



City of Odessa, Missouri

228 S Second Street | PO Box 128 | Odessa, MO 64076

Phone: 816.230.5577 | www.cityofodessamo.com

REQUEST FOR QUALIFICATIONS RFQ 02-26 Unified Development Code

This Document Contains the Following:

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The City of Odessa, Missouri, will accept bids from qualified contractors interested in providing the following:

Professional Services – Unified Development Code

BIDS MUST BE RECEIVED BY:

10:00 a.m. – Thursday, August 13th, 2026

Please mark your bid "RFQ 02-26 Professional Services Unified Development Code" and

return it to:

City of Odessa
228 S Second Street
PO Box 128
Odessa, MO 64076

**For more information during business hours, contact
Shawna Davis: 816-230-5577 or shawna.davis@cityofodessamo.com**

PART I: STATEMENT OF QUALIFICATIONS AND SCOPE OF WORK

The City of Odessa seeks a qualified planning consultant to prepare a comprehensive Unified Development Code (UDC) that consolidates the City's development regulations into a single, modern, easy-to-administer document. The City's existing development regulations have evolved over many decades and are dispersed throughout multiple chapters of the Code of Ordinances, resulting in inconsistencies, outdated standards, duplicative provisions, and administrative inefficiencies. The City's goal is to create a development code that is legally defensible, user-friendly, graphically organized, and reflective of Odessa's existing development goals while positioning the City for the successful completion and implementation of a future Comprehensive Plan.

Statements of Qualification should convey a detailed approach to developing a unified development code, along with a robust community and stakeholder engagement program that provides a participatory process to build consensus for an ordinance update.

About Odessa

The City of Odessa is a full-service fourth-class municipality located in Lafayette County, Missouri, approximately 35 miles east of downtown Kansas City along Interstate 70. Home to approximately 6,000 residents, Odessa combines the character of a historic small town with the opportunities of a growing metropolitan region. The City provides a full range of municipal services, including police protection, streets, parks, water, wastewater, and a municipally owned electric distribution system. Odessa continues to experience steady residential and commercial interest due to its strategic location, quality of life, and proximity to the Kansas City metropolitan area.

In recent years, the City has made significant investments in public infrastructure and long-range planning to support responsible growth and redevelopment. Major initiatives have included water and wastewater system improvements, downtown revitalization efforts, transportation enhancements, and updates to development policies and procedures. The City is committed to fostering sustainable growth while preserving the community's small-town identity, supporting economic development, expanding housing opportunities, and maintaining high-quality public services.

Odessa's existing development regulations have evolved over several decades through numerous amendments and are currently dispersed throughout multiple chapters of the City's Code of Ordinances. While many provisions remain effective, the current format has become increasingly difficult to administer, navigate, and update. Through this project, the City seeks to create a modern Unified Development Code that consolidates all development-related regulations into a single, user-friendly document that is legally defensible, easy to administer, and reflective of the community's vision for future growth. The resulting code should provide clear and predictable standards for residents, developers, design professionals, and City staff while supporting thoughtful and efficient development for years to come.

Project Objectives

The City of Odessa seeks to develop a Unified Development Code that is organized, practical, and legally defensible while providing a clear and consistent framework for future growth and development. The selected consultant shall work collaboratively with City staff, the Planning and Zoning Commission, elected officials, and the public to create a document that is easy to administer, understand, and maintain.

Because the City has not yet completed a comprehensive plan update, the Unified Development Code should establish a strong regulatory framework while remaining flexible enough to support future policy decisions. As part of this effort, the consultant should identify opportunities, challenges, and policy considerations that can help inform the scope and development of a future Comprehensive Plan.

