

## **Request for Proposals**

### Background

The City of Morgantown, West Virginia (“City”) considers realignment of its ward boundaries in anticipation of each election. Council members are selected from each ward. Ward boundaries are selected to promote compactness and equal numbers of qualified voters in accordance with the City Charter. The City requests proposals from qualified applicants for demographic consultant services to assist its Ward Boundary Commission in proposing and/or approving realigned ward boundaries.

### Scope of Services

Consultant will assist the Ward Boundary Commission in developing methods to determine appropriate realignment of ward boundaries based upon qualified voter data from the 2016 general election. Consultant will assist the Ward Boundary Commission in preparing boundaries for proposal to City Council, including mapping and textual description of ward boundaries and tracking changes to existing ward maps and descriptions. Consultant will attend a meeting or meetings with the Ward Boundary Commission.

### Deliverables

- Proposed ward boundaries (map and text) consistent with principles of City Charter
- Documentation of proposed changes to existing ward boundaries (map and text)
- Analysis of ward boundaries’ compactness, qualified voter numbers, deviation from qualified voter data in other wards, adherence to precinct lines, and adherence to street centerlines.
- A list of additional recommended services should be submitted with associated costs.
- A minimum of three (3) copies of each deliverable item shall be provided for use by (1) the Ward Boundary Commission, (2) the City Manager’s office, and (3) the City Council.

### Schedule for Selection and Deliverables

Proposals due: October 24, 2016

Evaluation of proposals: October 24-28, 2016

Selection of Consultant: October 28 or earlier

(Note: The City reserves the right to reject any and all applicants and/or decline to award a contract for this proposal)

Delivery of product: November 30, 2016

(Note: November 30 report deadline is mandated by City Charter. Meeting requests may occur before or after deadline.)

### Screening Criteria

Screening of respondents will be based on respondent qualifications, completeness of proposal, experience of respondent, available resources to meet the need of this consultation, cost of service, and the proposal most directed toward the City's service needs.

### Award of Contract

The professional services contract will be awarded to the respondent deemed qualified and which best meets the needs defined in this Request, subject to approval by City Council. The City reserves the right to reject any and all applicants and/or decline to award a contract for this proposal.

### Submission of Proposals

Proposals must be submitted by electronic mail to Carol Allen, Executive Secretary to the City Manager, at [callen@morgantownwv.gov](mailto:callen@morgantownwv.gov) on or before 4:00 p.m. on Thursday, October 24, 2016. The subject line should contain the term "Demographic Consultant Services Proposal." Proposals failing to comply with the requirements of this Request may be considered non-responsive. All proposals will remain the property of The City of Morgantown and will not be returned.

### Questions

For questions relating to this proposal, please contact Carol Allen, Executive Secretary to the City Manager, at [callen@morgantownwv.gov](mailto:callen@morgantownwv.gov) or by telephone at (304) 284-7405.

City Charter requirements related to the Request are set forth in Charter Section 7.05. Electronic copies may be provided upon request.

The City Charter and City Code can be reviewed online at the following links:

<http://whdrane.conwaygreene.com/NXT/gateway.dll?f=templates&fn=default.htm&vid=whdrane:WVMorgantown>

or

<http://bit.ly/2dVTwyZ>