

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



613 E. Ash St., Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Bid File – Award Recommendation
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: February 27, 2023
RE: Request for Qualifications Award Recommendation: C000605 (Bid 15-12OCT22) – *Planning Services Consultant for Boone County Master Plan*

Request for Proposal 15-12OCT22 – *Planning Services Consultant for Boone County Master Plan* closed on October 12, 2022. One proposal response was received.

The evaluation committee consisted of:

Bill Florea, Director, Boone County Resource Management
Thaddeus Yonke, Senior Planner, Boone County Resource Management
Vicki Hobbs, Citizen
Kyle Michel, City Administrator, City of Ashland
Tom Ratermann, General Manager, Boone County Regional Sewer District
Tara Strain, City Administrator, City of Centralia
Patrick Zenner, Development Services Manager, City of Columbia

Recommendation for award is The i5Group LLC of St. Louis, Missouri per the attached Evaluation Report. Cost of contract is \$299,944.00 and will be paid from department 1711 – GF RM Administration, account 71100 – Outsourced Services. \$300,000 is budgeted. A Budget Amendment was processed by Resource Management.

ATT: Evaluation Committee Report

cc: RFQ File
Bill Florea, RM

Evaluation Report for Request for Qualifications

15-12OCT22 – Planning Services Consultant for Boone County Master Plan

OFFEROR #1: The i5Group LLC

 X It has been determined that **The i5Group LLC** has submitted a **responsive** RFQ response meeting the requirements set forth in the original Request for Proposal.

 It has been determined that **The i5Group LLC** has submitted a **non-responsive** Statement of Qualifications.

Note: **The i5Group LLC**, in association with **Robert Lewis, Community & Economic Development Solutions, Lochmueller Group, and Biohabitats**. The i5Group is lead.

Experience/Expertise of Offeror (e.g., Ability to provide experienced staff; experience in project type; past performance on similar projects; qualified references for similar projects)

Strengths:

- Developed a comprehensive plan for a similar size county (Madison County, Illinois, population 268,000)
- i5Group established in 2014
- The i5Group, Biohabitats, and the Lochmueller Group have all worked on public agency projects in Boone County in the past.
- The i5Group has worked on many Missouri public agency projects.
- Ample experience working with counties and larger metropolitan areas
- Broad compliment of staff and subs from various industries with their own strengths and experiences
- The Community Planning Lab listed seven (7) city projects they had previously worked on.
- Lochmueller Group founded as an infrastructure planning firm in 1980.
- Biohabitats founded 40 years ago. Jessica Hardesty Norris based in Columbia, MO.
- Stephen Ibendahl with the i5Group has 25 years of experience as a community planner.
- The interdisciplinary and collaborative approach to planning was strong
- In-state location of the consulting group
- Affiliation with an educational institution (SLU)
- Without verifying references and clients' perceptions of past performance, the response to the RFQ included requested information and raised no immediate concerns.

- Utilization of alternate and extensive outreach opportunities. Set up web sites and know how to set up on-line and in-person meetings.
- Following the reference check of Madison County, Matt Brandmeyer of Madison County stressed that some of Stephen's strengths include that he has a rural background and understands rural issues (which is something that Boone County is seeking). Matt added that Stephen comes across as earnest and was a good presenter and communicator throughout their project. The i5Group completed their project on time and in budget. Their plan included lots of maps and graphics and was in a good layout.

Concerns:

- Proximity of staff/subs with relation to Boone County. i.e., using an engineering firm from Indiana. Most other staff and subs coming out of the STL metro.
 - The county will still be able to meet with in-person meetings and virtual meetings.
- Most communities and entities the i5Group have worked with are much more metro/urban than Boone County. Likely not problematic as the process is all the same... listen, analyze, compile information, and present.
 - Although the majority of their clients have been cities and more experience in countywide planning might have been expected, their non-traditional approach to planning in Madison County IL alleviated any concern.
- Provide contact information for a reference for Madison County, IL.
 - Provided by e-mail on November 4, 2022.
- Regarding new tools necessary for engagement post covid pandemic: How are you conducting on-line open house meetings? What agencies have you done that for in the past?
 - Answered in clarification #1 response. On-line open houses. "Live" webinars that are recorded so those that can't attend can watch the recording at a later date.
- Without verification of engagement of effectiveness, their methods of outreach as well as engagement may or may not be proven.
 - Clarification question: Provide examples of how your engagement processes with multiple municipal and other governmental entities have ensured all viewpoints, opportunities, and concerns have been addressed in a manner that the public and those entities felt was appropriate.
 - Response provided in Clarification #1 response. For Madison County, created a technical committee that included representatives from communities, economic development, Farm Bureau, private development, and the regional park district. Regular updates were given to the planning commission, County board development committee, and a group meeting of all communities. Also hosted in-person public open houses throughout the County.
- What experience do you have in addressing issues caused by municipal areas expanding via annexation within an unincorporated county?

