

Request for Proposals: Cooperative Planning Projects

Huerfano County Solicitation #2022-07

October 17, 2022

Summary of Request

The Huerfano County Board of County Commissioners (“the County”) is seeking proposals from qualified planners to work on three cooperative planning projects: (1) an Innovative Housing Strategies Planning project; (2) a Hazard Mitigation Plan; and (3) a Joint Comprehensive Plan.

Respondents shall have demonstrated expertise and experience in the areas of economic development, master planning, and hazard mitigation planning. The Joint Comprehensive Plan must meet the State of Colorado statutory master plan requirements (C.R.S. 30.28.108 and 31-23-206). The Hazard Mitigation Plan will be an element in the Comprehensive Plan and must meet the State of Colorado Division of Homeland Security and Emergency Management (DHSEM) and Federal Emergency Management Agency (FEMA) requirements for a Hazard Mitigation Plan (HMP) (Title 44 CFR Part 201.6).

Submission Information

Written submissions for the supply of the services described herein will be accepted until November 16 at 4pm MST. Any proposal received after that time will not be considered. Submitted materials should be emailed as a single PDF to Carl Young, County Administrator, at administrator@huerfano.us.

Procedural and technical questions are to be submitted in writing to Carl Young at administrator@huerfano.us by November 4.

Background

Huerfano County Profile

Huerfano County encompasses 1,593 square miles and is home to approximately 6,800 residents. The County is governed by a three (3) member Board of Commissioners, elected by districts to four (4) year terms. Huerfano County is home to two (2) incorporated communities: Walsenburg and La Veta as well as several unincorporated communities including Gardner and Cuchara.

Huerfano County, through its staff and officers, provides a variety of services including, but not limited to: zoning and code enforcement, law enforcement, revenue assessment and collections, Road and Bridge construction and maintenance, social services, and general government administration. Inclusive of elected officials and staff, the County employs approximately 110 full-time employees and has an annual operating budget of approximately \$16 million dollars.

While Huerfano County’s location, topography, waterways and forests attract human activity, these same features also contribute to a range of natural hazards. The County’s development patterns have created a scenario in which its built and natural environment and economy has become increasingly vulnerable to natural hazard risks. With the awareness that natural hazard events will recur, the County must plan to mitigate hazard risk and reduce severity of hazard events.

Outline of Services and deliverables to be Provided

Consultant work will be overseen by a steering committee composed of six members, two each from the unincorporated Huerfano County, Walsenburg and La Veta. Through this RFP, the Steering Committee seeks professional services for three joint planning efforts involving the Town of La Veta, City of Walsenburg, and Huerfano County:

1. Innovative Housing Strategies Planning
2. Hazard Mitigation Plan
3. Joint Comprehensive Plan

The selected respondent will be expected to:

1. Prepare a detailed work plan
2. Develop and execute a stakeholder engagement program;
3. Review and analyze existing comprehensive plans, zoning codes, and other relevant planning documents;
4. Provide advice and submit recommendations to either the steering committee and/or the appropriate body in each jurisdiction;
5. Submit deliverables for review and adoption by the either the steering committee and/or the appropriate body in each jurisdiction as appropriate

Innovative Housing Strategies Planning

The City, County, and Town were awarded a DOLA Innovative Housing Strategies Planning Grant (IHOP) for the adoption and refinement of qualifying affordable housing policies and/or regulatory strategies. As part of this project the selected respondent will work with the participating jurisdictions to examine housing related portions of their zoning code and provide recommendations, including draft language, for consideration and adoption. Should Proposition 123 pass, the scope should include feasibility analysis of strategies and implementation of programming based on the State Affordable Housing Fund.

The selected respondent will work with staff from each jurisdiction to conduct site suitability and infrastructure system analysis to determine appropriate locations for housing development and analysis of different housing financing models for rural contexts.

The selected respondent will also deliver an informal memorandum that identifies 1) strategies the County originally proposed to pursue; 2) the outcome of that exploration; 3) which strategies were adopted with links to the code sections; 4) the community engagement process used; 5) how the process was inclusive and addressed equity concerns; 6) how the applicable studies informed policy decisions or approach; and 7) any lessons learned.

Relevant portions of this effort may be incorporated into the Joint Comprehensive Plan for participating jurisdictions.

Hazard Mitigation Plan

The Hazard Mitigation Plan (HMP) will be incorporated into the Joint Comprehensive Plan for participating jurisdictions. The HMP is funded separately through a FEMA Building Resilient Infrastructure and Communities grant.

