



MEMORANDUM

To: Kris Simpson, City Administrator

From: Cassie Harashe, City Planner

Date: October 21, 2020

Subject: Request for Proposals (RFP) for Landscape Code update

REQUEST FOR PROPOSALS (RFP) – STATEMENT OF INTENT

The City of Crestwood is currently accepting proposals from qualified firms to perform an update to its landscape code. The new ordinance shall be in compliance with State statutes and shall be consistent with the City's adopted Comprehensive Plan, soon to be adopted zoning code, and various community plans.

Proposals received for this request for proposals (RFP) will be reviewed by an evaluation committee comprised of City Staff.

BACKGROUND

The City of Crestwood is a municipality in south St. Louis County with a population of almost 12,000. The community of Crestwood was incorporated in 1947, and shortly thereafter evolved into a high-traffic community because of its location along the famous Route 66. Several major retail closures, inclusive of the loss of a 1,000,000 square foot indoor mall, have caused traffic volumes to decrease over the last five to seven years. Now, the City ranks as one of the top real estate markets in the country and is part of the highly rated Lindbergh School District. The community also boasts a fantastic greenway featuring Grant's Trail, a regional trail system connecting rural and urban neighborhoods in the greater St. Louis region. The City is currently working to foster a new development of the former mall site. This redevelopment area represents the City's hope to catalyze development on the Watson Road Corridor in an attempt to revitalize commercial activity within the City.

PROJECT PURPOSE

The City of Crestwood has nearly completed its review and adoption of a new zoning code. The City is looking to update the landscape design standards to promote cohesion between the proposed Watson Road Overlay Area and the landscape code, promotes quality green areas in commercial developments outside of the Watson Road corridor while allowing development that is a "win-win" situation for current residents, new residents, businesses, developers and the City, and promotes a style of landscaping that preserves the charm of residential areas of Crestwood. Outdated zoning code is not unusual to local government, however the City of Crestwood has identified the following issues which serve as the purpose for the update:

- The landscape code was adopted in 19995, with few updates since adoption.

- The code is vague and contains standards that are difficult to administer.
- It is not user-friendly, and lacks consistent graphics to improve readability.

The existing code may be accessed and viewed on the City's e-Code website at: [City's Landscape Code Link](#).

CITY OF CRESTWOOD COMPREHENSIVE PLAN

The City utilizes a Comprehensive Plan adopted in 2017 and wishes to use the proposed landscape code update to support the goals and objectives of the Plan. Those include, but are not limited to:

- Create an attractive commercial district
- Have well-maintained residential neighborhoods.
- Create a set of design templates for uniformity and identity within the community's commercial corridors.
- Create a walkable community.
- Foster distinctive, attractive communities with a strong sense of place.
- Preserve open space, historic sites, natural beauty and environmentally sensitive areas.
- Strengthen new and infill development.
- Encourage the utilization of a variety of transportation choices.
- Make development decisions predictable, fair and cost effective.
- Encourage community and stakeholder collaboration in development decisions.

SCOPE OF WORK

With assistance from City staff, the selected consultant will conduct a public process to develop a new Landscape Ordinance for the City of Crestwood. It is anticipated that the consultant will work to develop a landscape code that works with the new "hybrid" zoning ordinance which incorporates form-based standards in established neighborhoods and commercial districts. These standards shall support walkable neighborhoods and mixed use commercial areas. The new ordinance should assist to preserve the character of the City. This update should also incorporate the key concepts of Smart Growth and New Urbanism principles. It should include graphics when appropriate.

The final work program will be developed in conjunction with City staff but the scope of work should include the following:

Current Landscape Ordinance Diagnosis. The consultant will work closely with City staff in producing a diagnosis of the existing code.

Review of Comprehensive Plan. The consultant will ensure the new Landscape Code is consistent with the goals of the City's Comprehensive Plan.

Evaluation of Existing Neighborhoods, Corridors and Districts. The City of Crestwood contains many unique areas that may warrant context-sensitive regulations. Staff will work with the consultant to identify these areas.

Drafting the Document. The consultant will prepare drafts of the zoning ordinance, including graphics, for review by staff, culminating in a final version to be acted upon by the Planning, Zoning and Architectural Review Commission and the Board of Aldermen.

Integration of the New Code into User-Friendly Formats. The consultant will work with City staff as well as its information technology vendors to make the new code is accessible and interactive with the public.