- Response provided from Clarification #1. City of Manchester, Missouri.

Method of Performance (e.g., required insurance; performance, ability, capacity; Offeror's proposal to meet established criteria; proposed project approach)

Strengths:

- They engage the public, stakeholders, and elected officials through one-on-one meetings, small group discussions, surveys, open houses, work groups, committees, social media, and printed materials.
- Provided a 18–24-month schedule/timeline.
- Can provide adequate insurance
- Provided ample support of past projects showing deliverables arriving on time and within budget
- Multifaceted team working on different project components simultaneously and independently
- The Offeror was responsive to the required elements of the RFQ

Concerns:

- Amount of public facing open houses or interaction. Haven't been in the County long enough to have much of an opinion here but my general observation is that people are highly involved and invested in local government. The minimal open houses could be problematic. On the other hand, surveys could suffice.
- There was too emphasis on economic analysis which appeared over-weighted. It is important to know how the economics will grow the county but it is more important to know how to balance that growth.
- There was heavy emphasis on municipality (e.g., park planning) vs. County needs.
- How do you anticipate/envision participation by the studio students in working with the client in the preparation of the plan?
 - Response provided in Clarification #1. Interns assist in the economic/demographic research work.
- What is the role of Lewis and Ibendahl in the preparation of the plan and the oversight of other staff? Define by percentage of engagement on a weekly basis and with whom?
 - Response provided in Clarification #1. Stephen Ibendahl is project manager and lead planner. All project deliverables and communications flow through Stephen. Bob Lewis assists with demographic and market analysis. Stephen will attend 100% of the meetings. Other key personnel will attend as needed. Zoom update meetings are held every other week.
- Advertised to promote and raise awareness of open houses and an online survey for the comprehensive plan for Madison County on Facebook. While this is acceptable, will need additional mediums of promotion and awareness. Other than Facebook, what other digital media method might they use and who are they targeting?

- Response provided in Clarification #1. A variety of avenues such as City of Centralia quarterly newsletter, Chambers of Commerce, School Districts, show-Me Stormwater Management listening session, dedicated plan website, e-blasts, on-line map comment tools, other social media. Non digital tools include mailings, community newsletter, newspaper articles, flyers, yard signs, traffic message boards, civic and organization events, popups, and press releases.
- When you do these types of collections of issues/comments on social media, how much moderation do you do? How do you report the issues/concerns raised to the County?
 - Response provided for Clarification #1. Use of social media to direct people to more respectful ways to collect comments, such as an on-line survey or map comment tools.
- Boone County has two rural fire districts, an independent sewer district, four water districts, and two electric utilities, as providers of services to county residents. What experience do you have engaging and incorporating comments, plans, and issues relating to the coordination of said services?
 - Response provided in Clarification #1. Those groups are included as part of the early stakeholder meetings.
- How involved was the consultant in the selection of the steering advisory committee?
 - Response provided in Clarification #1. Willing to provide advice and involvement.





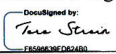
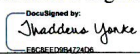

SUMMARY:

The evaluation committee initially met on November 3, 2022. Following this meeting, clarification questions were identified and sent to the i5Group with a due date for their response of November 11, 2022. The evaluation committee checked references for the i5Group with Madison County, IL (11/16/22) and City of Manchester, MO (11/18/22). Positive references were received.

A presentation by the i5Group with questions and answers occurred on December 1, 2022. Besides the evaluation team members, attendees included Stephen Ibendahl, The i5Group, Jackie Wellington/Beth Noonan, Community and Economic Development Solutions, Jessica Norris, Biohabitats, and Keven Neil, Lochmueller Group.

The committee felt the group presented their qualifications very well, and the County's concerns were adequately addressed and alleviated. They felt the team's qualifications illustrated that they should be able to produce a Comprehensive Master Plan satisfactory for the County.

Recommendation for Award: The evaluation committee recommends the County move forward with negotiations for scope/pricing for an award of contract with the i5Group.

 DocuSigned by: Bill Florea	2/1/2023
Evaluator's Signature: Bill Florea, Director, Boone County Resource Management	Date
 DocuSigned by: Vicki Hobbs	1/31/2023
Evaluator's Signature: Vicki Hobbs, Citizen	Date
 DocuSigned by: Kyle Michel	1/31/2023
Evaluator's Signature: Kyle Michel, City Administrator, City of Ashland	Date
 DocuSigned by: Tom Ratermann	2/1/2023
Evaluator's Signature: Tom Ratermann, Boone County Regional Sewer District	Date
 DocuSigned by: Tara Strain	2/1/2023
Evaluator's Signature: Tara Strain, City Administrator, City of Centralia	Date
 DocuSigned by: Thaddeus Yonke	2/1/2023
Evaluator's Signature: Thaddeus Yonke, Senior Planner, Boone County Planning	Date
 DocuSigned by: Patrick Zenner	2/1/2023
Evaluator's Signature Patrick Zenner, Development Services Manager, City of Columbia	Date