CITY OF RIECBORO, GEORGIA

REQUEST FOR PROPOSALS (RFP)

2026 UPDATED MASTER PLAN and

STRATEGIC INVESTMENT FRAMEWORK

Building Upon the Past.

Planning for the Future.

Investing in Opportunity.

Proposal Issue Date: **July 31, 2026**

Proposal Due Date: **August 31, 2026 – 2:00 p.m.**

CITY OF RICEBORO, GEORGIA

2026 REQUEST FOR PROPOSALS (RFP)

UPDATED MASTER PLAN AND STRATEGIC INVESTMENT FRAMEWORK

SECTION 1

PURPOSE

The City of Riceboro, Georgia is requesting proposals from qualified planning and multidisciplinary consulting firms to prepare an Updated Master Plan and Strategic Investment Framework that will guide future growth, redevelopment, infrastructure investment, economic development, housing opportunities, environmental stewardship, and quality of life improvements over the next twenty (20) years.

SNF is also one of the City's largest utility customers and a critical component of Riceboro's economic and infrastructure framework. As one of the community's largest water consumers, the company's operational needs underscore the importance of long-term planning for water supply, wastewater treatment capacity, utility reliability, infrastructure investment, and economic growth management.

Recent workforce and housing analyses of SNF's employee base identified a need for additional housing options, workforce housing opportunities, retail services, recreational amenities, and quality-of-life investments in the community and surrounding area.

Riceboro recognizes Fort Stewart-Hunter Army Airfield as a major regional economic driver and strategic partner. The City will pursue compatible land use policies, workforce development initiatives, housing opportunities, infrastructure investments, veteran-supportive programs, and regional economic partnerships that strengthen both military readiness and community prosperity."

The installation is the largest Army post east of the Mississippi River and serves as a major economic engine for Liberty County and the broader region. Economic impact studies estimate billions of dollars in annual regional economic activity tied to Fort Stewart-Hunter Army Airfield operations, personnel, construction, and retiree spending.

SCOPE OF WORK

For Riceboro, the opportunity is not trying to compete with Hinesville as the military support city. Instead, the Master Plan should identify strategic niches where Riceboro can complement regional military growth.

The Updated Master Plan shall serve as the City's primary policy and implementation document and provide a framework for future land-use decisions, capital investments, redevelopment initiatives, economic development efforts, grant-funding pursuits, and public-private partnerships. The

Updated Master Plan shall recognize the importance of retaining and supporting major employers while identifying strategies that encourage workforce attraction, workforce retention, housing development, commercial services, recreational opportunities, and infrastructure improvements that benefit both existing residents and the business community.

The City seeks a forward-looking, implementation-oriented plan that moves beyond visioning and establishes clear priorities, actionable projects, realistic funding strategies, and measurable outcomes.

SECTION 2

PROJECT GOALS

The Updated Master Plan shall accomplish the following objectives:

1. Preserve and strengthen Riceboro's unique community character, cultural heritage, and identity while accommodating responsible growth and development.
2. Establish a realistic framework for future public and private investment that supports long-term community sustainability and economic vitality.
3. Position the City to successfully compete for state, federal, regional, philanthropic, and private funding opportunities.
4. Establish a practical implementation program that identifies priority projects, responsible parties, funding opportunities, performance measures, and actionable steps that can be utilized immediately following plan adoption.
5. Support compatible growth and economic opportunities associated with Fort Stewart-Hunter Army Airfield while preserving Riceboro's distinct identity and community character.
6. Leverage Riceboro's historic, cultural, military, and tourism assets to promote heritage tourism, community pride, and economic development opportunities.
7. Encourage sustainable land use patterns, environmental stewardship, coastal resiliency, and responsible management of natural resources.
8. Create an Updated Master Plan that serves as a practical decision-making tool for elected officials, City staff, residents, businesses, developers, funding agencies, and community partners for years to come.

SECTION 3

REFERENCE DOCUMENTS AND BACKGROUND MATERIALS

The City expects proposers to become familiar with existing plans, studies, ordinances, and regional initiatives that provide the planning framework for this project.

The selected consultant shall review and incorporate applicable recommendations, policies, implementation strategies, and development trends identified within these documents.

A. Liberty County Joint Comprehensive Plan

The Liberty County Joint Comprehensive Plan serves as the primary long-range planning document for Liberty County and participating municipalities. The Updated Master Plan shall be coordinated with the goals, policies, future development framework, implementation measures, and community work program identified within the Comprehensive Plan.

