

Request for Qualifications – Consultant Services
RFP# 2018-01

Planning and Zoning Consultant

Invitation to Consultants

The City of Oak Hill, requests proposal from qualified consultants to provide technical assistance to the Planning and Land Development Commission (PLDRC), City Commissioners, Development Regulation Administration, and City Staff on planning and zoning issues.

Background Information

The City of Oak Hill is located in the South East corner of Volusia County and is primarily residential community. The City has a five-member Commission and five-member planning board. The City regulates development through the Unified Land Development Regulations Book. The City issues permit authorizations for projects and construction that meets the City's ordinances and zoning codes. The building permit process is administered by Building Official Consultant.

Request for qualifications for the following services:

The goal of the request is for the City to enter into a general services agreement with a firm or an individual to perform the following services upon request:

- Provide reports to the PLDRC and Commission and city staff that analyze and make recommendations for rezoning applications, special use permits, variances, or other applications as needed.
- Provide reports to the PLDRC and Commission and city staff that analyze and make recommendations for subdivision plans, site development plans, and permit authorization applications submitted to the city for approval. Review of said plans/plats for technical compliance with adopted codes, ordinances, regulation, and policies of the city shall be conducted by qualified architects, engineers, planners, or other technical personnel.
- Make interpretations and recommendations regarding the city's Zoning Ordinances.
- Prepare amendments to improve the Zoning Ordinances as requested.
- Prepare reports, documents, plans or other special projects as requested.
- Other planning and zoning-related tasks as requested by city staff.
- Provide technical expertise on planning, zoning and architectural matters involving the city.
- Recommend and implement improvements for the plan review process.

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INSTRUCTIONS

Qualified consultants are invited to submit six copies of a written proposal containing their fee proposals.

Proposals must be received no later than 3:00 PM on Friday August 3, 2018.

Proposals shall be delivered to:

**City of Oak Hill
234 South U.S. Hwy #1
Oak Hill, Florida 32759
Attn: Kohn Evans, City Administrator**

Proposals must include the following:

1. General information regarding the qualifications of the firm or individual making a proposal.
2. Resumes of the principal parties involved in the actual work being performed.
3. The individuals whom the City would be working with must be named specifically.
4. Examples of similar or related experience to this RFP.
5. Detailed cost breakdown of hourly rates or flat fees for services rendered.

Other instructions:

1. Once submitted, proposals become the property of the City of Oak Hill.
2. Questions and requests for clarification of the conditions of this proposal shall be directed to Kohn Evans, City Administrator at (386)345-3522 or by email at evansk@oakhillfl.com.
3. The City Commission of Oak Hill reserves the right to reject any and all submittals, re-advertise for proposals and negotiate the terms of any and all contracts.