The resulting Unified Development Code should, at a minimum:

- Consolidate development-related regulations into a single, cohesive document.
- Eliminate conflicting, duplicative, outdated, and obsolete provisions.
- Modernize land use regulations, permitted uses, and development standards to reflect current planning practices.
- Improve the organization, readability, and usability of the Code for residents, developers, and City staff.
- Establish clear, consistent, and efficient development review procedures.
- Incorporate graphics, tables, and illustrations to improve interpretation and administration.
- Ensure compatibility with the City's codification platform (Municode) and provide editable electronic files for future amendments.
- Identify land use and development policy considerations that should be evaluated as part of the City's future Comprehensive Plan.
- Evaluate a non-conformance procedure and policy for after implementation

Scope of Services

The City of Odessa seeks the services of a qualified planning consultant to prepare a Unified Development Code (UDC) that consolidates, updates, and modernizes the City's development regulations into a single, user-friendly document. The selected consultant will work collaboratively with City staff, the Planning and Zoning Commission, elected officials, stakeholders, and the public throughout the project.

At a minimum, the scope of services shall include the following:

1. Project Management

Provide overall project management, including development of a project schedule, regular progress updates, coordination with City staff, and facilitation of meetings throughout the project.

2. Existing Code Audit and Analysis

Conduct a comprehensive review of the City's existing development regulations, identifying conflicting, outdated, duplicative, and obsolete provisions. Evaluate the effectiveness, organization, enforceability, and usability of the current regulations and provide recommendations for improvement. Provide a written Existing Code Audit and Recommendations Report.

3. Stakeholder and Public Engagement

Develop and implement a public engagement strategy that includes meetings with City staff, the Planning and Zoning Commission, elected officials, the development community, property owners, and the public. Summarize feedback and incorporate appropriate recommendations into the draft UDC.

4. Unified Development Code Preparation

Prepare a Unified Development Code that consolidates the City's development regulations

into a single document. The code should modernize land use regulations and permitted uses, update subdivision and development standards, simplify administrative procedures, improve organization and readability, incorporate graphics and tables where appropriate, and ensure compliance with applicable Missouri statutes and current planning best practices.

5. Mapping and Graphics

Prepare any maps, graphics, tables, flowcharts, and illustrations necessary to improve the usability of the Unified Development Code, including recommendations for updates to the City's official zoning map, if necessary.

6. Future Planning Readiness

Because the City has not yet completed an updated Comprehensive Plan, the consultant shall identify policy issues, land use conflicts, redevelopment opportunities, infrastructure coordination needs and development trends that should be evaluated during a future comprehensive planning process. This task shall include a memorandum summarizing recommendations to assist the City in developing the scope of work for a future Comprehensive Plan.

7. Adoption Assistance

Provide draft documents for review, attend meetings and public hearings as necessary, respond to comments, revise the document through adoption, and assist the City with implementation of the final Unified Development Code.

Key Areas of Emphasis

The consultant should give particular attention to the following areas during development of the Unified Development Code:

- Downtown District – Evaluate the City's downtown regulations, boundaries, permitted uses, and development standards, and recommend updates that encourage appropriate reinvestment and redevelopment while preserving the community's character.
- Zoning District Evaluation – Evaluate existing zoning districts and identify opportunities to revise, consolidate, or introduce new zoning districts or overlay districts that better support current development patterns and future growth. Recommendations requiring broader policy direction should be documented for future Comprehensive Plan consideration.
- Innovation and Flexibility – Recommend modern planning tools and regulatory approaches that reduce barriers to development, encourage housing diversity and redevelopment, improve flexibility, and support responsible economic growth.
- Growth Management – Evaluate the City's existing regulations to ensure they support orderly residential, commercial, and industrial growth while maintaining adequate infrastructure capacity and preserving Odessa's character.
- Document Design – Prepare a Unified Development Code that is clearly organized, graphically supported, easy to navigate, compatible with Municode, and designed to accommodate future amendments with minimal disruption.
- Administrative Procedures – Simplify and clarify development review procedures, application requirements, approval authorities, and enforcement processes to improve efficiency, consistency, and customer service.

The City will support aspects of the project, including the provision of available data, supportive outreach, and stakeholder support to ensure community participation; support to secure locations and other local coordination and logistic needs; among other tasks depending on the needs of the

project.

Additional professional services related to planning-level analysis or future funding readiness may be negotiated as permitted by law.

The City of Odessa is an Equal Opportunity Employer.

