



**CITY OF CLAYTON MISSOURI**  
**REQUEST FOR PROPOSALS**  
**FOR**

**LAND USE DEVELOPMENT REVIEW SERVICES**

**PROPOSAL DUE DATE:** Friday, March 6, 2020, 5:00 p.m.

**LOCATION:** City of Clayton, MO, 10 N. Bemiston Ave. Clayton, MO 63105

**TO ATTENTION:** Susan Istenes, AICP, Planning Director

The City of Clayton ("City") is soliciting proposals from qualified individuals or firms to enter into a Professional Services Agreement to perform professional land use development review services on an "on-call" basis. The City is requesting proposals from individuals or firms with expertise necessary to process development applications for residential, commercial, and mixed-use development projects, including architectural review, and conformance with federal, state, and local regulations. The selected consultant may also assist planning staff with long-range planning initiatives. The City anticipates this work will include approximately 20 hours per week but may fluctuate due to staffing or workflow.

The City intends to select up to two (2) individuals or firms to provide on-call services under this RFP. Selected firms will be placed on an official list of qualified consultants who will be called upon to perform project review and assistance with the City's Comprehensive Plan Update in response to Department fluctuations and workflow demands. Each Professional Services Agreement and the terms contained therein are expected to be in force for an initial term of one (1) year with the City having an option of a one-year extension.

Under the direction of the Planning Director, the consultant(s) will provide the range of expertise necessary to carry out the normal functions of a professional planner. All services provided by the consultant shall be performed by individuals who meet the qualifications, education, and certifications/licensing requirements for a professional planner and plan reviewer (job description attached). Additionally, the Planning Department would like to have the flexibility to call upon appropriately qualified planning professionals during workload increases or to fill in during staff leave or absences. Based on qualifications presented in the response to this RFP, the City will select up to two firms or individuals that are best able to provide such services for upcoming projects.

Examples of land use development review projects:

- Architectural Review, including administration of Architectural Guidelines, Zoning Overlay Districts, and Design Districts
- Subdivision, including Lot Line Adjustment as well as Minor, and Major Plats
- Site Plan, including single family, multi-family, commercial, and mixed use

When the need for consultant's services arises, staff will email a request for services, including a project description and any pertinent supporting information. The consultant will evaluate the proposal and provide a brief response including the proposed work program, timeline, and identify the firm's responsible professional(s).

#### **GENERAL SCOPE OF SERVICES**

1. Analyze projects for compliance with Clayton's Zoning Ordinance, Subdivision Ordinance, Urban Design Districts, applicable Overlay Districts, Tree and Landscape Standards (which will be a supplemental review to the City's contracted Landscape Architect), as well as other applicable regulations, standards and policies.
2. Review projects and provide comments within timeframes specified by the City.

3. Perform site visits.
4. Review Building Permit applications for zoning compliance with approved site plans, landscape plans, architectural plans, conditional use permits, and zoning approvals.
5. Meet with developers/applicants, engineers, property owners, contractors and other individuals to discuss, advise, explain procedures and suggest improvements regarding projects, pre-applications, development applications, feasibility analyses, conceptual development plans and code interpretations.
6. Coordinate administration of development approvals during the construction phase to ensure compliance with approval conditions and mitigation measures.
7. Develop and maintain good working relationships with the City's Plan Commission/Architectural Review Board, staff, other City departments, other jurisdictions, and the public.
8. When required, be present at City Hall to meet with staff, applicants, etc. regarding project status and updates.
9. Ability to prepare written staff reports to the Plan Commission and Architectural Review Board and Board of Aldermen including accompanying resolutions, ordinances, conditions of approval, preparing PowerPoint presentations and giving oral presentations.
10. Attend public hearings and community meetings as necessary.
11. Ability to manage multiple projects and competing priorities while maintaining quality, meeting schedules and staying within budget.
12. Answer by telephone or email inquiries regarding development applications.
13. Facilitate special projects or assist staff with long-range planning initiatives such as the update to the City's Comprehensive Plan, which is scheduled to begin this year.

Qualified consultants shall possess the following:

- No less than three years of professional planning work experience in the public or private sector with similar responsibilities as outlined in this scope.
- Demonstrable experience in project management in current and/or long-range planning, including preparation of notices and letters, staff reports, development agreements and other planning documents.
- Ability to work independently, follow directions, seek clarification prior to completion of work assignment, analyze quantitative data and qualitative information, and think creatively and critically.
- Demonstrable experience dealing with the public, architects, and applicants during the public review process of entitlement applications.
- Ability to write well-organized reports regarding complex planning issues.
- Ability to make professional presentations to the Plan Commission and City Board of Aldermen.
- Ability to coordinate and assist with Building Permit plan checking and site inspections.