The selected respondent will:

- Identify mitigation actions associated with each of the hazards identified in Huerfano County's Emergency Preparedness Assessment.
- Recommend a prioritization scheme, assign priorities, and implementation sequences for

mitigation actions under each hazard.

- Recommend an implementation strategy considering return on investment and mitigation actions capable of addressing multiple hazards
- Capture findings and recommendations in a document.
- Provide an interactive spreadsheet capable of supporting review and analysis mitigation actions within and across hazards and implementation management (e.g., funding status, schedule, progress).

Qualifications

The consultant team must include planning, land use, hazard mitigation, and economic development professionals. Experience working with rural communities and federal funding is essential. Additional consideration will be given to firms or individuals who propose innovative, creative solutions to rural community engagement, economic development, and land use strategies.

Budget and Optional Services

Interested Parties are requested and required to submit three lump sum amounts for the projects outlined above. The Innovative Housing Strategies Planning project has a budget of \$140,000. The Hazard Mitigation Plan project has a budget of \$50,005. The Town and County have not set a budget for the joint comprehensive plan.

Joint Comprehensive Plan

Respondents are requested, but not required, to submit an additional bid for the joint comprehensive plan that would account for the possibility that the City of Walsenburg joins the joint comprehensive plan effort.

The Town of La Veta and Huerfano County have agreed to collaborate on a Comprehensive Plan. The jurisdictions will maintain separate planning and zoning processes, and as such, this plan must be adopted separately by each jurisdiction. The Town and County seek a Joint Comprehensive Plan that:

1. Is a concise and clearly organized directional guide that communicates clear development standards both graphically and with accompanying text;
2. Provides a framework for cooperation on geographic areas of mutual interest, such as properties included in the Town's three mile plan;
3. Articulates strategies for resilient and sustainable development with a particular focus on water conservation, poverty reduction, and economic growth in a framework for ongoing long-range planning;
4. Includes strategies to limit rural sprawl, preserve and expand access to public lands, and generally improve quality of life; and
5. Incorporates a clear process to prioritize competing needs and actions in all planning areas.

Please submit a pricing proposal for the full joint comprehensive plan as an optional task, as well as a breakdown for pricing for La Veta and the County, and for a comprehensive plan that includes Walsenburg.

Selection Process

Selection will be made through a four-step process. The County reserves the right to select a qualified individual or firm without holding interviews. The scoring in the first two steps is cumulative. If it is determined that interviews are not to be held, the scoring will be based on the first step, Review of Proposals submitted. The process for selection and award of the Professional Contract for Services will

be as follows:

Step One	Review and scoring of Proposals submitted
Step Two	Interviews (if required)
Step Three	Selection of successful firm, negotiation of Professional Contract for Services
Step Four	County Commissioner approval of Professional Contract for Services

Anticipated Timeline

Dates are approximations for the process steps and are subject to change.

Step	Date	Selection Process
One	October 17, 2022	Request for Proposals Issued
	November 4, 2022	Questions may be presented prior to this date.
	November 16, 2022	Proposals due at 4:00 p.m., Mountain Time.
	November 18, 2022	Board Review of Proposals
	November 21, 2022	Notifications of Interviews (if required).
Two	November 28, 2022	Interviews conducted (if required).
Three	December 5, 2022	County notifies the selected proposer.
Four	December 19, 2022	Professional Contract for Services executed.

Submittal Requirements

Written submissions for the supply of the services fully described herein will be accepted until the date and time listed in the timeline section of this document. Any proposal received after that time will not be considered.

Submissions should be a narrative proposal of no longer than 30 pages that explains how you intend to meet the objectives detailed in the Scope of Services. Any material beyond 30 pages will not be reviewed. Submissions should include:

1. Name and address of the firm(s) involved.
2. Identification of the project leader/manager and all team member(s) responsible for completing tasks, including any subcontractors to this project.
3. Statement of qualifications, include a resume, examples of prior experience in similar activities and the results of recommendations made.
4. Describe knowledge/understanding of planning best practices as well as local, state and federal laws, regulations and standards.
5. Describe the respondent's experience working with rural communities, and provide project examples tied to references provided.
6. Provide three separate lump sum cost proposals that provide itemization of total project costs and services including travel, report preparation, and other expenses, as requested in the budget section below.
7. A clear description of how your firm would complete this project, including scope, timeline, and methodology. Include any innovative or unique advantages to working with your team.
8. Provide at least three (3) references, originating from work performed in the last five (5) years.
9. Outreach strategies, data capture methodologies and use of data generated.