PART II: INSTRUCTIONS TO RESPONDENTS

All consultants responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Responses should generally conform to the following format:

1. Cover Letter
2. Table of Contents
3. Introduction
4. Qualifications, Including Specialized Experience and Technical Competence of the Firm
 - a. Experience with planning and zoning codes
 - b. Experience with development and implementation of unified development code.
5. Project Approach and Methodology
6. Capacity and Past Performance
7. The Firm's Proximity to and Familiarity with the City and Region
8. Qualifications of Staff Assigned to the Project
9. Demonstrate all professional registrations and certifications applicable to the services proposed, including AICP, PE, PLA, or legal qualifications as appropriate.
10. E-Verify Documentation
11. Liability Insurance Certificate
12. References

The City will select the professional firm based on the above qualifications and the evaluation criteria outlined in this RFQ. Fees will be negotiated with the most qualified firm following selection, in accordance with Missouri law.

General Contract Terms

- An agreement will be issued to the recommended firms upon approval of the firms by City of Odessa's Board of Aldermen.
- The costs agreed to are to be firm, fixed prices for the entire contract period and are not subject to increases unless mutually agreeable to both parties. Should an increase be needed, the firm shall be responsible for providing proof of price increase in writing to the City of Odessa not less than thirty (30) days prior to said requested increase.
- The City shall not make any advance deposits. Payment for all equipment, supplies and/or services required herein shall be made in arrears.
- The firm shall provide all equipment, products, materials, supplies and services necessary for the proper execution and implementation of the agreement.
- The City of Odessa reserves the right to waive any informality, reject any or all proposals and/or cancel this RFQ, all without any obligation to the City. The City of Odessa reserves the right to accept single line items of the bid and to reject others.
- Any submission may be withdrawn at any time prior to the time specified herein for the opening of submissions, but no submission may be withdrawn for a period of ninety (90) days thereafter.

Once the bid has been approved by the Board of Aldermen, the City Administrator, Shawna Davis, will notify the successful bidder of acceptance of the bid and issue a formal Notice to Proceed.

- The City of Odessa will not be liable for any costs that a firm may incur in the preparation of or presentation of the proposal.
- The City of Odessa shall not be obligated to return the firm's proposal once submitted, whether the proposal is withdrawn or not.
- The selected bidder shall provide all equipment, products, materials, supplies and services necessary for the proper execution and implementation of the agreement.
- The costs agreed to are to be firm and final. Underestimation of the complexity of the task will not warrant an increase in the price. Bidder should make any additional inquiries necessary to properly evaluate its compensation and prepare its bid proposal accordingly.
- Any explanation desired by a bidder regarding the meaning or interpretation of the RFQ must be requested in writing with sufficient time allowed for a reply to reach bidders before the deadline for submission.

Proposals should be submitted no later than August 13th, 2026, at 10:00 a.m. to the City of Odessa, Missouri. Sealed envelopes should be clearly marked "RFQ #02-26 Professional Services Unified Development Code." For more information contact Shawna Davis, City Administrator – 816.230.5577.

Part III: General Terms and Conditions Pertaining to All City Contracts

Unless otherwise agreed to by the City and the winning bidder, the terms provided herein shall be included in an Agreement between the City and the winning bidder to perform the services provided in this Request for Proposal.

1. Definitions.

- (a) "Owner" or "City" shall refer to the City of Odessa, Missouri.
- (b) "Vendor", "Seller", "Firm", "Bidder", and "Contractor" are terms which refer to the corporation, company, partnership, firm or individual named and designated in this contractual agreement and who has voluntarily entered into this contract and its, his or their duly authorized agents or other legal representatives.
- (c) "Sub-contractor" is a person, firm or corporation supplying labor or material for, and under separate contract or agreement with the contractor.

2. Contract Documents. This Request for Proposal, including without limitation any completed forms as required by the applicant under the Request for Proposal, and Owner's Notice of Award shall be made a part of any Agreement (the "Agreement") executed between Owner and the winning bidder regarding the subject matter herein.

