



MORGAN COUNTY PLANNING AND DEVELOPMENT

150 East Washington Street, Suite 200
P.O. Box 1357
Madison, Georgia 30650
(706)342-4373 Office · (706)343-6455 Fax

February 25, 2015

Dear Planning Consultant,

Morgan County is now accepting applications for the upcoming Comprehensive Plan update. The update deadline is June 2017, but Morgan County is seeking an aggressive schedule in order to have the plan completed, reviewed and adopted by all involved municipalities by February 2017. Please see the enclosed Request for Proposal for further information.

Questions may be directed to my attention at the address or phone number listed above.

Kind regards,

A handwritten signature in blue ink, appearing to read "C. Jarrell", with a long horizontal flourish extending to the right.

Chuck Jarrell
Director
Morgan County Planning and Development

Cc: Tara Cooner, Senior Planner
Allison Miller, Administrative Assistant
Andy Ainslie, Chairman, Morgan County Board of Commissioners
Ricky Walker, Mayor, Town of Buckhead
John Bostwick, Mayor, City of Bostwick
James Bratcher, Mayor, City of Rutledge

**REQUEST FOR PROPOSALS TO
UPDATE THE MORGAN COUNTY JOINT COMPREHENSIVE PLAN**

Morgan County and the Cities of Bostwick, Buckhead and Rutledge are currently accepting proposals from consulting planning firms with a strong record of successfully updating local Comprehensive Plans for growing rural communities in Georgia.

All proposals will be evaluated in terms of project approach, timing, experience writing Comprehensive Plans for rural communities in Georgia, quality of work, and capacity to perform. Qualifications include, but are not limited to, community development planning, transportation planning, utility planning, population projection analysis, land use planning, and development of short-term work programs. Responding firms should provide sufficient information to demonstrate their ability to coordinate the needs of a growing community with the vision which the community has developed as their future goal.

Proposals may be submitted to: Morgan County Planning and Development
150 East Washington Street, Suite 200
Madison, Georgia, 30650

All proposals must be received by 5:00 p.m. on Friday, March 20, 2015. Proposals received after this date will not be considered. Proposals failing to include the requested information will be deemed incomplete and will not be considered.

Final candidates will be required to present their proposal to the Morgan County Board of Commissioners, City Council Members, and other decision makers in the community. The final candidates will be contacted with a presentation date and time. Each proposal will be allotted forty (40) minutes: twenty (20) minutes are reserved for the presentation of the proposal and twenty (20) minutes are reserved for questions and answers.

We reserve the right to accept or reject any and all proposals. Additionally, we reserve the right to accept all or part of any proposal.

A copy of the 2004 Joint Comprehensive Plan is available for your review, along with the 2012 Short Term Work Program Update, and may be found on our website at:

<http://www.morganga.org/index.aspx?NID=319>

For more information you may contact Chuck Jarrell, Morgan County Planning and Development Director, by phone at (706)342-4373 or by email at cjarrell@morganga.org.

Morgan County, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

Proposal Format:

The information in this section is intended to provide a basis for the criteria of selection and rating. Firms are encouraged to provide supporting documentation, to provide samples of previous Comprehensive Plans, related projects, and any unique ideas which were developed to assess the needs of a growing, rural community.

Project Approach

- How does your firm propose to undertake this project?
- Your proposal must reflect your firm's strategy in managing the visioning process.
- Explain how the firm would approach the project including the task of attracting public input and extracting a vision for the future from public forums.
- Explain how the firm would approach turning the vision into a document that is tailored to Morgan County and its municipalities.
- What makes your approach unique and pertinent to the needs of Morgan County and the cities of Bostwick, Buckhead and Rutledge?

The Project Team

- What will be the roles and responsibilities of the firm's personnel that will be working on this project?
- Will the firm require outside consultants in order to complete the project scope? If so, what part of the project scope will be handled by outside consultants? Please provide name, role and firm information of all outside consultants.

Related Experience

- Has the firm prepared Comprehensive Plan updates for other counties in Georgia? If so, which counties?
- Has the firm provided work as a consultant for a portion of a Comprehensive Plan update?

Required Documents

- Your proposal shall include a detailed timeline to complete the project.
- Your proposal shall provide an itemized cost analysis for the project.
- Your proposal shall list all information that your firm will need from each jurisdiction.
- Your proposal shall include documentation demonstrating compliance with E-Verify and SAVE programs.

