

Mayor

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Town Manager

Brian S. Thrower

Police Chief

Alfredo "Al" Ferrer

Town Attorney

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Request for Proposals

Issue Date: January 8, 2021

Issued By: Town of Crewe, Virginia

Services: Professional Planning Services - Comprehensive Plan Update

Proposals are due no later than 4:30 p.m. on Friday, February 5, 2021

Please use the following address to either hand deliver or mail your proposal:

Brian S. Thrower, Town Manager
 Town of Crewe, VA
 Town Hall
 125 East Carolina Avenue
 Crewe, Virginia 23930

If you mail the proposal, then it is your responsibility to make sure that it arrives in the Town Manager's Office by the time and date deadline above.

You must return this page with your proposal with the following information:

Name and Address of Respondent:

_____ Date: _____

_____ By: _____

_____ Printed Name: _____

Telephone #: _____ Title: _____

Email: _____

Request for Proposals to Provide Planning Services

Purpose

The Town of Crewe seeks professional planning services to fully update its Comprehensive Plan.

Scope of Services

The following services are required:

1. Fully update the Town's Comprehensive Plan, including preparation of an implementation plan.

Evaluation of Proposals

The Town will evaluate proposals using the following criteria:

1. Expertise, experience, and past performance of the firm in providing similar or related services.
2. Qualifications and experience of the staff assigned to the project.
3. Proposed schedule to complete the project.
4. Proposed cost to provide the requested services.

The Town will use the following procedure in the evaluation of proposals:

1. The Town may engage in individual discussions with two or more respondents that it deems fully qualified, responsible, and suitable based on initial responses.
2. At the conclusion of discussions the Town will rank in order of preference those respondents interviewed whose qualifications are deemed most meritorious using the evaluation criteria contained herein and any other information obtained.
3. The Town will then begin negotiations with the first ranked firm to obtain a contract acceptable to both parties.
4. If the Town cannot successfully negotiate a contract with the first ranked firm, it will formally terminate negotiations with that firm and begin negotiations with the second ranked firm. The Town will continue to negotiate through the rank order of firms until an acceptable contract is obtained.
5. The Town may elect to make its selection based upon the proposals only and without conducting interviews.

Proposal Format Requirements

Proposals shall be limited to twenty (20) pages, including all attachments, and include the following:

1. A concise delineation of the firm's capability and experience.
2. Personnel to be assigned to the project, including their qualifications and experience.
3. List of similar projects and clients.
4. Proposed project schedule.
5. Proposed cost to provide requested services.
6. Such other information as the respondent may deem appropriate.

Town's Right to Reject Proposals

The Town reserves the sole right to reject any or all proposals received.

Proposal Submission Deadline

All respondents must submit proposals to the Town Manager's Office no later than 4:30 p.m. on Friday, February 5, 2021. The Town will not consider any proposal that it receives after this date and time.

Respondents must submit their proposals to the attention of Brian S. Thrower, Town Manager. The proposal must be labeled **Comprehensive Plan Update**.

Please submit four (4) copies of your proposal.

Interested parties should address all inquires for information to Brian S. Thrower, Town Manager, at (434) 645-9453 or bthrower@townofcrewe.com.