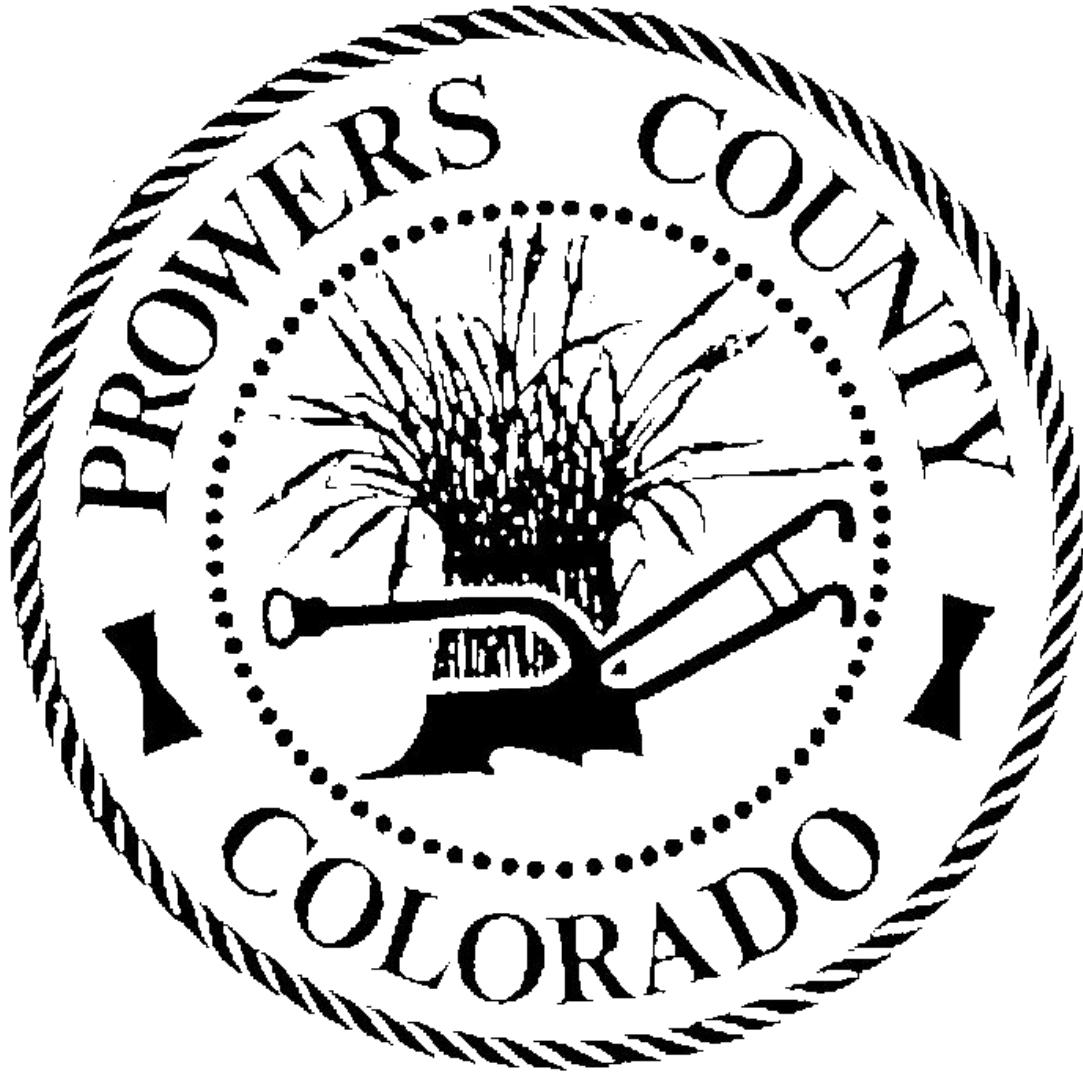


REQUEST FOR PROPOSALS

Prowers County Master Plan
May 2023



Proposals Due: Monday June 26, 2023 by 4:30 pm MDT

**Prowers County Administration Office
301 South Main Street, Suite #215
Lamar, CO 81052**

1. General Information

a. Community Background

Prowers County is located in the southeastern corner of Colorado, adjacent to the Kansas border in the east. The county comprises five incorporated communities: the City of Lamar, the largest community and County seat, and the towns of Wiley, Granada, Hartman, and Holly. Prowers County encompasses approximately 1645 square miles and has a population of 11,999 according to the 2020 Census. Prowers County has a long history of agricultural production, both farming and ranching, and still relies heavily on that industry for its economic development. Prowers County also hosts the Arkansas River, stretches of the Historic Santa Fe Trail and the American Discovery Trail, the Amache-Granada Japanese Relocation Center National Historic Site, Two Buttes mountain, commercial (BNSF) and passenger (Amtrak) rail, and the crossroads of two great American corridors: US Highway 50 and US Highway 287.

b. Summary of Request

Prowers County is seeking to enter into a professional services contract with a consulting firm to update, design, and implement the County's Master Plan and Land Use Subdivision and Zoning codes. The current Master Plan was adopted on April 6, 2004, and this project will focus on providing a complete update and replacement of the 2004 Master Plan. The updated Master Plan is intended to identify and reflect existing community values, and set forth local goals, objectives, and policy guidelines to empower community growth and development in accordance with those values. The Master Plan and Land Use Subdivision and Zoning codes will further serve as a guide for officials when making land use decisions, such as rezoning, special use permits, natural resource and water protections, and transportation needs.

Prowers County was awarded an Energy and Mineral Impact Assistance Program (EIAF) grant from the Colorado Department of Local Affairs (DOLA) to cover a portion of the costs associated with updating the Master Plan. The grant is effective March 23, 2023

through September 30, 2025, and has some added requirements for the Scope of Work below.

Prowers County also aims to coordinate closely with the City of Lamar as they update their Comprehensive Plan over a similar time period. This process will naturally involve City and County residents and stakeholders, and working with the City in a spirit of intergovernmental collaboration will further the interests of all County residents. The City has already released their Request for Proposal, which can be found at <https://www.ci.lamar.co.us/RFP> and the City and County plan to hold joint meetings to evaluate and score proposals.

