

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



HUERFANO COUNTY GOVERNMENT PROCUREMENT MEMORANDUM

Date: March 26, 2024
To: Huerfano County Board of County Commissioners
From: Carl Young, County Administrator
Re: Huerfano County Solicitation #2024-01: On-Call Planner
Attachments: RFP, Urban Atelier Proposal, Safebuilt Proposal

Summary: On January 25, 2024 the County released RFP 2024-01 seeking proposals from qualified individuals or firms to provide land use planning services for the Huerfano County Land Use and Building Department, including but not limited to, application review, code revisions, and regulatory updates. Proposals were due on February 26, 2024 and we received four submissions. A committee consisting of the Planning Commission and Land Use and Building Department Staff interviewed the proposers and has decided to recommend Urban Atelier for on-call planning services and SAFEbuilt for Floodplain management.

Requested Motion/Action:

Motion to approve the award for the On-Call Planner RFP #2024-01 to Urban Atelier and to SAFEbuilt for Floodplain Management.

Background: On January 4th Huerfano County released RFP 2024-01 seeking proposals from qualified individuals or firms to provide land use planning services for the Huerfano County Land Use and Building Department, including but not limited to, application review, code revisions, and regulatory updates. The following criteria were used for ranking of most qualified respondent:

Criteria	Points
1 Experience and Reputation	20 Points
2 Personnel and Qualifications	20 Points
3 Understanding and Approach	20 Points
4 Cost Proposal	20 Points
5 Overall Evaluation of Capabilities and Ability to Provide Required Services	20 Points
Total	100 Points

The Solicitation closed on February 10th with 14 responses received. Interviews with 5 firms that scored the highest in committee reviews were held on March 27, 2023. Reference checks were conducted after the interviews. The total scores for each submission were as follows:

Respondent	Score
Urban Atelier	89.14
Community Planning Strategies	77.86
SAFEbuilt	78.71
Cascade Environmental	74.86

In keeping with the scores the Committee recommends the selection of Urban Atelier. As Urban Atelier does not currently have a qualified floodplain manager, the next highest scoring respondent SAFEbuilt is recommended for that scope.

Signature of the Chair

Approved

Approved with Changes

Denied