- Well organized and able to think and work independently.

## **RFP SUBMITTAL REQUIREMENTS**

All proposals should include the following minimum information:

1. **COVER LETTER:** Indicate interest and commitment to perform on-call services for the City. Include contact information (physical address, telephone, and email address) for the primary person responsible for the proposal who will be the point of contact for the City on all correspondence and communications pertaining to the proposal. The cover letter should also summarize the key points of the consulting firms' interests and qualifications, pertinent areas of expertise and outline of the firm's experience with the scope of work requested.
2. **CAPACITY:** The cover letter should also include a statement of availability and how many hours per month the firm can commit to the City's projects, as well as a statement outlining the amount of time the consultant will require between notification of an application and commencement of consultant review.
3. **RELEVANT EXPERIENCE:** List projects completed by the Consultant relevant to the scope of services contained herein that have been completed in the last five years. Discuss the firm's uniqueness to best perform these on-call services for the City.
4. **KEY TEAM MEMBER SUMMARY:** Identify the individual(s) or key team members that may be available to assist the City in response to this RFP. Summarize each person's experience and include their resume.
5. **CURRENT CLIENTS/PROJECTS:** Provide a list of all clients doing business with the Consultant in the past 12 months and identify any projects within the City in the past 12 months. The proposal shall include copies of three (3) development review summaries completed for other projects in other municipalities.
6. **BILLING STRUCTURE:** Provide a list of hourly billing rates for each proposed team member. Include all direct and indirect expenses and fees.
7. **CITY CONSULTANT CONTRACT:** Provide a statement indicating that the firm can meet the agreement's indemnity and insurance requirements (Attachment A).
8. **REFERENCES:** Provide three (3) client references relevant to the scope of services listed herein. Include names, titles, current email addresses and telephone numbers.

## **SUBMITTAL INSTRUCTIONS**

Five (5) copies of the proposal package must be submitted to the City of Clayton by 5:00 P.M. on Friday, March 6, 2019, in addition to one (1) electronic copy in PDF format. Proposals can be mailed, or hand delivered to Attn: Susan Istenes, AICP, Planning Director, 10 N. Bemiston Ave, Clayton, MO 63105. Proposals shall be sent in a sealed envelope and clearly labeled: "RFP for On-Call Land Use Development Review Services".

Questions regarding this RFP should be directed in writing to Susan Istenes, AICP, Planning Director, via email at [sistenes@claytonmo.gov](mailto:sistenes@claytonmo.gov). The deadline for submitting questions is 5:00 pm., Monday, March 2, 2020.

After the City has selected its top three preferences based on qualifications, a proposed scope and fee will be requested to be provided at the time of interview. Interviews will be scheduled with the top three firms. Following the interviews, the top preference will be identified. If an agreement cannot be reached regarding project scope and fees, the next firm based on qualifications will be contacted and negotiations shall then commence with the next preference.

### **RFP TERMS AND CONDITIONS**

The City reserves the right to reject any and all Proposals and to waive any irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City to accept or contract for any expressed or implied services. Furthermore, the City reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within fifteen (15) days after the award of the proposal.

### **REQUEST TYPE**

#### **DEADLINE**

RFP Response  
Friday, March 6, 2020, 5:00 p.m.

### **CONTACT INFORMATION**

#### **Website**

[www.claytonmo.gov](http://www.claytonmo.gov)

#### **Contact Email**

[sistenes@claytonmo.gov](mailto:sistenes@claytonmo.gov)

# ATTACHMENT A

## INDEMNIFICATIONS AND INSURANCE

The Company shall indemnify, save, and hold harmless the City of Clayton, Missouri, its departments, elected officials, officers, employees, and agents, against any and all claims, damages, liability and court awards including costs, expenses and attorney fees incurred as a result of any act or omission by the Company or its employees, agents, subcontractors, or assignees pursuant to the terms of the agreement resulting from this Request for Proposal. The Company's obligation to indemnify and hold harmless shall remain in effect and shall be binding on the Company whether such injury shall accrue, or may be discovered, before or after termination of this Agreement.

