



Town of Wiggins

REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR:

2022 Comprehensive Plan & Three Mile Plan

Date of Issue:

August 10, 2022

Proposal Closing Date and Time:

Wednesday, September 7, 2022; 4:00 p.m.

Submit To:

Town of Wiggins
Attn: Hope Becker, Planning & Zoning Administrator
304 Central Avenue
Wiggins, CO 80654

REQUEST FOR PROPOSALS

The Town of Wiggins (Town), Colorado is soliciting written sealed proposals from qualified firms to perform professional comprehensive planning services for the Town of Wiggins, as stated in this Request for Proposal (RFP). This request for proposal allows the Town of Wiggins to select one provider that best meets the needs of the Town, taking into consideration the firm’s qualifications, rates, products and service capabilities, and other factors relevant to the Town’s current and expected needs, policies, programs, administrative resources, and budget.

To be eligible for consideration, the proposing firm must be capable of providing the services as noted herein and must also meet all other criteria outlined in this Proposal.

Proposals are to be addressed and delivered in a sealed envelope to the Town of Wiggins, Attention: Hope Becker, Planning and Zoning Administrator, in accordance with the Instruction to Proposers and all other requirements as referenced in this RFP. Proposals will be received until the proposal closing date and time set forth on the cover page of this RFP.

The Town reserves the right to modify the timeline at any time. Should the proposal submission deadline change, all prospective proposers will be notified.

I. INSTRUCTION TO PROPOSERS

1. All inquiries regarding the Request for Proposal shall be submitted, in writing, to the Town via email to Hope Becker, Planning & Zoning Administrator at hbecker@wigginsco.com with “2022 Comprehensive Plan & Three Mile Plan RFP Questions” in the subject line. The Town will not be responsible for the accuracy of any oral explanations, interpretations, or representations. It is the responsibility of each proposing firm to verify that every addendum has been received prior to submitting proposals.
2. Proposals are due to the Town of Wiggins at the Town Hall located at 304 Central Avenue, Wiggins, CO 80654 on or before 4:00 p.m. on Wednesday, September 7, 2022.
3. Three (3) hard copies of the proposals shall be submitted along with an electronic copy of the submittal in PDF format on a USB thumb drive. All materials shall be enclosed in a sealed package, and each package marked and addressed as directed. Each package shall be legibly marked with the information below:

Request for Proposals for:
 2022 Comprehensive Plan & Three Mile Plan
 Firm Name: _____
 Firm Address: _____

4. All proposals must be received by authorized town staff by the closing date and time deadline specified. The validation of the time and date received will be recorded at the time of submittal by authorized town staff. Any proposer may withdraw his/her/its proposal at any time prior to the RFP Closing Date and Time.
5. Proposals must be dated and signed by a duly authorized person or corporate officer, with that person’s name and title clearly identified. All proposal terms, conditions, contents, fees, and charges shall be guaranteed by the proposer for a minimum of ninety (90) days from the date of submission of the proposal to the Town.

6. The Town reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Town of Wiggins and in compliance with the State of Colorado requirements.

II. TERMS AND CONDITIONS

1. All proposing firms, by their signature, agree to comply with all the terms, conditions, requirements, and instructions of this RFP as stated in this RFP. Each proposer shall furnish the information required in the proposal.
2. The Contract will be awarded to that responsible proposer whose submittal, conforming to the RFP, will be most advantageous to the Town.
3. The Town reserves the right to reject any or all proposals and to waive informalities and minor irregularities in responses received, and to accept any portion of or all items proposed if deemed in the best interest of the Town to do so.
4. A signed purchase order, contract, or similar agreement furnished to the successful consultant team results in a binding contract without further action by either party.
5. Late or unsigned proposals will not be accepted or considered. It is the responsibility of consultant team to ensure that their proposal arrives at the designated place prior to the time indicated in this "Request for Proposals."
6. Any interpretation, correction or change of the RFP documents will be made through Addenda. Interpretations, corrections, and changes of the proposal documents made in any other manner will not be binding, and the consultant team shall not rely upon such interpretations, corrections, and changes. The Town's Representative will not be responsible for oral clarification.
7. Confidential/Proprietary Information: Proposals submitted in response to this "Request for Proposal" and any resulting contract is subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et. seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the proposal itself. Confidential/proprietary information must be readily identified, marked, and separated/packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor any component will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.
8. Project funding has been secured through the Division of Local Affairs (DOLA). As such, this project is subject to all requirements of the Energy and Mineral Impact Program.

