

REQUEST FOR PROPOSALS TOWN OF TIMNATH, COLORADO

Town of Timnath Comprehensive Plan Update

1) Introduction

The Town of Timnath (Town) is seeking to retain a firm or team to assist the Town in preparing an update to the Timnath Comprehensive Plan (Plan). The purpose of the Plan update is to review the current Plan for its consistency with community values, conduct and analyze community input, and make recommendations based on a community outreach program with an action plan for implementation.

NOTICE IS HEREBY GIVEN, proposals should be prepared and submitted in a form which addresses the needs outlined herein. Late proposals will not be accepted. Proposals will be accepted until **January 13, 2012 at 5:00 p.m.** Sealed proposals shall be sent to:

T.J. Dlubac
Town Planner
Town of Timnath
4800 Goodman Street
Timnath, CO 80547
(970) 224-3211
TDlubac@TimnathGov.com

The Town reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

The successful vendor must comply with the Town's equal opportunity requirements. The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, sexual orientation, age, nationality or disability.

2) Background

Timnath is located about 60 miles north of Denver, and adjacent to Fort Collins, home of Colorado State University. Fort Collins and Timnath are separated by Interstate 25. With rapid growth from a very small town to a growing, thriving community, Timnath is primarily a residential community, with new attractive subdivisions and commercial/retail developments.

The current Plan was adopted in June 2007. Despite the economic downturn, Timnath has continued to see steady growth since the adoption of the Plan. Currently, the small

community has a population of fewer than 1,000 residents; however, the community has preliminarily approved plans to support a population of 12,000. Current building permit trends suggest that this population could be reached within the next 15-20 years. As such, it is imperative that the community strategically plan for this expected growth. The update to the Plan shall reflect the desire of the community to maintain its small town character and to support and manage growth in a responsible manner. To address open space planning in the community, the town recently completed the Parks, Recreation, Open Space and Trails (PROST) Master Plan in May 2011.

3) RFP Review and Selection Process:

The Town seeks to retain a company to develop and administer an update to the Timnath Comprehensive Plan. All firms responding to this RFP will be considered candidates for review. The selection committee will screen all submittals received in response to this RFP.

The selection committee will determine a short list of the most qualified firms, ranked in order. The Town of Timnath will entertain contract negotiations with the top ranked firm. If the Town is unable to reach accord with the top ranked firm, the second ranked firm will be selected for contract negotiations, and so on, until the Town successfully executes a contract with one of the top ranked firms.

As its best interests may appear, the Town reserves the right to reject any or all submittals and to waive informalities in the qualifications or proposals. All responses submitted to the Town pursuant to this RFP, and the Contract made and entered into by the Town, will be subject to all applicable ordinances, rules and regulations, findings and policy determinations adopted, recognized or promulgated by the Town that may be in effect at the time of this RFP.

4) Contract Scope

The Town intends to award one contract to the most qualified firm or team for implementing the Comprehensive Plan Update. It is anticipated that the contractual responsibilities will include services in all of the following areas:

- Update and refine rather than re-write the Comprehensive Plan adopted in June 2007.
- Update and revise all chapters including prioritization within and between chapters; revising community goals, principals, and policies; and, align with current Town Council mission and vision.
- Conduct community outreach program that includes residents, property owners, developers, builders, realtors, economic development officials, and other stakeholders.
- Community outreach should also emphasize educating the public on the existing content of the Comprehensive Plan and focus on the accomplishments outlined in Chapter VII – Community Principles and Policies. Furthermore, the process should identify what has worked and what has not worked.

- Conduct a thorough review for a general understanding of existing plans including the following documents: Parks, Recreation, Open Space, and Trails (PROST) Master Plan (May 2011), Transportation Plan (February 2005), Community Separator Study, and Timnath Development Design Standards for the I-25 Corridor. Additionally, the selected firm will be expected to have general knowledge and understanding of the Timnath Land Use Code; however, this document will not be updated within the scope of this RFP.
- Review the existing Timnath Growth Management Area (GMA) and make recommendations for growth strategies within these boundaries. As such, a general understanding of adjacent GMA's from Fort Collins, Severance, and Windsor is necessary.
- Attend a minimum of four (4) meetings with the Planning Commission, a minimum of four (4) meetings with the Town Council, and one (1) joint meeting to share analysis and recommendations.
- Attend a minimum of (8) focus groups with technical staff and identified stakeholders.
- Attend a minimum of three (3) public meetings or open houses to address public comments.
- Attend final adoption hearings of the Planning Commission and Town Council
- Provide twenty (20) complete sets in color of adopted Comprehensive Plan; a digital file of the final document in .pdf and .docx format on a CD/DVD; and GIS shapefiles of any relevant maps.

