



Hot Sulphur
Town of
Springs

Town of Hot Sulphur Springs

REVISED REQUEST FOR PROPOSALS FOR:

Comprehensive Plan & Land Use Code Update

Date of Issue:

February 6, 2023

Proposal Closing Date and Time:

Monday, February 13, 2023; 4:00 p.m. MST

Submit To:

Town of Hot Sulphur Springs

Attn: Jessie Webb

TownClerk@TownofHotSulphurSprings.com

513 Aspen Street

Hot Sulphur Springs, CO 80451

REQUEST FOR PROPOSALS

The Town of Hot Sulphur Springs (Town), Colorado is soliciting proposals from qualified firms to perform professional comprehensive planning and land use code services for the Town, as stated in this Request for Proposal (RFP). This request for proposals allows the Town to select one provider that best meets the needs of the Town, taking into consideration the firm's qualifications, rates, products, and service capabilities, and other factors relevant to the Town's current and expected needs, policies, programs, administrative resources, and budget.

To be eligible for consideration, the proposing firm must be capable of providing the services as noted herein and must also meet all other criteria outlined in this RFP.

Proposals are to be delivered to the Town of Hot Sulphur Springs, Attention: Jessie Webb, Town Clerk, in accordance with the Instructions to Proposers and all other requirements as referenced in this RFP. Proposals will be received until the proposal closing date and time set forth on the cover page of this RFP.

The Town reserves the right to modify the timeline at any time.

I. INSTRUCTIONS TO PROPOSERS

1. Proposals must be received by Jessie Webb, Town Clerk, via email at TownClerk@TownofHotSulphurSprings.com on or before 4:00 p.m. MST on Monday, February 13, 2023.

II. TERMS AND CONDITIONS

1. All proposing firms, by their signature, agree to comply with all the terms, conditions, requirements, and instructions of this RFP as stated in this RFP. Each proposer shall furnish the information required in the proposal.
2. The Contract will be awarded to that responsible proposer whose submittal, conforming to the RFP, will be most advantageous to the Town.
3. The Town reserves the right to reject any or all proposals and to waive informalities and minor irregularities in responses received, and to accept any portion of or all items proposed if deemed in the best interest of the Town to do so.
4. A signed purchase order, contract, or similar agreement furnished to the successful consultant team results in a binding contract without further action by either party.
5. Late or unsigned proposals will not be accepted or considered. It is the responsibility of consultant team to ensure that their proposal arrives at the designated place prior to the time indicated in this "Request for Proposals."
6. Any interpretation, correction or change of the RFP documents will be made through Addenda. Interpretations, corrections, and changes of the proposal documents made in any other manner will not be binding, and the consultant team shall not rely upon such interpretations, corrections, and changes. The Town's Representative will not be responsible for oral clarification.
7. Confidential/Proprietary Information: Proposals submitted in response to this "Request for Proposal" and any resulting contract is subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et. seq., C.R.S., as amended. Any restrictions on the use or

inspection of material contained within the proposal and any resulting contract shall be clearly stated in the proposal itself. Confidential/proprietary information must be readily identified, marked, and separated/packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor any component will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

8. Project funding has been secured through the Division of Local Affairs (DOLA). As such, this project is subject to all requirements of the Energy and Mineral Impact Program.

III. BACKGROUND

The Town is experiencing significant growth pressures and has outdated and limited guiding documents to assist decision makers in evaluating land use decisions, infrastructure improvements and expansions, and growth management strategies. Located in Grand County, the Town is seeing the ripple effects of growth through increased property values, sales of commercial property, and increased inquiries into multi-family development. In January 2021, a development moratorium was enacted so that the Town could develop adequate policies and regulations to address growth and be able to help guide land use decisions to ensure growth fits the character of the Town.

The Town's previous *Hot Sulphur Springs Community Master Plan & Three Mile Plan* was adopted in 1998 and updated as recently as March 1999. The Comprehensive Plan will serve as the guiding document for growth and development of the Town with respect to: regional collaboration, land use, housing, affordable housing, economic development, transportation, recreation, public service, infrastructure, utilities, resiliency, and water resources. Each of these areas shall be examined through a lens of the following four critical issue elements: economic health, environmental resilience, social equity, and physical health of our residents.

