



REQUEST FOR PROPOSALS

25-Year Master Plan

ISSUED BY:
City of Rincon
302 S Columbia Avenue
Rincon, GA 31326

Issuance Date: June 9, 2025

Responses due no later than 5:00pm EST on July 14, 2025

SUBMIT PROPOSALS PACKET TO:

Teri Lewis
Planning & Development Director
City of Rincon
302 S Columbia Avenue or PO Box 232
Rincon, GA 31326

Introduction

The City of Rincon (population ~12,000) invites qualified consulting firms to submit proposals for the creation of a comprehensive 25-year Master Plan. This Master Plan will guide Rincon's growth and development through the year 2050, honoring its rich railroad history and small-town character while positioning the City for a vibrant, sustainable future.

Background

Rincon, known for its close-knit community and deep ties to the railroad industry, is experiencing steady growth. As the City looks ahead, there is a need for a forward-thinking, yet grounded Master Plan that respects Rincon's heritage while preparing for future opportunities and challenges. Rincon's Comprehensive Plan and Unified Development Ordinance were both updated in 2024.

Scope of Services

The selected consultant will work closely with City leadership, stakeholders, and residents to produce a Master Plan that includes, but is not limited to:

- **Community Visioning:**
 - Develop a community-driven vision statement for 2050.
 - Conduct stakeholder interviews, public workshops, and surveys.
- **Demographic and Economic Analysis:**
 - Current conditions assessment.
 - Population, employment, and economic trend projections.
- **Land Use and Growth Management:**
 - Review of future land use map and policy framework.
 - Strategies for sustainable, balanced growth to include annexation.
 - Greater preservation of historic and small-town elements.
- **Transportation and Mobility:**
 - Multimodal transportation recommendations.
 - Integration of historic railroad elements where feasible.
- **Housing:**
 - Assessment of housing needs and opportunities.
 - Recommendations for diverse housing options.
- **Parks, Recreation, and Open Space:**
 - Needs assessment and future planning.
 - Connectivity through trails and greenways, to include utilizing Dasher's Creek which runs through the City and connects to the Savannah River.
- **Infrastructure and Utilities:**
 - Long-range planning for water, sewer, stormwater, and broadband.
- **Economic Development:**
 - Strategies to support local businesses and attract investment.
 - Creation of a downtown or Main Street area and corridor revitalization.
- **Implementation Plan:**
 - Action steps with timelines, responsible parties, and potential funding sources.

Deliverables

- Draft Master Plan and Executive Summary.
- Final Master Plan (print and digital versions).
- Presentation to City Council and Planning and Zoning Board.
- Public engagement materials (presentations, handouts, online content).

Project Timeline

The Master Plan shall be completed and ready for acceptance in 6 – 9 months.

Submittal Requirements

A. A proposal consisting of:

- i. A cover letter that includes a brief statement describing why your firm is qualified to undertake the work requested and identifies the principal individuals that will provide the requested services, including any sub-consultants;
- ii. A description of the general approach to be taken toward completion of the project;
- iii. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task;
- iv. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task;
- v. A proposed schedule that indicates project milestones and overall time for completion;
- vi. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list;
- vii. Demonstration of success on a minimum of three (3) similar projects, including brief project descriptions and contact names and addresses for reference; and
- viii. A list of a minimum of three references with their contact information.

B. A separate cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of subconsultants is proposed, a separate schedule must be provided for each.

Scoring Rubric

The Selection Committee will review technical proposals based on the following criteria:

- Qualifications of the firm and the personnel to be assigned to this project (20 Pts.);
- Experience of the consultant personnel working together as a team to complete similar projects (15 Pts.);
- Demonstration of overall project understanding and insights into local conditions and potential issues (25 Pts.);
- Submission of a complete proposal with all elements required (15 Pts.);
- A positive response from references (15 Pts.); and
- Cost proposal. (10 Pts).

Questions

All questions regarding this RFP must be made in writing and directed by electronic mail to the Planning and Development Director, Teri Lewis at tlewis@rinconga.gov. The deadline for submitting questions shall be 5:00pm EST on Monday, June 23, 2025. No inquiry received after that time will be given consideration. The written questions, along with the City's responses, shall be circulated to all known prospective proposers by 5:00pm EST on Friday, June 27, 2025.

Submission of Response and Deadline

Proponents shall submit one (1) hard copy and one (1) electronic copy (thumb drive or equivalent) of their response:

No later than 5:00pm EST Monday, July 14, 2025.

Responses must be received in the City office before the due date and time, submitted in a sealed envelope or container stating on the outside:

**25-Year Master Plan RFP Response
Submitted by
(Respondent's name, address and title)**

Responses may be mailed or hand delivered as follows:

**Teri Lewis
Planning & Development Director
City of Rincon
302 S Columbia Avenue or PO Box 232
Rincon, GA 31326**

All responses shall be signed and dated. Responses received after the deadline will not be considered.