III. SCOPE OF SERVICES

The contracted consultant shall perform professional services specifically requested by the Town, including public engagement and the writing of the 2022 Comprehensive Plan & Three Mile Plan. The Town's previous *Town of Wiggins Comprehensive Plan* was adopted in 1991. The 2022 Comprehensive Plan and Three Mile Plan will serve as the guiding document for growth and development of the Town with respect to: regional collaboration, land use, housing, affordable

housing, economic development, transportation, recreation, tourism, public service and utilities, infrastructure, sustainability/resiliency and agricultural, mineral and water resources. Each of these areas shall be examined through a lens of the following four critical issue elements: economic health, environmental resilience, social equity, and physical health of our residents.

It is important for the consultant to assist in creating an actionable plan that will help generate a list of future prioritized projects, programs, and actions, looking approximately 10 years ahead. The process will establish a community vision and a series of goals and will include specific initiatives as part of the goal setting exercise. It will be written in the document that the plan is to be evaluated and reviewed every year by Town officials, can be updated as needed, and should be consulted during annual budget discussions.

Through the development of the 2022 Comprehensive Plan & Three Mile Plan, the Town can connect with the community to better understand their desires. Several in-person and/or virtual public outreach efforts are expected to be overseen and managed by the consultant. By bringing community members and Town officials to the table, the 2022 Comprehensive Plan & Three Mile Plan process will highlight current issues and trends affecting the Town and identify goals, objectives, and strategies to address for these now and in the future. Proposers shall provide a description of their team's approach to addressing the phases of the project. The Town anticipates, at minimum, the phases identified below. A proposer may suggest additional or amended tasks to best accomplish the overall project objectives.

1. **Phase 1: Project Management:** *Oversight and management of the project for timely and efficient project delivery.* The consultant will be responsible for the development and facilitation of the project schedule, and coordination of all activities, tasks, meetings, and deliverables with the Town's designated Project Manager.
2. **Phase 2: Public & Stakeholder Engagement:** *Focus on designing and facilitating a robust, innovative public engagement and outreach process.* Throughout this phase, various preliminary planning and community engagement initiatives will be performed to creatively engage all sectors of the community. The consultant is expected to identify a project information hub to use as a platform for posting information and updates throughout the project. Development and management of the public input process will include public meetings, both in-person and/or virtual, with elected and appointed boards, strategic stakeholder groups and citizens. The focus will be on gathering background information, setting timelines and expectations while identifying key resources and opportunities, challenges, values that the community wishes to preserve, and principles that should govern implementation and development of a shared future development vision. An educational approach should be implemented to explain how the Plan will benefit the Town and how best to implement the recommendations. The last step of this phase is developing a visioning summary.
3. **Phase 2: Community Assessment:** *Crucial to understanding how current development pressures are shaping the Town today.* In this phase, the consultant shall complete a comprehensive analysis of the existing land use, developable land area, infrastructure, parks, and other comprehensive plan elements within the existing Town boundary and within a three-mile radius. The Project Team, which consists of the consultant, project manager, town staff and elected or appointed Town Official(s) shall analyze the existing data, identifying current trends and demands for service that impact the Town now and in the future.
4. **Phase 3: Future Needs & Trends Analysis:** *Focus on understanding future trends, growth management needs, fiscal/economic development analyses and their impacts.* This phase of

the project will focus on analysis of development trends, growth patterns and community need as well as the economic impacts these trends will have on the Town. The consultant will review and analyze data and trends, including current conditions and future projections of potential population growth, local economy, land use, utilities, recreational resources, transportation, and other public infrastructure. The Project Team will identify future annexation and growth corridors, infrastructure and transportation advancements, targeted infill areas, affordable housing pressure, sustainable economic development initiatives and passive and active recreational demands. As part of the project, the consultant will analyze the Town's current Land Development Code and make recommendations for updating.

5. **Phase 4: Alternatives Development:** *Focus on integrating findings from earlier phases and providing out-of-the-box, creative solutions to the challenges and opportunities. The elements identified in the Town's current Master Plan will be revised to include these new elements: Housing/Affordable Housing, Tourism, Water Conservation, Capital Improvements, Government Efficiency, Sustainability, and Resiliency.* Using the data gathered, the consultant working with the Project Team to provide an analysis applying different growth scenarios and options for each area of the Plan. The Project Team will create recommendations for the proper mix of land uses for long-term financial sustainability, affordable housing incentive programs, strategy regarding the use of PUDs, enhance and increase connectivity of transportation networks, pedestrian corridors, greenways, and parks.
6. **Phase 5: Plan Development & Adoption:** *Focus on assembling the comprehensive plan documents and working with the community to begin adoption.* After information is compiled and alternatives analyzed, the Consultant will draft sections of the plan for presentation to the Project Team, boards and commissions, stakeholders, and citizens. The Consultant shall deliver a user-friendly Comprehensive Plan & Three Mile plan in written and electronic form with graphics, diagrams, pictures, tables, appropriate narrative content and realistic implementation strategies that are appropriate and achievable. The Plan shall include an updated Future Land Use Map, current Zoning Map, and 3-Mile plan. Once the Plan is approved, a public hearing will take place to officially adopt it.
7. **Phase 6: Implementation Strategy & Next Steps:** *Critical in shaping long-term strategy and direction for future partnerships and efforts and identifying a path forward recognizing that successful growth strategies and plans are living documents.* The consultant, with assistance from the Project Team, will draft a list of priorities and implementation schedules to guide the Town in actively achieving the goals established in the 2022 Comprehensive Plan and Three Mile Plan. The priorities and implementation schedule shall identify key geographic and guiding principal areas that will be used to guide land use, development, and growth decisions by the Town.

