



TOWN OF ALPINE, WYOMING

REQUEST FOR PROPOSALS (RFP)

NEW LAND USE AND DEVELOPMENT CODE

Issue Date: June 17, 2026

Proposal Due Date: July 6, 2026

Contact:

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1. INTRODUCTION

The Town of Alpine, Wyoming ("Town") is soliciting proposals from qualified planning, zoning, and land use consulting firms to prepare a comprehensive rewrite of the Town's Land Use and Development Code (LUDC).

The Town recently completed an update to its Comprehensive Master Plan and seeks to modernize its development regulations to implement the goals and policies identified in the Plan. The current LUDC contains provisions that have been amended over time and would benefit from a comprehensive review and reorganization to improve clarity, consistency, administration, and usability.

The Town is seeking a complete, new, stand-alone Land Use and Development Code intended to replace the existing LUDC. The final product shall not consist solely of amendment language, recommendations, or revisions to selected sections.

The Town intends to compare proposals on an equivalent basis and therefore has established a defined scope of work. Consultants shall provide a proposal for required Phase 1 services and a separate proposal for optional Phase 2 services.



The Town has identified an anticipated Phase 1 budget of approximately \$112,000. Consultants shall clearly identify the services that can be completed within that amount and separately price any recommended additions or enhancements.

2. PROJECT OBJECTIVES

The selected consultant shall assist the Town in developing a modern, user-friendly, legally defensible Land Use and Development Code that:

- Implements the recently adopted Master Plan.
 - Improves code organization and usability.
 - Eliminates inconsistencies and conflicting provisions.
 - Simplifies development review procedures.
 - Clarifies administrative responsibilities and approval processes.
 - Modernizes zoning, subdivision, and development standards.
 - Improves transparency for applicants, staff, elected officials, and the public.
 - Ensures consistency with Wyoming law.
 - Provides a framework for future growth and development.
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3. PHASE 1 – COMPREHENSIVE LUDC REWRITE

The consultant shall provide all services necessary to prepare a complete, new, fully integrated, adoption-ready Land Use and Development Code intended to replace the Town's existing LUDC.

The final code shall be delivered in editable Microsoft Word format and searchable PDF format. All tables, graphics, definitions, cross-references, numbering, headings, appendices, and supporting provisions shall be fully incorporated into both versions.

Task 1 – Project Initiation and Existing Conditions Review

The consultant shall:



- Conduct a project kickoff meeting.
- Review the current LUDC.
- Review the adopted Master Plan.
- Review applicable ordinances and regulations.
- Review existing development review procedures.
- Develop a detailed project schedule.
- Establish communication and public engagement strategies.
- Identify all materials, data, maps, and legal review coordination needed from the Town.

Task 2 – Code Audit and Diagnostic Assessment

The consultant shall:

- Evaluate the existing code structure.
- Identify deficiencies, ambiguities, and conflicts.
- Evaluate consistency with Wyoming statutes.
- Identify barriers to implementation of Master Plan goals.
- Prepare a Code Audit Memorandum summarizing findings and recommendations.
- Identify provisions that should be retained, revised, consolidated, relocated, or removed.
- Identify recommended changes to zoning districts, overlays, procedures, and the official zoning map.

Task 3 – Public and Stakeholder Engagement

The consultant shall provide meaningful public engagement throughout the project, including:

- Staff work sessions.
- Planning and Zoning Commission work sessions.



- Town Council work sessions.
- Stakeholder interviews, as appropriate.
- Public workshops and open houses.

Proposals shall identify the number of virtual meetings, in-person meetings, work sessions, workshops, and stakeholder interviews included within the base fee. Any limits on meeting duration or attendance shall be clearly stated.

Task 4 – Drafting of New Land Use and Development Code

The consultant shall prepare a complete draft code addressing, at a minimum:

Administration and Procedures

- General administration.
- Development review procedures.
- Application requirements.
- Approval authorities.
- Public hearing procedures.
- Appeals and enforcement.
- Completeness review procedures and clear application processing steps.
- Administrative decision standards and required findings.
- Clear assignment of responsibilities among staff, the Planning and Zoning Commission, Town Council, Design Review Committee, Building Official, and other applicable officials or bodies.

