document(s);
- b) One electronic copy of the final design recommendations document(s), in a format which would allow future editing and revision;
- c) Material for the City of Wahoo website;
- d) Electronic copies of all drafts and other information provided to the City of Wahoo throughout the project, so they can be circulated to the review team members and others as required