B. City of Riceboro Master Plan

The City's existing Master Plan shall serve as the foundation for this planning effort. The consultant shall evaluate completed projects, assess implementation progress, identify recommendations that remain relevant, and develop updated strategies that reflect current conditions and future opportunities.

The City intends for this effort to update and advance the existing Master Plan rather than replace it.

C. Liberty County Unified Development Ordinance (UDO)

The consultant shall review the Liberty County Unified Development Ordinance and evaluate its relationship to future land use recommendations, housing opportunities, redevelopment initiatives, corridor development strategies, and implementation recommendations contained within the Updated Master Plan.

D. Liberty County Development Authority

The consultant shall consider current and planned economic development initiatives throughout Liberty County and evaluate opportunities to align with the City's economic development goals and organizational capacity initiatives.

E. Coastal Regional Commission

The consultant shall consider applicable regional plans, resiliency initiatives, transportation investments, housing studies, infrastructure planning efforts, and economic development strategies prepared by the Coastal Regional Commission.

F. Georgia Department of Community Affairs

The consultant shall ensure that recommendations contained within the Updated Master Plan are generally consistent with applicable Georgia planning standards and best practices.

The City of Riceboro places significant value on previous planning efforts and intends for the Updated Master Plan to build upon existing community investments, planning initiatives, and adopted policies. Proposers should demonstrate how their approach will leverage prior work, avoid unnecessary duplication of effort, and focus resources on implementation, strategic investment, and measurable outcomes.

SECTION 4 SCOPE OF WORK

PRIORITY INITIATIVE NO. 1

FIRE PROTECTION AND EMERGENCY SERVICES

Public safety is fundamental to community well-being, economic competitiveness, and long-term resilience.

As Riceboro continues to grow, emergency response capabilities must evolve to meet future service demands. Reliable fire protection services influence public safety, emergency preparedness, improve area insurance ratings, business recruitment, and overall quality of life.

The Updated Master Plan shall evaluate existing emergency response capabilities and identify long-term strategies to improve service delivery, enhance operational readiness, strengthen emergency preparedness, and support future residential, commercial, and industrial growth. Staff and Personnel increases and Facility upgrades will be essential to continue quality medical emergency response times and fire protection measures all while increasing partnerships with similar service providers.

Desired Outcome:

A phased Fire Protection and Emergency Services Strategy that improves response capabilities, supports Riceboro Fire Department future growth, identifies capital investment priorities, and enhances overall community resilience during disasters and lifesaving emergencies.

Emergency Management and Resilience

- Regional emergency coordination
- Infrastructure resilience planning
- Disaster preparedness partnerships
- Resilience planning
- Emergency communication systems
- Critical infrastructure assessments

PRIORITY INITIATIVE NO. 2

INFRASTRUCTURE EXPANSION AND MODERNIZATION

Reliable infrastructure is essential to support future growth and maintain quality public services.

The Updated Master Plan shall establish a long-term framework for evaluating and prioritizing investments in water, wastewater, transportation, drainage, stormwater management, utilities, and public facilities.

Desired Outcome:

A comprehensive Infrastructure Investment Roadmap identifying priority projects, estimated costs, funding opportunities, implementation schedules, and long-term infrastructure needs over the next ten to twenty years.

PRIORITY INITIATIVE NO. 3

ECONOMIC DEVELOPMENT AND ORGANIZATIONAL CAPACITY

Sustainable economic growth requires both strategic planning and organizational capacity.

The Updated Master Plan shall evaluate opportunities to strengthen Riceboro's economic development framework, including the feasibility of establishing a Development Authority or similar organizational structure to support business recruitment, strategic property development, grant acquisition, public-private partnerships, and tax base expansion.

The Master Plan is expected to look at feasible community and business growth

- Small business incubator space
- Workforce training partnerships
- Veteran entrepreneurship initiatives

Desired Outcome:

An Economic Development and Organizational Capacity Strategy designed to attract investment, create employment opportunities, expand local revenues, and strengthen long-term economic competitiveness.

PRIORITY INITIATIVE NO. 4

HIGHWAY 17 CORRIDOR DEVELOPMENT

The Highway 17 Corridor represents one of Riceboro's most significant economic development opportunities and shall serve as the primary focus area of the Updated Master Plan.

As the principal gateway into the community, the corridor creates the first impression for residents, visitors, businesses, developers, and investors. Its future appearance, functionality, and development pattern will play a critical role in shaping the City's economic future and community identity.

Desired Outcome:

A Highway 17 Corridor Development Strategy that supports the overlay district as outlined in the Unified Development Ordinance which serves as a blueprint for future investment, redevelopment, commercial growth, transportation improvements, gateway enhancements, overlay districts and long-term value creation.