3. Contract Terms. The performance of this Agreement shall be governed solely by the terms and conditions as set forth in this Agreement and any specifications or bid documents, notwithstanding any language contained in any invoice, shipping order, bill of lading or other document furnished to the Seller/Contractor at any time and the acceptance by the City of any terms or conditions contained in such document which is inconsistent with the terms and conditions set forth in the Agreement. Any different or additional terms other than those herein contained are hereby objected to.

4. Interpretation of Agreement. This Agreement shall be construed according to the laws of the State of Missouri.

5. Fund Allocation. Continuance of this Agreement, or issuance of Purchase Orders is contingent upon the allocation of City funds by the Board of Aldermen.

6. Tax Exempt. The City is exempt from payment of the Missouri Sales Tax in accordance with Section 39(10), Article 3 of the Missouri constitution and is exempt from payment of Federal Excise Taxes in accordance with Title 26, United States Code annotated.

7. Provisions Required by Law Deemed Inserted. Each and every provision or law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement will be read and enforced as though such provision were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Agreement may be amended to make such insertion or correction.

8. Termination of Agreement. In the event this bid establishes a year supply or service contract, such Agreement may be terminated by either party with cause immediately or without cause upon thirty (30) days prior notice in writing to the other party. In the event of such termination, the Bidder shall be liable for any excess costs incurred by the City. If the Agreement is so

terminated, the City may purchase such supplies or services similar to those so terminated, and the Bidder will be liable for excess costs occasioned thereby.

9. **Acts of God.** To the extent permitted by law, neither party shall be liable for delays, or defaults in the performance of this contract due to acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Government action of any kind or any other causes of a similar character beyond its control and without its fault of negligence.
10. **Bankruptcy or Insolvency.** In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Owner, or in the event of breach of any of the terms hereof including the warranties of the Bidder, City may cancel this Agreement or affirm the Agreement and hold Contractor responsible for damages.
11. **Compliance With Applicable Laws.** Bidder warrants it has complied with all applicable laws, rules and ordinances of the United States, or any State, Municipality or any other Governmental authority or agency in the manufacture or sale of the items or services covered by this Agreement, including, but not limited to: all provisions of the Fair Labor Standards Act of 1938, as amended.
12. **Execution of this Agreement.** Unless otherwise specified, the Agreement shall include a Notice of Award and a copy of the signed bid and all attachments thereto. These documents become the Agreement and contract between the parties hereto. Both parties thereby accept and agree to the terms and conditions of the bid documents, and the parties agree to be bound thereto. The compensation to be paid to the winning bidder is as set forth in the agreed upon bid. Items not awarded, if any, will be deleted.
13. **Contractor's Invoices.** The City shall not make any advance deposits. Payment for all equipment, supplies and/or services required herein shall be made in arrears. Discounts offered for prompt payment will be considered in bid evaluation.

All invoices shall contain the following information: contractor's name, address, and telephone number, contract number (if any), purchase order number (if any), item number, contract description of supplies or services, sizes, quantities, unit prices and extended totals. Delay in receiving invoices, also errors and omissions on statement or invoices, will be considered just cause for withholding settlement without losing discount privileges. Invoices for payment should be sent by U.S. Mail (or hand delivered) and addressed to: City of Odessa, PO Box 128, Odessa, MO 64076. Inquiries regarding invoices or payment should be made to Accounts Payable at (816) 230-5577 ext. 5.

Final payment shall be in a lump sum (unless progress payments are approved prior to award) after Contractor has performed, to the City's satisfaction, all duties imposed upon it by the contract documents, allowing thirty (30) days minimum for payment.

14. **General Guaranty.** The Contractor warrants that all materials and work product furnished by the Contractor and his subcontractors shall be of good quality and in accordance with the standards generally accepted within the Contractor's profession and industry, and to the complete specifications set forth herein. Contractor agrees that the City is entering into this Contract in reliance upon the Contractor's competence and qualifications and Contractor shall

at all times utilize such skills and attention to fully, timely, and properly complete the work described herein.