The Company shall purchase and maintain, at its expense, in full force and effect, the following insurance coverage with an insurance carrier acceptable to the City. The policy shall be endorsed to cover the contractual liability of the agency under the General Conditions. The Company and any Subcontractors shall procure and maintain during the life of this agreement insurance of the types and minimum amounts as follows:

The Company shall, at its expense, procure and maintain at a minimum for the duration of the Project, except as otherwise set forth herein, the types and amounts of insurance described below or as otherwise required by law on all of its operations, in companies registered to do business in the State of Missouri and having an A.M. Best Rating of A- IX or higher:

- A. Workers' Compensation and Employers Liability Insurance. The Company shall carry statutory Workers' Compensation Insurance and Employer Liability Coverage in compliance with Missouri State law.
  
- B. Commercial General Liability Insurance. The Company shall carry Commercial General Liability Insurance written on ISO Occurrence form CG 00 01 07 98 or later edition (or a substitute form providing equivalent coverage) and shall cover all operations by or on behalf of the Company, providing insurance for bodily injury liability and property damage liability for the limits indicated below and for the following coverage:
  - (1) Premises and Operations
  - (2) Products and Completed Operations
  - (3) Contractual Liability insuring the obligations assumed by the Company under this Contract.
  - (4) Personal Injury Liability and Advertising Injury Liability

Except with respect to bodily injury and property damage included within the products and completed operations hazards, the general aggregate limit shall apply separately to the Company's project under this Agreement. Completed Operations coverage must be maintained for the correction period provided by the agreement.

Limit of Liability. The Commercial General Liability policy limits shall not be less than:

- \$1,000,000 Each Occurrence (Combined Single Limit for Bodily Injury and Property Damage)
- \$2,000,000 Aggregate for Products/Completed Operations
- \$1,000,000 Personal Injury/Advertising Injury
- \$2,000,000 General Aggregate (must provide endorsement ISO CG 25 03 or equivalent to apply the General Aggregate per project, if available. If not, see Umbrella Liability section.)

Additional Insured. The Owner, all its departments, elected officials, officers, employees, and agents shall be named as Additional Insureds under the Commercial General Liability Insurance using ISO Additional Insured Endorsements CG 20 10 (2004 edition) or substitute providing equivalent coverage. These endorsements must be stated on the insurance certificate provided to the Owner and a copy of the endorsements confirming coverage should accompany the insurance certificate.

Primary Coverage. The Company's Commercial General Liability Policy shall apply as primary insurance and any other insurance carried by the Owner shall be excess only and will not contribute with Company's insurance. This must be stated on the insurance certificate and a copy of the endorsement confirming coverage should accompany the insurance certificate.

- C. Business Automobile Liability Insurance. The policy should be written on ISO form CA 0001, CA 0005, CA 0002, CA0020 or a substitute form providing equivalent coverage and shall provide coverage for all owned, leased, hired and non-owned vehicles. The limit of liability should be at least \$2,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident and should also cover Automobile Contractual Liability. The policy should name the Owner and all of its departments, elected officials, officers, employees, and agents, as Additional Insureds. The policy shall be endorsed to be primary coverage and any other insurance carried by the Owner shall be excess only and will not contribute with Company's insurance. To confirm coverage, a copy of the Additional Insured Endorsement and the Primary Insurance Endorsement should accompany the insurance certificate.

- D. Professional Liability Insurance. The Company shall purchase and maintain insurance with a limit of at least \$2,900,000 for each claim and \$2,900,000 Annual Aggregate.
- E. Umbrella Excess Liability. The Company should provide an umbrella excess liability policy that will provide a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate over the employers' liability, commercial general liability and automobile liability coverages. This policy should "follow-form" of the underlying policies and comply with all insurance requirements of those policies. If the General Aggregate of the Commercial General Liability policy does not apply per project, the limits should be \$1,000,000 per occurrence/\$2,000,000 aggregate.
- F. Waiver of Subrogation. The Commercial General Liability and Automobile Liability policies shall each contain a waiver of subrogation in favor of the Owner and its departments, elected officials, officers, employees, and agents.
- F. Certificates of Insurance. As evidence of the insurance, limits and endorsements required, a standard ACORD or equivalent Certificate of Insurance executed by a duly authorized representative of each insurer shall be furnished by the Company to the Owner before any Work under the Agreement is commenced by the Company.

The certificate(s) of insurance and the insurance policies required shall contain a provision that coverage afforded under the policies will not be cancelled or allowed to expire until at least 30 days prior written notice has been given to the City of Clayton, Missouri, ATTN: Risk Manager, 10 N Bemiston Avenue, Clayton, MO 63105.