PRIORITY INITIATIVE NO. 5

AFFORDABLE AND WORKFORCE HOUSING

The availability of quality housing is essential to the long-term health and economic vitality of the community. Current developers have shown a favorable interest in house construction and Riceboro investment. Fort Stewart.

Riceboro will leverage opportunities associated with Fort Stewart-Hunter Army Airfield while continuing to diversify its economic base through heritage tourism, small business development, housing investment, and regional partnerships.

Community Amenities

Directed linked to Riceboro Tourism specifically referenced are Heritage and Patriotism

Riceboro has an opportunity that few communities fully leverage:

The connection between:

- Liberty County history
- Revolutionary War heritage
- African American history
- Military history
- Fort Stewart

The Master Plan should incorporate

- Veterans memorial spaces
- Military appreciation events
- Heritage trails
- Educational partnerships

SECTION 5
SCOPE OF SERVICES AND REQUIRED DELIVERABLES

Successful Project Outcomes Expected

At the conclusion of this project, the City expects to possess a practical and implementation-focused Updated Master Plan that:

- Establishes a clear vision for future growth
- Identifies priority infrastructure investments
- Supports future grant applications and funding pursuits
- Provides actionable recommendations for the Highway 17 Corridor
- Expands economic development opportunities
- Addresses housing needs

- Strengthens public safety planning
- Creates a roadmap for implementation over the next ten to twenty years

The selected consultant shall provide all labor, technical expertise, facilitation, mapping, analysis, public engagement, documentation, and professional services necessary to prepare the City of Riceboro Updated Master Plan and Strategic Investment Framework.

Update the task list below into an effective Gantt Chart:

Task No.	Task Name	Primary Purpose	Major Deliverables
1	Project Initiation and Coordination	Establish project management procedures, communication protocols, schedules, and quality control measures.	Project Management Plan, Project Schedule, Communication Plan, Monthly Progress Reports
2	Community Engagement and Stakeholder Outreach	Facilitate public participation and stakeholder involvement throughout the planning process.	Public Participation Plan, Community Survey, Workshop Materials, Engagement Report
3	Existing Conditions Assessment	Evaluate demographic, economic, housing, infrastructure, environmental, and community conditions.	Existing Conditions Report, GIS Mapping Atlas, Opportunities and Constraints Analysis
4	Existing Master Plan Assessment	Evaluate implementation progress and relevance of existing Master Plan recommendations.	Accomplishments Matrix, Implementation Status Assessment, Updated Priority Recommendations
5	Needs, Opportunities, and Development Capacity Analysis	Assess growth opportunities, redevelopment potential, and future development capacity.	Growth Capacity Analysis, Redevelopment Opportunities Assessment, Development Opportunity Areas Map
6	City Strategic Priority Initiatives Assessment	Develop strategies addressing the City's five strategic priorities.	Fire Protection Strategy, Infrastructure Roadmap, Economic Development Strategy, Highway 17 Corridor Strategy, Housing Strategy

7	Future Land Use and Development Strategy	Prepare future growth framework and land use recommendations.	Character Area Framework, Highway 17 Opportunities Map, Gateway Concepts, Corridor Vision Illustrations
9	Housing and Neighborhood Revitalization Strategy	Address workforce housing, neighborhood preservation, and housing diversity.	Housing Needs Assessment, Workforce Housing Strategy, Housing Opportunity Sites Inventory, Housing Implementation Matrix
10	Infrastructure, Public Facilities, and Capital Improvements Strategy	Evaluate infrastructure capacity and identify future investment priorities.	Infrastructure Capacity Assessment, Utility Expansion Strategy, Capital Improvement Program, Project Prioritization Matrix
11	Final Updated Master Plan	Prepare final adoption-ready planning document and supporting materials.	Administrative Draft, Public Review Draft, Final Updated Master Plan, Executive Summary, GIS Database, Adoption Presentation

SECTION 6
PROPOSAL SUBMITTAL REQUIREMENTS

To be considered responsive, proposers shall submit one electronic proposal not over 30 pages containing the following information items and five hard copies.

A. Letter of Transmittal

B. Firm Profile

- Name and address of firm
- Office locations
- Years in business
- Primary contact information

C. Project Team and Key Personnel

- Organizational chart
- Identification of Project Manager
- Resumes of key personnel
- Identification of subconsultants

Proof of Insurance

D. Project Understanding, Technical Approach, and Work Program

The proposal shall demonstrate a clear understanding of the City's goals, the Updated Master Plan objectives, and the City Strategic Priority Initiatives.