15. **Changes in Scope of Services.** The City may at any time, by written order, without notice to any surety, make changes or additions, within the general scope of this Agreement in or to drawings, designs, specifications, instructions for work, method of shipment or packing or place of delivery. If any such changes cause an increase or decrease in the cost or in the time required for performance of this contract or purchase order, the Contractor shall notify the City in writing immediately and an appropriate equitable adjustment may be made in the price or time of performance, or both, by written modification of the Agreement prior to the Contractor performing the work required by the change. Any claim by the Contractor for such adjustment must be asserted within 30 days, or such other period as may be agreed upon, in writing by the parties after the contractor's receipt of notice of the change.

Contractor shall not make changes in the work, by adding work or by changing materials, fixtures or services from those specified without the prior written consent of the City. Any authorized changes will not relieve or release the Contractor from any of these obligations under the Agreement. All work shall be executed under the terms of this Agreement. Each change order shall include in its final form, a detailed description of the change in the work, the Contractor's proposal for the change in price and/or time, and the statement that all work involved in the change shall be performed in accordance with Contract requirements except as modified by the change.

16. **Assignments.** Neither Owner nor Contractor shall, without the prior written consent of the other, assign in whole or in part, their interest under any of the Agreement documents and specifically the Contractor shall not assign any monies due or to become due without the prior written consent of the Owner.
17. **Sub-Contracts.** The Contractor shall not execute an agreement with any sub-contractor to perform any work until it has written to the City to determine the disapproval of the use of such sub-contractor and the City has approved the use of such sub-contractor. The Contractor shall be fully responsible to the City for the acts and omissions of its sub-contractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by him. The Contractor shall cause appropriate provisions to be inserted in all sub-contracts relative to the work to require compliance by each sub-contractor with the applicable provisions of this contract. Nothing contained herein shall create any contractual relationship between any sub-contractor and the Owner.
18. **Non-Discrimination in Employment.** In connection with the furnishing of supplies or performance under this contract, the Contractor agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State Laws, and further agrees to insert the foregoing provision in all sub-contracts awarded hereunder.
19. **Building Regulation, Permits and Law.** Contractor agrees to comply with all current and applicable local codes and ordinances, including the procurement of a City business license, if required by City Code.
- 20.

Insurance. During the course of performing its services, the Contractor will maintain the following minimum insurance coverage:

<u>Type of Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Employers' Liability	\$500,000
Comprehensive General Liability	\$532,148 per occurrence, \$3,547,658 aggregate
Automobile Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Umbrella	\$2,000,000
Professional Liability	\$1,000,000 per claim
Errors & Omissions	\$1,000,000

The consultant shall maintain Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 throughout the duration of the project.

Upon the annual issuance of the revised limits by the Missouri Department of Insurance, the amounts listed above shall be modified to meet such revised limits. City (and its officials, employees, and agents) will be listed as an additional insured in respect to general liability, automobile liability, umbrella/excess insurance, and professional liability and errors and omissions. However, the addition of Owner as an additional insured shall not in any way nullify coverage for claims or actions Owner may have against the Contractor. The Contractor will provide to the City certificates evidencing the required coverage prior to commencing services. The procurement of insurance under this Agreement shall not and shall not be construed to waive the sovereign immunity, or any other defense or immunity available to the City, of the City or its elected or appointed officials or staff. Certificate of insurance shall include the following statement: The procurement of insurance shall not and shall not be construed to waive the sovereign immunity, or any other defense or immunity available to the City, of the City or its officials, employees, and agents.

The Contractor shall defend, indemnify, and hold the City harmless from and against all claims, losses, actions, causes of action, demands and liabilities arising out of personal injuries, including death, and damage or impairment to property or any rights which are caused by the Contractor arising out of or in any way connected with this Agreement. Contractor further agrees to defend, indemnify and hold the City harmless from and against any claims, losses and liabilities arising out of the award of this Agreement to the Contractor. The Contractor shall indemnify and hold the City harmless from all wages or overtime compensation due its employees and from any and all claims by Subcontractors in rendering work pursuant to this Agreement, including payment of reasonable attorneys' fees and costs in the defense of any

claim made under the Fair Labor Standards Act or any other federal or state law.