Through the development of the Comprehensive Plan, the Town can connect with the community to better understand their desires. Several in-person and/or virtual public outreach efforts are expected to be overseen and managed by the consultant. By bringing community members and Town officials to the table, the Comprehensive Plan update process will highlight current issues and trends affecting the Town and identify goals, objectives, and strategies to address for these now and in the future. Proposers shall provide a description of their team's approach to addressing the phases of the project. The Town anticipates, at minimum, the phases identified below. A proposer may suggest additional or amended tasks to best accomplish the overall project objectives.

Once the Comprehensive Plan is far enough along, the consultant will move into updating the Zoning and Subdivision Regulations to implement the policies and goals identified in the Comprehensive Plan. Of the utmost importance to the Town is removing barriers to the correct type of development in the correct locations. The successful consultant will have experience in making simple processes which are manageable to administer with limited town staff resources.

The Town has previously entered into a contract with a firm to complete this project. The successful Proposer will be able to review the previously completed draft documents, community engagement activities and feedback, and develop a work plan to finish the update to the Comprehensive Plan and the Land Use Code Updates.

IV. SCOPE OF SERVICES

The contracted consultant shall perform professional services specifically requested by the Town, including public engagement and the writing of the Comprehensive Plan & Land Use Code. These two projects are anticipated to be completed sequentially. The anticipated scope of services to complete these two projects are laid out below. The consultant may propose amendments to the described tasks, timeline, and deliverables, for the preparation of the two documents.

1. **Task 1: Public & Stakeholder Engagement:** *Focus on designing and facilitating a robust, innovative public engagement and outreach process.* Throughout this task, various preliminary planning and community engagement initiatives will be performed to creatively engage all sectors of the community. Development and management of the public input process will include public meetings, both in-person and/or virtual, with elected and appointed boards, strategic stakeholder groups and citizens. The focus will be on gathering background information, setting timelines and expectations while identifying key resources and opportunities, challenges, values that the community wishes to preserve, and principles that should govern implementation and development of a shared future development vision. An educational approach should be implemented to explain how the Plan will benefit the Town and how best to implement the recommendations.
2. **Task 2: Community Assessment:** *Crucial to understanding how current development pressures are shaping the Town today.* In this task, the consultant shall complete a comprehensive analysis of the existing land use, developable land area, infrastructure, parks, natural hazards, and other comprehensive plan elements within the existing Town boundary and within a three-mile radius.
3. **Task 3: Future Needs & Trends Analysis:** *Focus on understanding future trends, growth management needs, fiscal/economic development analyses and their impacts.* This task will focus on analysis of development trends, growth patterns and community need as well as the economic impacts these trends will have on the Town. The consultant will review and analyze data and trends, including current conditions and future projections of potential population growth, local economy, land use, utilities, recreational resources, transportation, and other public infrastructure.
4. **Task 4: Alternatives Development:** *Focus on integrating findings from earlier tasks and providing creative solutions to the challenges and opportunities. The elements identified in the Town's current Master Plan will be revised to include these new elements: Land Use and 3-Mile Plan, Housing, Transportation, Parks and Recreation, Public Service and Utilities, and Resiliency.* Using the data gathered, the consultant will provide an analysis applying different growth scenarios and options for each area of the Plan. The consultant will create recommendations for the proper mix of land uses for long-term financial sustainability, affordable housing incentive programs, enhance and increase connectivity of transportation networks and pedestrian corridors, and increase accessibility to parks and open space.
5. **Task 5: Implementation Strategy:** *Critical in shaping long-term strategy and direction for future partnerships and efforts and identifying a path forward recognizing that successful growth strategies and plans are living documents.* The consultant will draft a list of priorities and implementation schedules to guide the Town in actively achieving the goals established in the 2022 Comprehensive Plan. The priorities and implementation schedule shall identify key geographic and guiding principal areas that will be used to guide land use, development, and growth decisions by the Town.
6. **Task 6: Plan Development & Adoption:** *Focus on assembling the comprehensive plan documents and working with the community to begin adoption.* After information is compiled

and alternatives analyzed, the Consultant will draft sections of the plan for presentation to the Town. The Consultant shall deliver a user-friendly Comprehensive Plan in written and electronic form with graphics, diagrams, pictures, tables, appropriate narrative content and realistic implementation strategies that are appropriate and achievable. The consultant will present the plan at a public hearing with the Planning Commission and Board of Trustees to officially adopt it.