The proposal shall include:

- Project approach and methodology
- Public engagement strategy
- Existing Master Plan evaluation approach
- Strategy for addressing each City Strategic Priority Initiative
- Quality control procedures
- Deliverable preparation approach
- Implementation planning approach

E. Project Work Program and Schedule

Proposers shall submit a detailed project schedule.

- Major project tasks
- Public engagement activities
- Stakeholder meetings
- Data collection and analysis phases
- Draft deliverables
- City review periods
- Public review periods
- Presentation milestones
- Adoption activities
- Project completion date

F. Relevant Project Experience

Provide descriptions of at least five comparable projects completed within the past ten years.

Preference will be given to experience involving:

- Georgia communities
- Coastal communities
- Rural communities
- Updated Master Plans
- Economic development strategies
- Housing studies
- Corridor planning
- Infrastructure planning

G. References

Provide a minimum of three references from projects of similar size and complexity.

H. Cost Proposal **(Separate Sealed Envelope)****

Provide a detailed fee proposal identifying labor, expenses, meetings, reimbursables, and optional services.

SECTION 7
PROPOSAL EVALUATION CRITERIA

A proposal review committee shall evaluate proposals using the following criteria:

EVALUATION CATEGORY	MAXIMUM POINTS
Understanding of the Project, Community Vision, and City Strategic Priority Initiatives	40
Technical Approach and Methodology	20
Project Work Program, and Deliverable Strategy	20
Experience Preparing Georgia Comprehensive Plans, Updated Master Plans, and Community Development Strategies	20
TOTAL AVAILABLE POINTS	**100**

The City reserves the right to conduct interviews with one or more firms prior to final selection.

SECTION 8
PROJECT SCHEDULE AND PROCUREMENT PROCESS

The City anticipates selecting a consultant and completing the Updated Master Plan within approximately three (3) months of Notice to Proceed.

The anticipated procurement schedule is as follows:

- Release of Request for Proposals July 31st
- Optional Pre-Proposal Conference
- Deadline for Questions
- Issuance of Addenda (if required)
- Proposal Submission Deadline August 31th 2pm

- Proposal Evaluation Period
- Consultant Interviews (if required)
- Consultant Selection
- Contract Negotiation and Execution
- Notice to Proceed

Following Notice to Proceed, the consultant shall refine and finalize the project schedule in coordination with the City.

The final schedule shall include all project tasks, deliverables, public engagement activities, review periods, presentations, and adoption milestones.

THE CITY RESERVES THE RIGHT TO MODIFY THE PROCUREMENT SCHEDULE AS NECESSARY TO SERVE THE CITY'S BEST INTERESTS. THE CITY IS NOT SEEKING TO PREPARE A NEW PLAN, SOLELY TO CREATE ANOTHER PLANNING DOCUMENT.

RATHER, THE CITY SEEKS AN UPDATED MASTER PLAN THAT IDENTIFIES IMPLEMENTABLE PROJECTS, ESTABLISHES INVESTMENT PRIORITIES, SUPPORTS FUNDING AND GRANT PURSUITS, AND PROVIDES A CLEAR ROADMAP FOR ACHIEVING THE COMMUNITY'S LONG-TERM VISION.

Questions concerning this RFP shall be directed to Christopher Stacy, Mayor, at cstacy@cityofriceboro.org no later than _____ 2026. An addendum to this RFP with any questions received and their answers will be posted on the City's Website www.cityofriceboro.org no later than _____, 2026. It is the consultant's responsibility to check the website for the addendum.

CITY OF RICEBORO, GEORGIA

APPENDIX A – REQUIRED PROPOSAL CERTIFICATIONS AND SUBMITTAL FORMS

Form A – Proposal Certification & Contractor Affidavit

Firm Name: _____

Authorized Representative: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Certification:

The undersigned certifies that the proposal has been prepared in response to the City of Riceboro Request for Proposals for the Updated Master Plan and Strategic Investment Framework; that the information submitted is true and complete; and that the firm agrees to perform the work in accordance with the proposal if selected.