21. **Timing.** Upon receipt of Agreement documents fully executed by Owner, the Contractor shall immediately provide the City with all required copies of insurance policies as set forth in the preceding paragraph.
 22. **Missouri Immigration Law Affidavit.** The Contractor shall affirm by sworn affidavit and provision of documentation that the Contractor has enrolled and participated in a federal work authorization program with respect to its employees who work in connection with the contracted services. The Contractor provider shall provide a signed affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the Agreement. The Contractor shall provide with their bid specifications and bonding information an affidavit that the company has such a program, documentation for the program, and that it will not employ unauthorized aliens in connection with the work.
 23. **Anti-Discrimination Against Israel.** The Contractor hereby certifies that in accordance with Sec. 34.600, RSMo that they have not engaged in a boycott of: Goods or services from the State of Israel; Companies doing business in, or with, Israel; Companies authorized by, licensed by, or organized under, the laws of the State of Israel; or Persons or entities doing business in the State of Israel. This provision shall not apply if the Contractor employs fewer than ten employees or if the work has a value of less than one hundred thousand dollars.
 24. **Jurisdiction.** This Agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be litigated, venue shall be proper only in the Circuit Court of Lafayette County, Missouri.
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PART IV: FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

For Contracts with the City of Odessa, Missouri:

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri political subdivision must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the City (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in in connection with the services being provided, or to be provided, to the City.

Accordingly, your company:

1. Agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" and deliver the same to the City prior to or contemporaneously with the execution of its contract;
2. Affirms it is enrolled in the "E-Verify" work authorization program in the United States, and is participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided;
3. Affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the district.
4. Affirms you will notify the City if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
5. Agrees to provide documentation of your participation in E-Verify to the City prior to or contemporaneously with the execution of its contract with the City (or at any time thereafter upon request), by providing an E-Verify screen print out (or equivalent documentation) confirming your participation in E-Verify;
6. Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
7. Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the City of Odessa.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ (Company)

THIS FORM MUST BE SUBMITTED WITH THE QUALIFICATIONS

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

- a. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
- b. I am employed by _____ ("Company") and have authority to issue this affidavit on its behalf.
- c. Company is enrolled in and participating in the United States E-Verify federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to the City of Odessa, to the extent allowed by E-Verify.
- d. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the City.

FURTHER AFFIANT SAYETH NOT.

By: _____ (Signature) Print

Name/Title: _____

On Behalf of: _____ (Company)

STATE OF _____)
) ss.
COUNTY OF _____)

Submitted and sworn to before me this _____ day of _____, 2026.

Notary Public

Print Notary Name
My commission expires:

THIS FORM MUST BE SUBMITTED WITH THE QUALIFICATIONS

STATEMENT OF QUALIFICATIONS PROPOSAL SIGNATURE FORM

By signing below, I am certifying that I am submitting this proposal as an authorized representative of the below-named firm, have thoroughly reviewed and understand the terms and conditions of the RFQ, and am submitting the proposal accordingly.

Dated this _____ day of _____, 2026.

(Authorized Representative Signature)

(Authorized Representative Name/Title)

(Company Name)

(Address)

(City, State, Zip)

(Phone Number/Fax Number)

(Email Address)

THIS FORM MUST BE SUBMITTED WITH THE QUALIFICATIONS

PART V: Evaluation Criteria

<i>A selection committee will evaluate the submittals based on the following criteria:</i>	
Total Points Available	Evaluation Criteria
25	Relevant Experience and Technical Competence – Experience with Unified Development Codes and similar planning projects.
20	Project Team and Qualifications – Experience, qualifications, and availability of key personnel assigned to the project.
20	Project Approach and Methodology – Understanding of the project, proposed approach, and public engagement strategy.
15	Capacity and Past Performance – Ability to successfully complete projects on schedule with quality results.
10	References and Client Satisfaction – Performance and satisfaction on similar projects.
10	Innovation and Value-Added Services – Creative solutions and recommendations that enhance the project and support future planning efforts.