

# **REQUEST FOR QUALIFICATIONS**

**CITY OF LADUE, MISSOURI**

**CITY PLANNING SERVICES**



*September 21, 2015*

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#### **INTRODUCTION AND BACKGROUND**

The City of Ladue is seeking a City planner to provide planning services on an hourly contract or part-time basis. The planner shall provide a wide range of short and long-term planning services to promote the orderly development, redevelopment and use of land within the City while being responsible for the oversight of the City's zoning and subdivision ordinances. A portion of the work will be recurring while a portion of work will be assigned as tasks arise. The planner will report to the Director of Public Works.

The City of Ladue is located minutes from St. Louis City and is accessible from interstates I-64/40 and I-170. Established in 1936, the City of Ladue is a residential community that prides itself on preserving its unique character and quality of life by adhering to the City's Comprehensive Plan and Zoning Ordinance. The City of Ladue adopted a Comprehensive Plan in 1938. The Comprehensive Plan was updated in 2006, but still maintains the basic tenets of the original plan.

The City of Ladue has an estimated population of 8600 within its 8.6 square miles. Ladue is highly regarded for its rural and open feel within an urbanized perimeter as well as the variety of premium quality, unique homes which the vast majority of the community. Approximately 5% of the City land area is zoned for commercial development. The City has several very successful business districts which are home to a variety of specialty retail businesses and unique dining locales.

#### **SCOPE OF WORK**

The scope of work will include, but is not limited to, the following tasks:

- Review special use permit applications, subdivision and boundary adjustment plats, and other site plans and subdivision requests for conformity with the zoning and subdivision ordinance;
- Advise and provide reports to the Planning and Zoning Commission;
- Attend meetings of the Zoning and Planning Commission, and when appropriate the City Council and the Zoning Board of Adjustment.
- Prepare and present various ordinance amendments for consideration by the City Council;
- Conduct special studies as requested by the City.

## **QUALIFICATIONS**

The applicant shall submit a statement of qualifications, limited to **5 pages** including cover letter, detailing municipal government planning experience, the firm size and staffing (if applicable), resume of the primary planning professional and any staff (if applicable) that may be utilized in fulfilling this contract. At least five references shall be included.

The City planner **shall have**:

- Minimum of a bachelor's degree in Urban Planning, Architecture, or closely related field.
- Minimum of five (5) years experience as a municipal planner, community development professional or planning consultant.

**Strongly Desirable Knowledge and Skills:**

- AICP certification
- Considerable knowledge of municipal zoning codes, subdivision ordinances, municipal sign ordinances, comprehensive plans, and architectural review board guidelines.
- Ability to read construction plans and other technical drawings and specifications and perform applicable plan reviews for zoning compliance.
- Ability to establish effective working relationships with developers, property owners, contractors, engineers, architects, city employees, and the general public and enjoys interacting with people.
- Ability to communicate effectively in oral and written form.
- The planner selected for this contract shall be experienced in citizen involvement techniques and processes. Knowledge of urban planning principles, GIS, and pertinent Federal and Missouri state laws will be important. Excellent written and verbal communications skills are required.

## **SELECTION PROCESS**

The SOQ's will first be evaluated by the City's review committee. The City will use the following process to select the planners that will be interviewed:

- Adherence to the submission requirements outlined in this RFQ.
- The qualifications of each consultant submitted in the response to the RFQ
- Information provided by references.

The Selection Committee will conduct interviews of short-listed applicants in late October 2015 and will then make a recommendation to the Ladue City Council of a Planner for approval at the November 16, 2015 City Council meeting.

### **Anticipated Timeline**

RFQ Issued:

September 21, 2015

RFQ Response Due Date:	October 8, 2015 at 2:00 p.m.
Interviews:	TBD; October 19 - 23, 2015
Zoning & Planning Commission interview:	October 28, 2015, 3:00 p.m.
Scoping/Contracting period:	11/2/15 – 11/13/15
City Council meeting (Award of Contract):	November 16, 2015
Initial contracting period	12/1/2015 – 11/30/2016

### **ADDITIONAL INFORMATION**

The selected Planner will be required to furnish a Certificate of Insurance as outlined on the attachment if a firm is selected for Planning Services.

The City reserves the right to amend the RFQ, not award a contract for requested services, waive any irregularities or informalities in any SOQ, and accept the City Planner deemed to be the most beneficial to the public and the City of Ladue.

SOQ's may be modified or withdrawn prior to the time and date specified for SOQ submission by formal written notice from an authorized representative of the applicant. SOQ's submitted will become the property of the City after the SOQ submission deadline and may be released as public documents after that time.

### **RESPONSE TO THE REQUEST FOR QUALIFICATIONS**

Please send four hard copies via mail or hand delivery and one electronic (.PDF) copy via e-mail of your response to the RFQ to:

Ms. Anne C. Lamitola, P.E.  
Director of Public Works  
City of Ladue  
9345 Clayton Road  
Ladue, MO 63124  
[alamitola@cityofladue-mo.gov](mailto:alamitola@cityofladue-mo.gov)

Submittals should be marked "City of Ladue Planning Services" and must be received by **2:00 pm, October 8, 2015.**