Step 1: Review of Proposals

Following an initial screening of the proposals, the committee will select what it considers the most highly qualified individuals or firms to provide the services outlined in the scope of services. Selection will be based on the evaluation criteria set forth below. The firms or individuals submitting proposals will be ranked, and the committee will then recommend the most qualified individual or firm.

The County reserves the right to award this project to the individual or firm that best fits the requirements outlined in the request for proposals. The County reserves the right to waive any informality in any submittal and/or reject all requests for proposals, and to accept the proposal that is in the best interest of the County.

The following selection criteria will be the basis for the ranking of most qualified Organization:

Criteria	Points
Qualifications of Proposer, including experience and background of firm, key management individuals and subcontractors and the organizational structure of the project team.	10 Points
Successful experience and demonstrated capability of firm and key management individuals to perform community outreach and comprehensive planning work in a rural context, meet schedules and deadlines without delays, and manage budgets	25 Points
Quality of response to the Request for Proposals, including detailed description of how elements will be effectively and thoughtfully addressed. Description of intangibles, value added and innovative approaches.	25 Points
Budget proposal	10 Points
Local context incorporated into approach and proposal.	10 Points
Professional approach to assisting with the development of a plan that incorporates goals outlined in this RFP as well as environmental sustainability, strategies for water scarcity, and proposal for how to manage a robust and creative public input process.	20 Points
Total	100 Points

Step Two: Interviews (if required)

If the County determines that interviews are required in the best interest of the County, interviews will be conducted for the purpose of determining which of the individual or firm is the most highly qualified for the project; which individual or firm has the personnel best able to complete the scope of services; and which individual or firm most fully understands and is able to perform the work envisioned by the County.

Key personnel from the proposing firm or the individual to be assigned to the project are required to be present and participate in the interview.

Step Three: Selection of Finalist(s) and Negotiation of Professional Contract for Services

After the successful individual or firm is selected, the County will negotiate a Professional Contract for Services.

Step Four: County Commissioners Approval of Professional Contract for Services

The successful individual or firm is encouraged to attend the Commissioners’ meeting to answer any questions concerning the proposal, or the individual or firm’s qualifications.

The County reserves the right to undertake or award supplemental or successor contracts for work related to this Contract.

This solicitation shall not be binding upon the County and individual or firm, and no services shall be performed under the terms of the proposal or the Professional Contract for Services until the Contract

has been reduced to writing and approved by the County Commissioners.

Selection and Contracting Provisions

Notifications

The County will provide timely notifications in writing (letters and/or emails) of the following actions to individuals or firms responding to the Request for Proposal as follows:

- Selection of short-listed individuals or firms for interviews (if required);
- Individuals or Firms not short-listed;
- Selection of recommended individual or firm; and County Commissioner approval.

Right to Reject

The County reserves the right to waive informalities in the proposals or fees and to reject any and all proposals and re-advertise this solicitation at any time prior to County Commissioner approval of the recommended firm or individual and the negotiated professional contract for services if doing so would be in the public interest, as determined by the county in its sole discretion. The County reserves the right to award this solicitation to the individual or firm that best fits the requirements outlined in the request for proposals. The County reserves the right to waive any informality in any submittal and/or reject all proposals, and to accept the proposal that is in the best interest of the County. The County further reserves the right to: (1) negotiate a final professional contract for services that is in the best interests of the county and the public; and (2) request any additional information county deems reasonably necessary to allow the County to evaluate, rank and select the most qualified proposer to perform the services described in this solicitation.

If the County and the selected individual or firm cannot agree on the contract, the negotiations will be terminated, and the County reserves the right to begin negotiations with the next highest ranked proposer.

Procedure Requirements

Any individual or firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

All costs incurred by individuals or firms choosing to participate in this process shall be borne by the proposing individual or firm.

All proposals submitted regarding this solicitation are the property of the County and will only be returned to the individual or firms if requested in writing to the County at the sole discretion of the County.

Late submittals shall not be accepted. It is the responsibility of the individual or firms to ensure that the proposal arrives at the Huerfano County Administrator's Office, prior to the date and time stated in this solicitation.

Conflicts of Interest

Any conflicts of interest, whether real or perceived, by the individual or firm submitting a proposal should be fully disclosed and explained within the proposal.