c. Submission Information and Deadlines

i. Approved Methods of Submission

1. The preferred method of submission is in writing.
2. All proposals must have an original signature. Unsigned proposals will not be considered.
3. Proposals will be submitted to:
***Prowers County Administration Office
301 South Main Street, Suite #215
Lamar, CO 81052***
4. The envelope or box submitted to the Administration Office must be sealed and clearly marked “**Prowers County Master Plan Proposal**”
5. Please include two (2) original, signed copies of the proposal in the sealed, marked envelope.
6. If a submission is made using Express or Overnight services, please ensure the submission is contained in a sealed envelope, marked as noted above, within the Express or Overnight envelope. The County is not responsible if any employee or official pre-opens, or fails to open any submission that is not properly marked.
7. While Prowers County prefers proposals be submitted in writing to the Administration Office, if an applicant believes they require accommodation to submit

electronically or by fax, the applicant may contact:
Mark Westhoff, Prowers County Administrator
mwesthoff@prowerscounty.net (719) 336-8025.
No email submissions to the County Administrator will
be accepted.

ii. Submission Deadline

1. Proposals will be received by:
June 26, 2023 4:30 pm MDT
2. Late proposals will not be accepted.

iii. Conditions

1. As stated above, the proposal **must be signed** by an authorized official or representative of the applicant's firm or organization.
2. No proposal will be accepted if the terms and conditions in this RFP are not met in their entirety by the applicant.
3. One proposal will be accepted from any person, firm, corporation, or organization.
4. All costs incurred in the preparation of the proposal will be borne exclusively by the applicant.
5. Applicants and subconsultants must maintain active Workers' Compensation and General Liability insurance policies. Proof of coverage must be included in the proposal.
6. Any known conflicts of interest, whether real or perceived, by the applicant should be fully disclosed and explained on the Acceptance of Conditions/Conflicts Disclosure Exhibit below. If any conflicts of interest, whether real or perceived, become known to the applicant at any point after submission of the proposal, the applicant will disclose those conflicts immediately.
7. Prowers County reserves the right to waive informalities and reject any proposal, or any part of any proposal and to award a contract to the applicant deemed in the best interest of the County and DOLA.

