

John Galusha, Chairman
 Arica Andreatta, Commissioner
 Karl Sporleder, Commissioner



**HUERFANO COUNTY GOVERNMENT
 PROCUREMENT MEMORANDUM**

Date: January 31, 2023
To: Huerfano County Board of County Commissioners
From: Carl Young, County Administrator
Re: Grant Program Name and Project Name
Attachments: RFP, Contract with Scope of Work, SE Group Proposal

Summary: On October 17, 2022 Huerfano County released RFP 2022-07 to find a consultant for several cooperative planning projects: the Multi-Hazard Mitigation Plan, Innovative Housing Opportunity Planning Project, and a Joint Comprehensive Plan. This procurement process was led by a Steering Committee and supported by County Staff. We request you approve the award of SE Group and sign the contract with them to begin the project.

Requested Motion/Action:

Motion to approve the award for the Cooperative Planning Projects RFP 2022-07 to SE Group and approve the agreement with SE Group in the amount of \$248,305.

Background: On October 17, 2022 Huerfano County released RFP 2022-07 to find a consultant for several cooperative planning projects. Pursuant to the IHOP Agreement and Joint Comprehensive Planning Agreement this selection was driven by a Steering Committee comprised of two representatives from the County, the City, and the Town. The following criteria were used for ranking of most qualified respondent:

#	Criteria	Points
1	Qualifications of Proposer, including experience and background of firm, key management individuals and subcontractors and the organizational structure of the project team.	10 Points
2	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
3	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
4	Budget proposal	10 Points
5	Local context incorporated into approach and proposal.	10 Points
6	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

The Solicitation closed on November 16th and having received three submissions, the Committee met on November 18th to review said submissions. The average scores for each submission were as follows:

#	Criteria	Maximum Points	Berkley Group	SE Group	AR360
1	Qualifications	10 Points	7.17	9.5	7
2	Successful Experience	25 Points	18.17	22.83	17.83
3	Quality	25 Points	20	22.17	16.5
4	Budget	10 Points	8	9	6.33
5	Local Context	10 Points	6.83	9.17	5.83
6	Approach	20 Points	15.33	17	12.17
Total		100 Points	75.5	89.67	67.67

The Committee interviewed SE Group on November 28, 2022 and elected to open negotiations on a contract before finalizing the award. The finalized contract is attached for approval.

Signature of the Chair

Approved

Approved with Changes

Denied