IV. PROJECT TIMELINE

The 2022 Comprehensive Plan & Three Mile Plan project will begin in late summer/early fall 2022 and is anticipated to conclude in Fall 2023.

V. COMPREHENSIVE PLAN & THREE MILE PLAN BUDGET

The Town has received a DOLA Energy/Mineral Impact Assistance (EIAF) Grant to support the 2022 Comprehensive Plan & Three Mile Plan. The total budget is approximately \$160,000.

VI. SUBMITTAL REQUIREMENTS

1. Proposal Format

Qualified firms interested in performing the work described in this RFP should submit the following information to the Town in the order described below.

Firm History:

- Provide a brief history and overview of the firm with special emphasis on the understanding of this solicitation and how the company proposes to fulfil the needs of the Town of Wiggins, including but not limited to the following information:
 - Name, address, and telephone number of the firm.
 - Type of organization (individual, partnership, corporation, or other).
 - Principals of the firm and associated contact information.

Approach to Scope of Services:

Provide your team's approach to meeting the tasks and other requirements of this RFP. Include any additional tasks or services you may want to provide.

Team and Organizational Chart:

- Provide resumes of key personnel that demonstrate your firm's knowledge and experience in design and contract management of governmental projects, if any, specifically including any Town of Wiggins projects.
- Person to oversee the project.

Availability:

The Town of Wiggins is interested in ascertaining that the successful firm has the necessary staff and resources to take on immediate projects and to ensure timely completion. Explain how your firm will approach this requirement.

Cost of Services:

The Scope of Work is estimated to not exceed \$160,000. Each proposal shall include a fee schedule for services and shall include a not-to-exceed amount for the project. Please include an itemized fee for the Scope of Work including all expenses attributable to the project. Provide hourly billing rates for specific team members that will be engaged in this project.

Relevant Project & Community Experience:

Provide the team's experience in preparing comprehensive plans and 3-mile plans in for a small, rural town located in the Eastern Plains region of Colorado, and specific elements for each, including specific information on addressing affordable housing. In addition, the proposal should include statements on local knowledge of the Town of Wiggins, an understanding of the community and region, and comprehension of a small rural town specific issues.

Additional Information:

- Include any other information that you feel is appropriate to assist the Evaluation

Committee in the selection process.

- Include any awards for work performed for innovative approaches illustrating, for example, collaborative, sustainable, and/or unique approaches to projects. Note the organization recognizing the project, the date, and a brief description of the project on not more than three pages.
- Include your approach to working with or coordinating with the Town’s Project Manager.

2. Insurance Requirements

Proof of current insurance must be provided with your proposal.

VII. SELECTION CRITERIA

Town staff will review and evaluate qualification materials and analyze them for the consultant’s anticipated ability to successfully provide services. Two or more applicants may be selected for interviews by a committee of Town representatives.

The Town reserves the right to accept or reject any submittal, either in part or in whole, if it deems that it is in the best interest of the Town to do so.

Evaluation criteria that will be used are:

Criteria	Standard
Understanding & Completeness	Understanding and completeness of approach to performing the types of work expected to be performed.
Firm Capability	Experience in creative public engagement, Comprehensive Planning, Three-Mile planning, and familiarity with small, rural town issues.
Firm Availability	Quantification in hours per week of availability and commitment of key staff members and other resources needed to process work.
Key Staff Members’ Experience and Qualifications	Experience, qualifications and AICP Certification of key staff members who will be involved in providing services.
Management Qualifications & Financial Capability	Qualifications of the consultant in terms of its ability, experience, and reliability in performing and managing work within schedule and budget.
Project Approach	Understanding of the unique elements, issues, risks, concerns and variety of interests and approach to analyzing and solving key issues with a rational approach to implementation.