

December 13, 2018

RE: Request for Qualifications
Site Master Planning Services

Dear Consultant:

The City of Springfield Department of Environmental Services is seeking a consultant, to work as an extension of City staff, to produce a master plan and market analysis for a city-owned tract of ground situated near a highway interchange. The department is considering use of the property to develop various offices and facilities to support their long-term mission. If this development occurs, it is anticipated to only occupy a portion of the approximately 200-acre site. Prior to proceeding with any incremental development, the department seeks to develop an overall site master plan. This plan will identify the developable areas of the site, configure those areas into tracts which will support potential marketability of the tracts for their highest and best use, and determine general routing of access roadway(s) and other shared infrastructure. Project deliverables will also include a market analysis of the tracts contained within the master plan to provide opinions of probable marketability (likely type of end user) and value of the individual tracts.

We are seeking a partnership with individuals or entities that have experience in planning, engineering, developing, marketing, and/or managing projects of a similar size and nature. Selected firms may be asked to assist with eventual development and marketing of the property in a way that positively contributes to the community – financially, socially, and environmentally. This this end, responding teams may consider including disciplines such as:

- 1) Development entity
- 2) Architect
- 3) Real estate broker
- 4) Planner
- 5) Civil engineer
- 6) General contractor
- 7) Marketing/sales support
- 8) Financial partner

Submittals should include a broad overview of the team's experience with similar master planning projects. The submittal should clearly identify key individuals who will be assigned to the project and an indication of their specific experience in this type of site master planning and development. If a team of firms and/or individuals are being proposed, clearly indicate the work tasks to be completed by each entity and provide examples of any prior collaborative work between the team members. The response should also include a detailed project approach which outlines the proposed method and an anticipated time frame by which the master plan and associated market analysis will be successfully developed. Specific experience developing and marketing property in the Springfield areas is desired and should be included with the submittal. A preference will be given to qualified local firms. Contour mapping, at one-foot contours, and legal descriptions of the land tracts which comprise the site will be provided by the city for use by the consultant.

Send five copies of your qualifications and recent experience to Karen Stewart, 840 Boonville, Springfield, MO 65802 *prior to* 5:00 p.m., Friday, January 11, 2019. The selection team, consisting of Environmental Services staff, will evaluate the information submitted to select the most qualified firm or to designate a short-list of firms for additional consideration. The City reserves the right, at its discretion, to request interviews with a short-list of the most qualified teams prior to making a final selection

decision. Once a consultant is selected, the city will work with that firm to finalize a scope of service from which the consultant will develop a fee proposal for their services.

Any questions regarding this RFQ should be directed to Ron Petering, Assistant Director of Environmental Services at rpetering@springfieldmo.gov or (417) 864-2051.

Thank you for taking the time and effort to submit your firm's qualifications and experience.

Sincerely,

A handwritten signature in black ink, appearing to read "Errin Kemper", with a long horizontal flourish extending to the right.

Errin Kemper, P.E.
Director - Environmental Services
City of Springfield Missouri