The Town's standard Services Agreement contract will be executed upon selection of a qualified firm or team.

5) General Qualifications Required

The Town is seeking a firm or team with knowledge and experience sufficient to qualify itself as a specialist in implementing comprehensive or master planning efforts in small communities. The firm shall submit references of relevant experience demonstrating the firms:

- Ability to work with residents and town staff
- Approach to customer service and quality control
- Experience with similar plans including land use, transportation, economic development, housing, sustainability practices and cultural events.

All qualified firms must have a minimum of three (3) references from other municipalities where the firm or team has completed similar work. At least one (1) of the references provided must be within the State of Colorado.

6) Submittal Requirements

Interested firms shall submit five (5) copies of their Statement of Proposal. The statement shall be well composed and shall concisely present the firm's qualifications for the respective contract. A massive submittal is not necessary and is discouraged. All statements shall adhere to the following format:

- a. Letter of Transmittal–The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:
 - i. Company name, address, and telephone number(s) of the firm submitting the proposal.
 - ii. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
 - iii. Federal and state taxpayer identification numbers of the firm.
 - iv. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
 - v. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
 - vi. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town.”
- b. General Vendor Information – Please provide the following information:
 - i. Length of time in business
 - ii. Length of time in business of providing proposed services
 - iii. Total number of clients
 - iv. Total number of public sector clients
 - v. Number of full-time personnel in:
 1. Consulting
 2. Sales, marketing, and administrative support
 3. Location of headquarters and any field offices
 4. Location of office which would service the town
- c. Describe how your firm is positioned to provide the services listed in section 4 and provide a history of experience on providing similar services.
- d. Provide the name, title, address, and telephone number of three references for clients whom you have provided similar services. Please provide information referencing the actual services provided, customer size (number of users), and the length of tenure providing services to this client.
- e. Staff Resources – Identify names of principals and key personnel who will actually provide the services discussed within this RFP. Summarize the experience of these staff. Describe the role and responsibilities that each of these individuals will have. The local availability of staff that will be providing these services shall be an important consideration.
- f. If your company has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor’s nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address and telephone number of the party. If NO such

terminations for default have been experienced by the vendor in the past five years, declare that. The Town will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of this vendor.

- g. Beyond the scope of this RFP, what services (related or otherwise) does your organization provide that may be of interest to the Town?
- h. Proposal Summary – Summarize your proposal and your organization's qualifications. Additionally you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include other pertinent information that helps the town determine your overall qualifications. Your proposal summary is not to exceed two pages.
- i. Include an outline of the general tasks to be completed with an anticipated schedule.
- j. Include an hourly fee schedule for all key personnel assigned to the project.
- k. Prepare a not to exceed cost estimate based on your proposal. NOTE: If selected, the final contract amount will be determined based on the actual scope of services agreed upon by both parties.

7) Selection

The Town reserves the right to reject any or all proposals, to waive irregularities or informalities in the proposals, and to re-advertise for proposals if desired. After considering all proposals and information provided during the application process, the Town will select the consultant who is the most advantageous to the Town from the standpoint of service, previous experience, and ability to deliver or for any other reason deemed by the Town to be in the best interest of the Town.

The Town reserves the right to undertake its own investigation to evaluate any consultant. The Town shall have the sole discretion to accept or reject any proposal. All proposals become the property of the Town upon receipt and will not be returned. Your costs in developing the proposal, attendance at any meetings relating to the proposal, and other costs relating to the proposal are the proposer's responsibility and will not be reimbursed by the Town.

Failure to conform to the proposal guidelines, including failure to respond to any item in the proposal or follow the requested proposal format, may lead to the rejection of any proposal. Your submittal should contain all information necessary to evaluate the proposal.

The selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

- Experience
- Understanding of services to be provided

- Personnel expertise
- Compatibility with end users
- Project approach
- Satisfaction of clients/end users
- Cost Estimate

Limit proposals to 25 pages (excluding resumes, dividers or cover). Provide 4 originals.

8) Selection Schedule

<i>Pre-Proposal Briefing</i>	January 6, 2012 @ 11:00 AM 4800 Goodman Street, Timnath, CO (From I-25, East on Harmony, South on County Road 3, ¼ mile south, Left on Goodman Drive)
<i>Proposal Submittal Deadline</i>	January 13, 2012 @ 5:00 PM 4800 Goodman Street Timnath, CO 80547
<i>Notify Short List</i>	January 27, 2012
<i>Interviews/Presentations</i>	February 1-10, 2012
<i>Award of Contract</i>	February 14, 2012, Town Council Meeting
<i>Notice to Proceed</i>	February 15, 2012

All questions should be directed to T.J. Dlubac, Town Planner, (970) 224-3211 or TDlubac@TimnathGov.com.