

**REQUESTS FOR QUALIFICATIONS**  
**Professional Planning/Consulting Services**

**Jefferson County Planning Commission**  
**Land Development Ordinance Amendment**

The Jefferson County, West Virginia, Planning Commission (JCPC), is requesting Statements of Qualification (RFQ) from interested qualified Land Use Planners/Consultants detailing the firm's qualifications, technical expertise, capabilities, references, and related prior experience with similar projects; for the purpose of selecting a consultant to aid the planning commission in amending the current Subdivision and Land Development Regulations and Zoning and Land Development Ordinance to make them more efficient, organized and user friendly.

The consultant shall have at least 10 years' experience working with land use regulations. Preference will be given to consultants with knowledge of Jefferson County's subdivision regulations and zoning ordinance and the land development review and approval process; and West Virginia State Code, Chapter 8A related to Land Use Planning; Chapter 7, Article 7-1-3N related to the State Building Code; and Chapter 19, Article 36 related to Agritourism.

**A. Scope of Work** generally includes, but may not be limited to, the following:

1. Conduct a project kickoff meeting with the JCPC to discuss the project process and expectations.
2. Review the current Jefferson County Subdivision and Land Development Regulations and Zoning and Land Development Ordinance.
3. Provide a comparison of the organization and content of the subdivision regulations and zoning ordinance to the subdivision regulations and zoning ordinances of the surrounding jurisdictions with similar ordinances.
4. Propose amendments to the subdivision and zoning ordinances to meet the goals and expectations of the JCPC.
5. Prepare and present a draft of the amended ordinances to the JCPC and staff for review and comment.
6. Incorporate the JCPC's comments and changes into the amended ordinance drafts and present again to the JCPC and staff for review and comment.  
(Note: several meetings, discussions and revisions may be required)
7. Upon completion of the final recommended draft of the amended subdivision and zoning ordinances, present the amended ordinances to the JCPC at a public meeting and facilitate a Public Hearing. Prepare the Public Hearing notices and give to planning staff for publication, as required by law.
8. Incorporate public comments into the proposed amended ordinances, as directed by the JCPC.
9. Present the final draft of the amended ordinances incorporating public comments to the JCPC and staff. Provide a copy of the final draft of the amended ordinance

to the JCPC in both Microsoft Word document format and as an Adobe Acrobat pdf document.

10. Once the proposed amended ordinances are finalized, aid the JCPC in presenting it to the Jefferson County Commission for their review, discussion and consideration of scheduling a Public Hearing. Prepare the Public Hearing notices and give to planning staff for publication, as required by law. Facilitate the Public Hearing before the Jefferson County Commission.
12. Incorporate the Jefferson County Commission's Public Hearing comments into the proposed amended ordinances, as directed by the Jefferson County Commission; and present again to the county commission and staff for review and comment or consideration of adoption.
13. Provide a copy of the final adopted subdivision ordinance and the zoning ordinance to the JCPC and planning staff in both Microsoft Word document format and as an Adobe Acrobat pdf document.

#### **B. Project Schedule:**

The project is expected to commence upon selection of the consultant by the Jefferson County Planning Commission. Work shall be completed in accordance with the agreed upon timeline between the JCPC and the consultant.

#### **C. Selection & Fee Negotiation**

The consultant will be selected based on qualifications, technical expertise, capabilities, references, and related prior experience.

The JCPC shall evaluate the statements of qualifications and other material submitted by the interested consultant/firms; and then rank in order of preference, no less than three professional firms deemed most highly qualified to provide the services required. The JCPC shall then commence scope of work and price negotiations with the best qualified professional firm/consultant.

If the JCPC is unable to negotiate a satisfactory contract with the professional firm/consultant considered best qualified and at a fee determined to be fair and reasonable; then, price negotiations with the firm of second choice shall commence, until a contract can be negotiated with a chosen firm.

The Consultant is requested to provide an hourly fee schedule for each proposed project team member in the negotiated proposal/contract. The hourly rates shall include fringe benefits, indirect costs and profit. The Consultant's rates for reimbursable expenses shall also be indicated.

#### **D. Qualifications Statement Submission:**

The Consultant's Qualifications Statement must contain five (5) parts: An original, three copies, and a PDF file of their qualifications statement. Submit all parts in a sealed envelope to:

Jefferson County Planning Commission  
116 East Washington Street, Suite 200  
Charles Town, WV 25414

Attention: Jennie Brockman, County Planner  
Phone: 304-728-3228

The Statement of Qualifications shall be received by 4:00 pm, Thursday, June 14, 2019.

The JCPC will afford full opportunity to women-owned and minority business enterprises to submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap, or national origin in the award of this contract.

The JCPC reserves the right to accept or reject any and/or all qualification statements/proposals and to waive any minor impropriety in the submission and selection process.