8. Prowers County reserves the right to negotiate the final terms of the contract with the selected applicant, even if those terms vary from those found in this document.
9. Prowers County reserves the right to contact all applicant references and to request and contact additional references, including clients of the applicant, for the purposes of determining potential conflicts of interest.

d. Proposed Schedule

i.	RFP advertised	May 17, 2023
ii.	Pre-proposal meeting 9:00 am MDT (virtual and if needed)	May 31, 2023
iii.	Final inquiries due, 5:00 pm MDT	June 12, 2023
iv.	Proposals Due, 4:30 pm MDT	June 26, 2023
v.	Proposals opened	June 28, 2023
vi.	Proposal evaluation and scoring	June 29-July 11, 2023
vii.	Final Selection	July 18, 2023
viii.	Contract Signed by BOCC	July 25, 2023
ix.	Start Date	July 26, 2023
x.	Project Timeline to DOLA	August 25, 2023
xi.	Project Completion Date	September 2025

2. Scope of Work

a. Applicant Required Qualifications

- i. Master plan experience.
- ii. Proven record of community Engagement and outreach.
- iii. Experience leading successful public meetings.
- iv. Ability to research and analyze unique local concerns.
- v. Financial solvency and capability to fulfill the requirements of the contract.
- vi. Knowledge of Colorado Land Use statutes and laws.
- vii. Experience with Colorado Land Use codes, including innovative approaches to Rural land use concerns.

b. Required Proposal Elements

- i. Cover letter(s) for the applicant and any subconsultants.
- ii. Summary of Proposal showing familiarity with the Scope of Services and the Community.
- iii. Organizational Chart showing adequate personnel and contact information, including sub consultants and primary contact.
 1. Successful applicants must provide appropriate and knowledgeable personnel to fulfill the requirements of the contract. Please include resumes for all key personnel
 2. Personnel must comply with the provisions of CRS 8-17.5-101, et seq Illegal Aliens - Public Contracts.
- iv. Project schedule with major event timeline and general outline of goals to meet by critical dates.
- v. Three client references, with contact information, who can speak to the consultant's relevant experience.
- vi. Acceptance of all terms and conditions set forth in this RFP.
- vii. Completed Exhibits attached to this RFP.
- viii. Cost Proposal
Must be submitted as a separate document titled "**Cost Proposal**". Do not address costs in the body of your proposal, only on the "Cost Proposal" pages.
Must include:
 1. The proposed budget, including compensation, fee schedule, and detailed costs clearly labeled and identifiable.
 2. Personnel and subconsultant personnel listing, with job titles that can be connected to the compensation portion of the budget.
 - a. Personnel listing can be updated as needed during the course of the project.

c. Scope of Services

The full and final scope of work will be developed in collaboration with the selected applicant, but will include the following at a minimum:

- i. Meetings with County elected officials, employees, and Boards to review and adjust the project schedule.
- ii. Collaboration with County elected officials, employees, and Boards to organize and implement the public engagement process, preferably in coordination with the City of Lamar's public engagement process.
- iii. Public engagement that consists of at least six (6) public meetings held throughout Prowers County, along with providing appropriate advertising ahead of each public meeting.
- iv. Background research, identification, and evaluation of existing County land use, demographic, housing, water, infrastructure, facilities, workforce, recreation/tourism, transportation, renewable energy and oil/gas, and economic development conditions.
- v. Conceptual solutions and growth implementation strategies for the existing County conditions identified above.
- vi. Updated and focused statement of five-year and twenty-year County goals, objectives, and strategies, including policy statements to form future and present decision-making.
- vii. Draft documents for presentation at public engagement meetings.
- viii. Final draft of Master Plan to be presented to the Prowers County Planning Commission for review and approval.
 1. Final draft is to be presented electronically as a .pdf file along with ten (10) printed copies for the Planning Commission, County Clerk, County Administrator, County Attorney, Land Use Administrator, and public review.
 2. Include with the Final draft a large poster, presented electronically as a .pdf file along with one (1) printed copy, outlining the broad vision portions of the Master Plan, including the five-year and twenty-year County goals, objectives, and strategies.