Signature: _____ Date: _____

Notary: _____ Commission Expires: _____

CITY OF RICEBORO, GEORGIA

APPENDIX A – REQUIRED PROPOSAL CERTIFICATIONS AND SUBMITTAL FORMS

Form C – Cost Proposal

(Separate Sealed Envelope)

Lump Sum Fee: $_____

Hourly Rates:

Principal Planner $_____

Project Manager $_____

Senior Planner $_____

GIS Specialist $_____

Public Meetings Included: _____

Optional Services: _____

Authorized Signature: _____ Date: _____

CITY OF RICEBORO, GEORGIA

APPENDIX A – REQUIRED PROPOSAL CERTIFICATIONS AND SUBMITTAL FORMS

Form D – Consultant Reference Form

Project Name: _____

Client: _____

Contact Person: _____

Telephone: _____ Email: _____

Contract Amount: _____ Completion Date: _____

Project Description:

Project Name: _____

Client: _____

Contact Person: _____

Telephone: _____ Email: _____

Contract Amount: _____ Completion Date: _____

Project Description:

Project Name: _____

Client: _____

Contact Person: _____

Telephone: _____ Email: _____

Contract Amount: _____ Completion Date: _____

Project Description:

CITY OF RICEBORO, GEORGIA

APPENDIX A – REQUIRED PROPOSAL CERTIFICATIONS AND SUBMITTAL FORMS

Form E – Conflict of Interest Disclosure

Describe any actual or potential conflicts of interest with the City of Riceboro, elected officials, employees, or evaluation committee members.

Conflict of Interest Disclosure

Does the proposer, its principals, officers, employees, consultants, or subcontractors have any actual or potential financial, organizational, contractual, or personal conflict of interest involving:

☐ City of Riceboro

☐ Mayor

☐ City Council

☐ City Employees

☐ Evaluation Committee Members

☐ Liberty County

☐ Coastal Regional Commission

☐ Georgia Department of Community Affairs

☐ None of the above

If yes,

Explain.

CITY OF RICEBORO, GEORGIA

APPENDIX A – REQUIRED PROPOSAL CERTIFICATIONS AND SUBMITTAL FORMS

Form F – Litigation & Claims Disclosure

Litigation History

Has your firm, or any principal of the firm, been involved in any litigation during the past **five (5) years** related to:

☐ Professional planning services ☐ Engineering

☐ Architectural services ☐ Environmental services

☐ Procurement ☐ Contract disputes

☐ Professional negligence ☐ Breach of contract

☐ Other **NO □ No Litigations**

If YES

Complete the following.

Court Case Number

Year Filed Nature of Claim

Disposition Current Status

Bankruptcy

Has the firm or any principal filed for bankruptcy within the past seven years?

YES □ **NO □**

Certification

"I certify that the information contained herein is complete and accurate. I understand that failure to disclose material litigation, claims, contract defaults, or investigations may result in rejection of the proposal or termination of any contract awarded."

Signature_____ Title_____

Date

CITY OF RICEBORO, GEORGIA

APPENDIX A – REQUIRED PROPOSAL CERTIFICATIONS AND SUBMITTAL FORMS

Form G – Insurance Certification

Upon award of the contract and prior to execution of a Professional Services Agreement, the successful proposer shall furnish Certificates of Insurance evidencing the minimum insurance coverage required by the City.

The successful proposer shall further provide:

- **An Additional Insured Endorsement naming the City of Riceboro, Georgia, its elected officials, officers, employees, agents, and volunteers as Additional Insureds** under the Commercial General Liability policy for work performed under this Agreement.
- A **Waiver of Subrogation** in favor of the City where permitted by law.
- Thirty (30) days' written notice to the City prior to cancellation or material modification of coverage.

Minimum Coverage

I would suggest the following (subject to the City Attorney's review):

Coverage	**Minimum Limit**
Commercial General Liability	$1,000,000 Each Occurrence
General Aggregate	$2,000,000
Professional Liability (Errors & Omissions)	$1,000,000
Automobile Liability	$1,000,000
Workers' Compensation	Statutory
Employer's Liability	$500,000

CITY OF RICEBORO, GEORGIA

APPENDIX A – REQUIRED PROPOSAL CERTIFICATIONS AND SUBMITTAL FORMS

Form H – Georgia E-Verify Affidavit

- The affidavit ensures that businesses and contractors are legally verifying the work eligibility of employees and maintaining compliance with federal and state immigration laws

- By completing the Georgia E-Verify affidavit accurately and submitting it as required, employers demonstrate legal compliance and eligibility for business licenses, public benefits, and state contracts.

- Contractor affidavits must include:
    - Confirmation of registration, authorization, and active use of E-Verify.
    - Federal E-Verify user identification number and date of authorization.
    - A statement that the contractor will continue using E-Verify throughout the contract duration.

- Assurance that all subcontractors performing physical services will also present affi davits with the same required information

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, 2026 in _____(city), _____(state).

Signature of Authorized Officer or Agent

_____

Printed Name and Title of Authorized Officer or Agent

_____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 2026.

NOTARY PUBLIC

My Commission Expires: _____