References

- Please provide a minimum of four local government references, two of which should be similar in rural character and population to Morgan County (name, address and contact information).

Scope of Work:

- Conduct community involvement and visioning hearings.
- Conduct all required public hearings.
- Evaluate and analyze all plan elements listed on pages 4 and 5.
- Create an innovative Comprehensive Plan to meet the needs of Morgan County and the cities of Bostwick, Buckhead and Rutledge which exceeds the minimum standards set forth by the Georgia Department of Community Affairs for comprehensive planning.
- Identify and prioritize short-term and long-term work projects to include all plan elements listed on pages 4 and 5.
- Develop a strategy to enhance current levels of service and project additional services needed for projected population growth through the year 2040.
- Draft the document in such a way that information for each jurisdiction can be easily extracted.
- Maintain communication with a core group of representatives from each community to ensure that the final product will be a useful tool for future planning.
- The final draft of the Comprehensive Plan must be submitted to the Northeast Georgia Regional Commission for review and comment to verify compliance with the requirements established by DCA for Comprehensive Plans.
- The final plan will be prepared according to comments received from Northeast Georgia Regional Commission and the Department of Community Affairs.
- The final plan will be approved and adopted by the Morgan County Board of Commissioners and the Mayor and Council of the cities of Bostwick, Buckhead and Rutledge.

Other information:

- Maps will be an integral part of the Comprehensive Plan Update. A current base map of Morgan County will be available in GIS format from the Morgan County Tax Assessors Office.
- The following maps will be required to be included in the Comprehensive Plan for each municipality and unincorporated Morgan County. Maps suitably sized and mounted for display will be required for workshops and public hearings. In addition 11x17 color fold-outs will be required in the Comprehensive Plan itself:
 - Community Facilities
 - Current Land Use
 - Future Land Use
 - Transportation Corridor map identifying road classification types, pedestrian corridors, and greenways
 - Topography Map showing wetlands, watersheds, steep slopes, flood plains, and other natural features as appropriate
- All documents, maps and electronic data will become the property of Morgan County upon completion of the project. A copy of all documents will be provided to the County, Bostwick, Buckhead, and Rutledge and to the Northeast Georgia Regional Commission. Requests for copies of other documents will be handled within a reasonable amount of time and provided to the County at no additional cost.

Project Focus:

The focus of the project is to create an innovative Comprehensive Plan to direct Morgan County and the cities of Bostwick, Buckhead and Rutledge to make informed decisions, which may affect the quality of life of our citizens.

The plan must evaluate current conditions of these local governments and craft an organized strategy to lead these local governments in long term planning and to meet their impending needs.

The following is intended to provide an overview of the required elements and additional details that Morgan County and the other jurisdictions are looking to receive from this update.

Plan Elements:**Community Goals**

- Vision statement
- Community goals
- Community policies
- Character areas and defining narrative

Needs and Opportunities

- Supplemental planning recommendations
- Analysis of data and information
- Analysis of community objectives
- Recommendations

Community Work Program

- Analysis of existing work program
- Recommendations for a work program that can be accomplished
- Recommended implementation plan

Capital Improvements

- Document and perform an analysis of current facilities
- Recommendations for implementation or improvements

Economic Development

- Identify needs and opportunities
- Analyze current trends in economic development that affect land use, housing, natural resources and transportation
- Analysis of the labor force
- Analysis of current programs
- Recommendations for implementation or improvements

Land Use

- Existing land use map
- Character area map
- Preservation areas
- Agricultural areas
- Commercial and industrial growth areas
- Residential growth areas

- Future land use map and narrative

Environmental

- Evaluate and document natural and historical resources
- Review local environmental ordinances and regulations
- Review regional water plans
- Review environmental planning criteria
- Recommendations for implementation or improvements

Transportation

- Analysis current road network
- Analysis of alternative transportation (bicycle, pedestrian and public transportation)
- Analysis of transportation and land use (existing and proposed)
- Identify areas of railroad network for expansion for industrial development
- Recommendations for implementation or improvements

Population

- Prepare population projections and provide analysis of the data as it relates to housing, land use, economic development, natural resources and community facilities through the year 2040

Housing

- Analysis of existing housing
- Recommendations for current and future housing needs
- Recommendations for elder care needs based on current and projected future demographics