Land Use Regulations

- Zoning districts.
- Permitted uses.
- Conditional and special uses.
- Use-specific standards.



- Nonconforming uses and structures.
- A unified table of permitted, conditional, special, accessory, and prohibited uses.
- Updated zoning district purposes and standards.
- New zoning districts or overlays necessary to implement the Master Plan.

Development Standards

- Lot and density standards.
- Building setbacks and height regulations.
- Parking standards.
- Landscaping and buffering.
- Lighting standards.
- Sign regulations.
- Building and site design standards.
- Environmental and resource protection standards.
- A unified dimensional standards table addressing lot size, density, setbacks, height, lot coverage, and other applicable district standards.
- Wildland-urban interface and wildfire mitigation standards.
- Steep slope, drainage, riparian, and other locally applicable environmental protection standards.
- Clear standards for access, circulation, connectivity, snow storage, and transitions between differing land uses.
- Graphics, diagrams, tables, and illustrations where useful to improve clarity and administration.

Subdivision Regulations

- Minor and major subdivision procedures.
- Public improvement requirements.



- Infrastructure standards.
- Easement requirements.
- Development agreements.
- Annexation procedures.
- Planned Unit Development regulations.
- Clear subdivision review procedures and approval criteria.
- Standards for streets, utilities, drainage, pedestrian connections, and public improvements.
- Updated Planned Unit Development standards addressing density, open space, circulation, flexibility, and approval criteria.

Definitions

- Comprehensive review and update of all definitions.
- Addition of new definitions as necessary.
- Consolidation of definitions into a single coordinated section unless another structure is specifically recommended and approved by the Town.

Zoning Map

- Evaluate the existing official zoning map for consistency with the new LUDC and Master Plan.
- Prepare recommended zoning map revisions necessary to implement updated zoning districts and overlays.
- Provide a final adoption-ready zoning map in PDF format and editable GIS-compatible format.

Task 5 – Draft Review and Revisions

The consultant shall prepare:

- Administrative Draft.
- Public Review Draft.



- Revised Draft.
- Final Adoption Draft.

Each draft shall be a complete, integrated version of the proposed new LUDC rather than a collection of separate amendment documents.

The proposal shall identify the number of staff review cycles, Planning and Zoning Commission review cycles, Town Council review cycles, and consultant revisions included within the base fee.

Task 6 – Adoption Assistance

The consultant shall:

- Attend Planning and Zoning Commission hearings.
- Attend Town Council hearings.
- Prepare presentation materials.
- Prepare adoption-ready ordinance documents.
- Assist staff through final adoption.
- Clearly identify the number of hearings and ordinance readings included in the base fee.
- Provide final revisions resulting from the adoption process.
- Coordinate with Town staff and the Town Attorney regarding statutory compliance and legal review. Final legal review and approval shall remain the responsibility of the Town Attorney.

4. PHASE 1 DELIVERABLES

At a minimum, deliverables shall include:

- Project Work Plan and Schedule.
- Code Audit Memorandum.
- Administrative Draft LUDC.



- Public Review Draft LUDC.
- Revised Draft LUDC.
- Final Adoption Draft LUDC.
- Adoption Ordinance.
- Public Meeting Materials.
- Final Project Summary.
- Final adopted LUDC in editable Microsoft Word format.
- Final adopted LUDC in searchable PDF format.
- All tables, graphics, illustrations, appendices, definitions, and cross-references fully incorporated into the final Word and PDF documents.
- Final adoption-ready zoning map in PDF format.
- Final zoning map and related spatial files in editable GIS-compatible format.
- All editable source files created for the project, including tables, graphics, diagrams, maps, and supporting documents.

The final deliverable shall be a complete, stand-alone Land Use and Development Code that is ready for adoption, publication, and future editing by Town staff.

