

## **On-Call Planning Service RFP**

The Town of Norwood, Colorado ("Town") requests written responses to a Request for Proposal (RFP) for selection of on-call or as-needed planning services, including but not limited to, general planning-related development and land use project review, site visits, technical plan check for planning documents and plans, map review, conformance with and general compliance with the Town of Norwood Land Use Code, Ordinances, and Regulations.

Work space will not be provided at Town Hall for the Contract Planner. Under the direction of the Town Administrator, the Consultant will provide the range of expertise necessary to carry out the normal functions of a professional planner.

The successful applicant shall have the resources to provide cost effective and timely services to the Town.

### **SCOPE OF SERVICES**

In general, the successful individual or firm will be expected to provide on-call planning services for all types of projects requesting entitlements, including but not limited to new residential, commercial, and industrial buildings.

The on-call planning services that a successful applicant would provide include, but are not limited to the ability to perform the following:

- A. Review and process ministerial applications and discretionary entitlements, such as: Plan Checks, Zoning Compliance, Sign Permits, Use permits, Variances, Tentative Maps, and General Plan and Zoning amendments.
- B. Analyze projects for compliance with the Town's Land Use Code, Comprehensive Plan and Major Streets and Future Land Use Plan, general town ordinances, and other town policies.
- C. Ability to write Planning and Zoning Commission and Board of Trustee staff reports, resolutions, ordinances, conditions of approval, and give oral presentations.
- D. Meet with developers, engineers, property owners, contractors and other individuals to discuss, explain processes and suggest improvements regarding potential projects, pre-applications, development applications, feasibility analysis, conceptual development plans and code interpretation;
- E. Attend public hearings, community meetings as necessary and when required, be present at Town Hall for meetings with staff and developers.
- F. Answer public inquiries by telephone, mail, electronic email or in person regarding property zoning and/or General Plan land uses, application submittal requirements, etc.
- G. Develop and maintain good working relationships with other Town departments, other jurisdictions, and the public.
- H. Facilitation of special projects.

### **PROPOSAL REQUIREMENTS**

The proposal shall clearly address all of the information requested herein and include a **Cover Letter** serving as an executive summary which shall include an understanding of the scope of

services. Also include a resume with three references to include name, address, contact person and phone number, length of time services were provided, and a description of the services provided.

The cost proposal shall include the hourly rate for services. Include any sub-consultant's fee schedule, if applicable.

## **SUBMITTAL**

One (1) digital pdf copy of the proposal must be submitted no later than November 20, 2019 to the Town Administrator. Proposals must be titled "RFP On-Call Planning Services Attn: Patti Grafmyer, Town Administrator" All questions regarding this RFP shall be directed to Patti Grafmyer, [grafmyer@norwoodtown.com](mailto:grafmyer@norwoodtown.com) or 970-327-4288.

The Town reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

## **PROPOSAL EVALUATION/SELECTION**

The Town intends to engage the most qualified consultant available that demonstrates a thorough understanding of the Town's needs. Proposals will be evaluated for

- Understanding of Work to be Performed
- Demonstrated Technical Skill, Experience, Performance and Approach;
- Familiarity with Town, County, and State Procedures;
- References/Satisfaction of Clients;
- Cost Approach to performing this type of service;

The Town may request a qualification interview prior to final selection. The Town reserves the right to reject any and all proposals.