7. **Task 7: Zoning and Subdivision Code Update:** *Evaluate the previously developed Code Assessment, along with goals and policies identified during the Comprehensive Plan update, to make necessary changes to the Town's Municipal Code.* The consultant will update applicable sections of the Municipal Code that are applicable to land use and development. To the extent practicable, the Town would like the Consultant to work towards completing Task 7 concurrently with the previous tasks to minimize time between the adoption of the Comprehensive Plan and the Land Use Code updates. While the final scope of this task may be determined through the comprehensive plan update, it is anticipated to include, at a minimum, the following sub-tasks:
- a. Project Kickoff meeting
 - b. Review of current regulations and Code Assessment
 - c. Public engagement and communication
 - d. Draft of proposed recommended updates
 - e. Finalize code updates
 - f. Adoption of code updates

V. PROJECT TIMELINE

The Comprehensive Plan and Land Use Code Update project originally kicked off late Spring 2022 and was anticipated to conclude by late Summer 2023. The successful firm will provide a revised timeline while also being as close to the original timeline as possible.

VI. SUBMITTAL REQUIREMENTS

Qualified firms interested in performing the work described in this RFP should submit the following information to the Town in the order described. The RFP, excluding cover page, table of contents, and transition pages, shall not exceed 20 pages in length. This page limit includes resumes, project sheets, and all other written content included in the presentation.

1. **Firm History:**

Provide a brief history and overview of the firm with special emphasis on the understanding of this solicitation and how the company proposes to fulfil the needs of the Town of Hot Sulphur Springs, including but not limited to the following information:

- Name, address, and telephone number of the firm.
- Type of organization (individual, partnership, corporation, or other).
- Principals of the firm and associated contact information.

2. **Approach to Scope of Services:**

Provide your team's approach to meeting the tasks and other requirements of this RFP. This should include a work plan detailing how your firm will complete the tasks identified in the Scope of Services. Please include any additional tasks or services you may want to

provide that are not specified in the Scope of Services in this RFP. *Include your approach to working with or coordinating with the Town staff, consultants, and decision makers and how previously completed draft documents will be evaluated and included in the Proposer's final product.*

3. Team and Organizational Chart:

Identify the project manager and key team members and what portions of the project each will be responsible for. Provide resumes of key personnel that demonstrate your firm's knowledge and experience in development of comprehensive plans and land use code updates for communities similar to Hot Sulphur Springs. Identify any projects or direct work your firm has had with the Town of Hot Sulphur Springs.

The project manager should hold AICP Certification.

4. Availability:

The Town of Hot Sulphur Springs is interested in ascertaining that the successful firm has the necessary staff and resources to take this project on in a timely and cost-effective manner. Explain how your firm will approach this requirement.

5. Cost of Services:

Each proposal shall include a fee schedule for services and shall include a not-to-exceed amount for the project. Please include an itemized fee for the Scope of Work including all expenses attributable to the project. Provide hourly billing rates for specific team members that will be engaged in this project.

6. Relevant Project & Community Experience:

Provide the team's experience in preparing comprehensive plans and land use code updates in the central mountain region of Colorado. In addition, the proposal should include statements on local knowledge of the Town of Hot Sulphur Springs, an understanding of the community and region, and comprehension of mountain town specific issues.

7. Additional Information:

- Include any other information that you feel is appropriate to assist the Evaluation Committee in the selection process.
- Include any awards for work performed for innovative approaches illustrating, for example, collaborative, sustainable, and/or unique approaches to projects. Note the organization recognizing the project, the date, and a brief description of the project on not more than three pages.

VII. SELECTION CRITERIA

Town staff will review and evaluate qualification materials and analyze them for the consultant's anticipated ability to successfully provide services. Two or more applicants may be selected for interviews by a committee of Town representatives.

The Town reserves the right to accept or reject any submittal, either in part or in whole, if it deems that it is in the best interest of the Town to do so.

Evaluation criteria that will be used are:

Criteria	Standard
Understanding & Completeness	Understanding and completeness of approach to performing the types of work expected to be performed.
Firm Capability	Experience in creative public engagement, comprehensive planning, three-mile planning, land use code updates, municipal planning and zoning administration in Colorado, and familiarity with small, rural, mountain town issues.
Firm Availability	Availability and commitment of key staff members and other resources needed to facilitate and complete the work plan.
Key Staff Members' Experience and Qualifications	Experience, qualifications, and AICP Certification of key staff members who will be involved in providing services.
Management Qualifications & Financial Capability	Qualifications of the consultant in terms of its ability, experience, and reliability in performing and managing work within schedule and budget.
Project Approach	Understanding of the unique elements, issues, risks, concerns and variety of interests facing the Town and how well the proposed approach to analyzing and solving key issues with a rational approach to implementation fits with Town values and goals.