Owner shall have the right, but not the obligation, to prohibit the Company or any Subcontractor from entering the Project site until such certificates are received and approved by the Owner. With respect to insurance to be maintained after final payment, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner as a precondition to final payment. Copies of all additional insured and waiver of subrogation endorsements should accompany the certificate.

Failure to maintain the insurance required herein may result in termination of the Agreement at Owner's option. In the event the Company does not comply with the requirements of this section, the Owner shall have the right, but not the obligation, to provide insurance coverage to protect the Owner, and charge the Company for the cost of that insurance. The required insurance shall be subject to the approval of the Company, but any acceptance of insurance certificates by the Company or Owner shall in no way limit or relieve the Company of their duties and responsibilities in this Agreement.

- G. Copies of Policies. The Company shall furnish a certified copy of any and all insurance policies required under this Agreement within ten (10) days of Owner's written request for said policies.
  
- H. Subcontractors. The Company shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. The Company shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insureds and have the Waiver of Subrogation endorsement added.
  
- I. Other Insurance. The Owner may require insurance coverage in excess of the types and amounts required in the Exhibit. The Company shall attempt in good faith to obtain quotes for such additional coverage and provide them to Owner for review. The Company shall purchase any such additional insurance as may be requested by the Owner in writing. Owner shall pay any additional premium for such additional coverage.

**TITLE:** Planner  
**PAY GRADE:** K  
**DEPARTMENT:** Planning  
**STATUS:** Non-Exempt  
**REPORTS TO:** Director of Planning and Development Services  
**APPROVED BY:** Director of Planning and Development Services  
**REVISION DATE:** June 2018



**PURPOSE OF POSITION:**

The purpose of this position is to provide planning services for the Planning and Development Department and act as a coordinator to the Planning Commission by assisting applicants in submitting completed documents. Additionally, conduct research for the Plan Commission and Board of Aldermen regarding planning trends and other related issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Administers the Zoning and Sign Ordinances by implementing new regulations, answering inquiries and coordinating with the public and development community.
2. Conducts research on planning related issues for the Department, the Plan Commission and the Board of Aldermen.
3. Assists the Building Official in plan review related to zoning setbacks, other zoning provisions and architectural design.
4. Acts as staff liaison to the Board of Adjustment.
5. Acts as liaison between applicants and Plan Commission for preparation and presentation of requests for development approvals, and for compliance with Urban Design District regulations.
6. Develops or assists with the development of current, long-range and/or other planning activities.
7. Assists with zoning land use, zoning and codes violations.
8. Assists and provides information to the public.
9. Serves as staff support to various boards and commissions.
10. Prepares and maintains various planning maps, files, graphics and records.
11. Assures provisions of City, State and Federal laws related to notification and public meetings are followed.
12. Provides long term planning services including, but not limited to, maintaining the Subdivision Ordinance, researching master plans, administering census information, conducting surveys on planning and development trends and related issues and coordinating public meetings for planning studies.
13. Administers GIS system for all City Departments.
14. Prepares staff reports for the Plan Commission and attend Plan Commission meetings to provide technical assistance.
15. Reviews landscape plans for compliance with city policies.
16. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Planning or closely related field with a minimum two (2) years' work experience in a planner position for a municipal or local entity.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of planning theory and practice.
- Knowledge of research methods and ability to write concise reports.

- Ability to effectively communicate verbally and in writing with residents, applicants, developers and Plan Commission members.
- Ability to review site plans for zoning compliance.
- Ability to handle multiple priorities and to complete projects in a timely manner.
- Ability to use the Internet and other research vehicles GIS, word processing, spreadsheet applications and web editing software.
- Knowledge of the principles and practices of Urban planning.
- Knowledge of economics, sociology and municipal finance as applied to Urban planning.
- Knowledge of current literature and recent developments in the field of Urban planning;
- Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.
- Ability to prepare and present technical information clearly and in an interesting manner to lay groups and the public.
- Ability to establish and maintain effective working relationships with professional colleagues, employees and representatives of other public agencies.
- Ability to establish and maintain effective and professional working relationships with vendors, finance staff, other department heads and governmental officials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems, deal with a variety of situations, think quickly, maintain self-control and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.

#### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some medium work requiring the exertion of up to 50 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, fumes, lead, dust, acids, solvents, asbestos, fiberglass, viruses, parasites, bacteria, automobile traffic, construction sites, basement areas, moving parts of machinery and extreme weather conditions both hot and cold.

*In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*