As mentioned above, Prowers County received a grant from DOLA for this Master Plan project. The grant includes the following requirements in addition to the above scope of services:

- ix. Identification of growth and development patterns.
- x. Strategies for management of growth and resource allocation.
- xi. Transportation needs and improvements.
- xii. Use of open space.
- xiii. Regional coordination needs.
- xiv. Identification of current and potential hazards.
- xv. Identification of housing needs and solutions.
- xvi. Identification of needs for aging populations.
- xvii. Identification of infrastructure needs, in particular water quality and availability and public safety.
- xviii. Workforce planning and development opportunities.
- xix. Updated Land Use subdivision and zoning codes.
 1. Collaboration with the Prowers County Land Use office and Planning Commission will be integral to the success of the Land Use updates.
 2. Land Use updates will be made based on overall recommendations from the updated Master Plan.
 3. Land Use updates should incorporate forward-facing and pro-business strategies for growth and development.
 - a. Special consideration should be given to the development of renewable energy projects.
- xx. The updated Master Plan and Land Use codes will meet the Department of Local Affairs' (DOLA) required planning elements and, at minimum:
 1. Integrate a transportation plan.
 2. Address citizen health and well-being.
 3. Address energy goals.
 4. Incorporate local resilience.
 5. Assess and address housing needs and affordability.
 6. Identify risks, vulnerabilities, and strategies to address natural and human-caused hazards.
 7. Describe goals and values related to water supply, infrastructure, quality, and conservation.
- xxi. Collaboration with the City of Lamar on updating the Lamar Joint Planning Area development agreement between the City and Prowers County covering the three-mile boundary around the City.

3. Scoring and Evaluation of Proposals

The Prowers County Planning Commission will open the Proposals and briefly discuss them in a public meeting, as outlined in the schedule.

The Proposals will then be reviewed by the Proposal Review Committee, which will include County staff and the Planning Commission. The Proposals will be scored using the following criteria and points:

Scope of Work. Demonstrate understanding of the entire scope of work and services, including compliance with grant requirements and Colorado statutes, innovative solutions to rural concerns, and a public engagement strategy that fits within a rural context.	25 points
Experience and qualifications. History of success with County Master Plan development, performing public engagement, researching local concerns, guiding rural land use development, and meeting deadlines and budgets. Includes a review of references and relevant experience for applicant and sub consultants.	25 points
Personnel and Financial Capacity. Includes a review of sub consultants, organizational charts, and financial solvency.	15 points
Cost Proposal. Includes all required elements as outlined above.	15 points
Timeline and Schedule. The applicant's proposed schedule and timeline of goals/major events must be organized in a reasonable way to successfully meet the project end date and must take into account the rural aspects of Prowers County.	10 points
Proposal Adequacy. Meets all requirements and contains all documents as outlined above.	10 points
Total Points Available	100 points

The Planning Commission will make the Final Selection in a public meeting and the Board of County Commissioners will sign the final contract with the selected applicant after negotiations.

4. Pre-Proposal Meeting

The pre-proposal meeting is intended as a forum for applicants to ask initial questions regarding the RFP and will be held virtually on Google Meet at **9:00 am MDT, on Wednesday, May 31, 2023**. Applicants who wish to register for the pre-proposal meeting must contact Mark Westhoff, Prowers County Administrator, at mwesthoff@prowerscounty.net by **5:00 pm MDT on Tuesday, May 30, 2023**. The pre-proposal meeting will only take place if

applicants have registered by the deadline. If applicants have inquiries after the pre-proposal meeting, please send them to Mark Westhoff at the email above by **5:00 pm MDT on June 12, 2023**.