METHOD

Award of this contract, if any, will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in this RFP and other services as deemed necessary by the City. Proposals must be submitted at the date and time specified and each firm responding will be recorded as a respondent.

Proposal content, including pricing, will be kept confidential until award of the contract. The City may reject any proposal not in compliance with all prescribed public RFP procedures and requirements and may reject any or all proposals. The City reserves the right to waive any requirement or condition of the RFP upon finding that it is in the best interest of the public to do so.

SUBMITTAL REQUIREMENTS

Proposals should be marked "City of Crestwood: Consultant for Comprehensive Landscape Code Update" and sent to the attention of Cassie Harashe, City Planner, and be received at the City of Crestwood Government Center, 1 Detjen Drive, Crestwood, MO 63126 by **Monday, November 9, 2020 at 4:00 P.M.** Each submittal should include four (4) hard copies, one (1) electronic copy on a flash drive, and an email copy sent to charashe@cityofcrestwood.org. **Firms interested in submitting a proposal shall submit the following:**

1. Letter of Interest with a brief description of the services that will be provided.
2. A roster of all team members.
3. A statement of qualifications, including at least one digital sample of a recent work relevant to the project. If the sample was not prepared by the team members who will be working on the City of Crestwood Landscape Code Update, include relevant samples of work by those team members.
4. A brief description of your philosophy and/or approach to the project which demonstrates the team's understanding of the project and the relevant issues.
5. A proposed Scope of Work describing your approach to accomplishing the objective stated in the RFP and identifying the methodology proposed. The consultant is encouraged to include suggestions which may improve cost effectiveness. Clearly articulate all assumptions regarding data and information that you expect from the City.
6. A time-line showing the estimated length of time for completion of the project. Time estimates should be expressed in number of days/weeks without reference to a specific starting date. The time-line should identify when draft and final work products will be submitted to City staff.
7. Proof of insurance as required by the City (shown below).
8. Any other information you would like to submit you feel will assist us in the evaluation of your firm's qualifications.
9. Proposals shall be limited to twenty (20) double sided pages.

SELECTION PROCESS

The City will use objective criteria to determine each consultant's suitability to perform this work. Evaluation criteria for the proposals are as follows:

1. Successful experience with similar types of projects;
2. Previous project references;
3. Creativity of responses;
4. Quality of the proposal and understanding of the work to be completed, including special requirements, codes, regulations pertinent to the project;
5. Project team and key personnel qualifications;
6. Proposed time schedule.

The City's selection committee will review all proposals based upon the above stated criteria and may interview selective consultant teams. Following the interview process, it is the intention of the City of Crestwood to negotiate a contract with one consultant. If a fee cannot be successfully negotiated with the selected firm, the City reserves the right to negotiate with the next firm listed in the qualifications ranking.

The City of Crestwood reserves the right to accept proposals in whole or in part, and to reject any and all proposals, and to negotiate separately as necessary to serve the best interests of the City of Crestwood.

If you have any questions, contact Cassie Harashe by phone at 314-729-4781, or by email at charashe@cityofcrestwood.org.

INSURANCE

The Proposer shall furnish proof of the following insurance:

Consultant Insurance. Consultant shall procure and maintain during the period of this Agreement insurance, as follows:

(a) Workers' Compensation as required by law and employer's liability coverage in an amount not less than \$2,000,000.

(b) Commercial general liability which provides combined single limit coverage, including property damage and bodily injury, including:

Death	\$2,000,000 each person
	\$2,000,000 each occurrence
Property Damage	\$2,000,000 each occurrence
	\$2,000,000 general aggregate

(c) Automobile liability, which provides combined single limit coverage, including:

Death	\$2,000,000 each person
	\$2,000,000 each occurrence
Property Damage	\$2,000,000 each accident

(d) Professional liability \$2,000,000 each occurrence
\$2,000,000 general aggregate

The commercial general liability policy shall be endorsed to cover the liability of Consultant hereunder. City shall be named as an additional insured on the commercial general liability and automobile liability policies and such insurance shall be primary and non-contributory with respect to any insurance maintained by the City. Each such policy shall be written by a company or companies licensed to do business in the state of Missouri and acceptable to the City. Certificates of insurance shall be furnished to the City prior to the commencement of the Work. Each such policy shall provide that it shall not be canceled or altered, without 15 days prior written notice to City. **The certificate of insurance must state "the City of Crestwood is an additional insured on a primary and non-contributory basis."**