5. PHASE 2 – OPTIONAL DIGITAL IMPLEMENTATION SERVICES

The Town requests a separate proposal and fee schedule for optional digital implementation services. Phase 2 shall not be included within the Phase 1 budget.

The consultant shall provide recommendations, implementation schedules, and itemized costs for the following services:

Optional Services

- Online code platform development.
- Digital code publishing.



- LUDC content migration.
- Interactive zoning map integration.
- GIS integration.
- Public-facing code search tools.
- Administrative editing tools.
- Staff training.
- Software implementation.
- Ongoing maintenance services.
- Parcel-based zoning lookup tools.
- Interactive use and dimensional standard lookup tools.
- Application tracking or administrative workflow tools.
- Accessibility compliance for online public documents and platforms.

Interactive and public-facing GIS services are optional Phase 2 services.

Consultants shall clearly identify:

- One-time implementation costs.
- Annual subscription costs.
- Annual maintenance costs.
- Licensing fees.
- Recommended implementation schedule.
- Required third-party software or vendor agreements.
- Data ownership and portability.
- Accessibility compliance responsibilities.
- Training and technical support included.
- Costs for future code updates and amendments.



6. PROPOSAL REQUIREMENTS

Proposals shall include the following:

Firm Qualifications

- Firm overview.
- Relevant experience.
- Project team.
- Similar projects completed within the last five years.
- References for at least three comparable municipal code rewrite projects.
- Identification of the primary project manager and individuals responsible for code drafting, public engagement, GIS, and quality control.

Project Understanding

- Understanding of project goals.
- Approach to completing the work.
- Understanding of Wyoming municipal planning, zoning, subdivision, annexation, and public hearing requirements.
- Understanding of small-town and mountain-community development issues.

Scope of Work

- Detailed scope organized by task.
- Description of deliverables.
- Identification of any exclusions, assumptions, limitations, or proposed deviations from the required scope.

Project Schedule

- Proposed timeline.
- Key milestones.



- Estimated date for delivery of each major draft.
- Estimated public review and adoption schedule.
- Identification of Town review periods assumed within the schedule.
- Identification of schedule dependencies or risks.

Cost Proposal

The cost proposal shall include:

- Itemized fee by task.
- Hourly rates.
- Reimbursable expenses.
- Total Phase 1 cost.
- Separate Phase 2 cost proposal.
- Estimated hours by task and by key project team member.
- Travel and meeting costs.
- All included meetings, hearings, ordinance readings, and review cycles, together with the cost of additional services.
- Any annual or recurring software, licensing, hosting, support, or maintenance costs.
- Any proposed optional services or enhancements.

The Town has identified an anticipated Phase 1 budget of approximately \$112,000.

Consultants shall clearly identify the complete Phase 1 scope that can be delivered within that amount. Any recommended work that cannot be completed within the anticipated budget shall be separately identified and priced as an optional service.

7. EVALUATION CRITERIA

Proposals may be evaluated based upon:



Criteria	Weight
Understanding of Project	10%
Relevant Experience	20%
Quality of Proposed Approach	25%
Project Team Qualifications	20%
Cost and Value	25%

The Town may also consider completeness of the proposed scope, clarity of deliverables, proposed schedule, number of included meetings and review cycles, and demonstrated ability to prepare a complete adoption-ready replacement LUDC.

The Town reserves the right to interview selected firms prior to award.

8. RESERVATION OF RIGHTS

The Town reserves the right to:

- Reject any or all proposals.
- Request additional information.
- Negotiate scope and fees.
- Modify the scope of services.
- Award all or part of the project.
- Decline to proceed with Phase 2 services.
- Request clarification of any proposal.
- Waive informalities or minor irregularities.
- Select the proposal determined to provide the best overall value to the Town, which may not be the lowest-cost proposal.
- Negotiate with one or more proposers.



- Cancel or reissue the RFP at any time.

Issuance of this RFP does not obligate the Town to award a contract.

TOWN OF ALPINE, WYOMING

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