5. Ownership

The final Master Plan and Land Use Subdivision and Zoning codes, as well as any other related documents created by the selected applicant will be the sole and exclusive property of Prowers County.

6. Exhibits

- a. Exhibit 1 - Prowers County Competitive Bid Form
- b. Exhibit 2 - Acceptance of Conditions/Conflicts Disclosure

EXHIBIT 1



PROWERS COUNTY
 ADMINISTRATION OFFICE
 301 SOUTH MAIN STREET, SUITE 215
 LAMAR, COLORADO 81052-2857
 (719) 336-8025 FAX: (719) 336-2255

COMPETITIVE BID (CB) FORM

<i>Yellow areas to be completed by Prowers County</i>			
Department:	Prowers County Planning Commission	*Bid Closing Date:	June 26, 2023
Bid Project Name:	Prowers County Master Plan Proposal	*Bid Closing Time MDT:	4:30 pm
CONTACT INFORMATION			
Name:	Mark Westhoff	Phone:	719-336-8025
Fax:		Email:	mwesthoff@prowerscounty.net
BRIEF BID DESCRIPTION: <i>See any additional information on page 2</i>		BID OPENING DATE:	
Update of Prowers County Master Plan and Land Use Subdivision and Zoning Codes		Prowers County BOCC Meeting Planning Commission - 06/28/2023 _____ Date	
Posted:			
<input checked="" type="checkbox"/> Prowers County Website		<input checked="" type="checkbox"/> Lamar Ledger	
<input checked="" type="checkbox"/> Prowers Journal		<input type="checkbox"/> Other: _____	

Instructions:

- Bids should be submitted to the **County Administration Office** by the time and date specified above.
- Bids should be clearly marked with **Bid Project Name** specified above.
- Faxed or e-mailed bids are acceptable. FAX: 719-336-2255 E-MAIL: ctyadmin@prowerscounty.net
- The vendor should provide the information below.

VENDOR INFORMATION			
Company Name: _____			
Address: _____			
City: _____	State: _____	ZIP: _____	
Telephone: _____	Fax: _____		
E-Mail: _____			
Signature: _____			
Printed Name: _____		Title: _____	

ITEM SPECIFICATIONS or SCOPE OF WORK

See Full Request for Proposals

Vendor Checklist

- Complete and sign page 1 of CB form and return with bid documents.
- Provide Proof of Workers' Compensation Insurance (if applicable).
- Provide Proof of Liability Insurance Coverage/Bonding (if applicable).

Terms and Conditions

1. All bids are subject to final approval in writing by Prowers County.
2. Prowers County reserves the right to revise, amend or waive bid requirements, and may require a written contract with the Vendor.
3. Prowers County has approved a bid policy which allows for a preference to Vendors located in Prowers County not to exceed 5%. Therefore, the lowest bidder may or may not be awarded a contract in the sole discretion of Prowers County.
4. Any dispute with a Vendor shall be resolved by the Prowers County, Colorado County Court or District Court sitting without jury in Lamar, Colorado.
5. Prowers County reserves the right to reject any and all bids, and may require additional information from any Vendor concerning the bid project.

EXHIBIT 2

ACCEPTANCE OF CONDITIONS/CONFLICTS DISCLOSURE

No employee, elected official, or appointed board member of Prowers County, or any such person's spouse or dependent child has an existing or pending, direct or indirect, financial, ownership or personal interest in the applicant, or applicant's sub consultants, of this Request for Proposal, except as detailed below:

I hereby agree to all instructions, terms and conditions contained in this Request for Proposal:

Applicant Firm:

Address

Phone number and email address

Printed name and Title

Signature and Date
