

**TOWN OF PAONIA, COLORADO**

**REQUEST FOR PROPOSAL**

**TOWN OF PAONIA MASTER PLAN**

**October 14, 2022**

**REQUEST FOR PROPOSAL**

**TOWN OF PAONIA MASTER PLAN UPDATE**

**OVERVIEW**

The Town of Paonia, Colorado (Town) is soliciting proposals from qualified individuals and/or firms (applicant) interested in providing services to update the Town’s Master Plan in a clear and concise form, easily understandable by the general public. The town asks that there be special emphasis on Paonia's unique qualities, community needs and characteristics. Please take into account what is specific to our region and local culture.

The applicant needs to have planning, facilitation, and writing skills and will work hand in glove with the Planning Commission to update our Master Plan. The Town encourages individuals who have the core competencies but are not part of a planning firm, per se to apply. The Commission plans to carefully vet all submissions and encourages all to submit a response especially if you possess these key skill sets:

1. Ability to accurately represent wide ranging input from citizen engagement meetings in a written form appropriate for our updated General Plan;  
2. Facilitation of public listening/engagement meetings;  
3. Knowledge to apply process improvement suggestions to guide the updating project;  
4. Excellence in prioritization and follow-through.

Final proposals must be received at the Town of Paonia Offices, 214 Grand Avenue, PO Box 460, Paonia, CO 81428 by no later than Thursday, November 14 by 4:00 p.m. either on thumb drive or on hard copy.

The Town shall reserve the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required.

Any questions or clarifications concerning this “Request for Proposal” (RFP) shall be submitted by email to the Town, at e-mail address: [Paonia@townofpaonia.com.](mailto:Paonia@townofpaonia.com) The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this RFP. No oral interpretations shall be binding on the Town.

Proposals submitted will be evaluated by a Selection Committee. The Town’s Selection Committee will review materials submitted with the RFP and select a list of Bidders for further consideration. Bidders may be interviewed or requested to make an oral presentation as part of the evaluation process.

Evaluation factors include, but are not limited to: excellent writing skills, the ability to effectively condense and accurately communicate complexity, qualifications, demonstrated ability with similar governmental entities, applicant's workload and availability, experience, credentials of the applicant's project team members and cost. The Town reserves the right to request additional information or clarifications from applicants, and or to allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the applicant of the conditions contained in this “Request for Proposal”.

It is anticipated that selection of a applicant will be completed on Tuesday, November 22, at the Regular Meeting of the Board of Trustees.

All materials submitted in connection with the proposal document become the property of the Town. Any and all information received by the Town shall become public record and shall be open to public inspection should an award of contract result from this solicitation, except to the extent the bidding entity designates trade secrets or other proprietary data to be confidential.

# KEY DATES

A tentative schedule of key dates for the project has been established as follows:

1. Proposal Calendar

Due date for proposals November 14,2022

Bid Opening (10:00 a.m.) November 15, 2022

Applicant interviews (if necessary) November 18, 2022 Anticipated Town Board decision November 22, 2022 Selected applicant notified November 23, 2022

1. Date Study May Commence

The Town will be prepared to assist and meet with the applicant’s personnel in December 2022. Preliminary review work may be performed prior to that date.

1. Fieldwork

The proposal shall indicate the time believed necessary to perform all work.

1. Date Preliminary Report is Due

The Town anticipates that the studies necessary to complete all aspects of the project will require a few months. The Town is requesting for draft/preliminary reports be due by March 30, 2023.

1. Date Final Report is Due

The Town would like to receive the final report no later than June 31, 2023. However, the bidder may propose a different final date for the report with their reasoning/justification along with the anticipated issuance of an additional Preliminary Report should the Final Report suggestion be later than July 2023.

# SCOPE OF SERVICES

The Town requires the applicant to provide:

1. Background Research and Project Kick-Off
   1. A kick-off meeting will include key stakeholders to review materials and build a shared understanding of project goals.
   2. The applicant will review existing information including previous Town Comprehensive Plans, the 2021 draft master plan and the related plans and studies included in that plan, zoning and building ordinances, and other data provided by the Town.
   3. The applicant will propose a combination of interviews, focus groups, and town meetings to gather community input.
2. Plan Development
   1. Two to three revisions of the draft plan will be reviewed by Town officials and the public, discussions will inform the applicant on the preferred final plan.
   2. Final Master Plan will include:
      * An introductory chapter with a very brief history of the Town
      * Community vision and objectives
      * Goals and policies
      * Growth framework
      * Action plan
   3. Emphasis should be on the creation of a short (30-40 page) document that is clear, concise and easily understood by the general public.
3. Deliverables will Include
   1. Final Master Plan
   2. Update recommendations
   3. Electronic files and graphics for the project will be provided to the Town.

# ASSISTANCE TO BE PROVIDED TO THE APPLICANT

The Town Staff shall assist the applicant in gathering data as necessary to complete the task requested.

The Town will provide the applicant with reasonable workspace, tables and chairs. The applicant will also be provided access to telephone, wireless internet, photocopying facilities and facsimile.

# DESCRIPTION OF THE TOWN OF PAONIA

The applicant’s principal contact with the Town will be Corinne Ferguson, City Clerk/Town Administrator. The Public Works Director, Assistant to the Town Administrator, Deputy Clerk, Finance Officer, and other public utility personnel shall also be available when necessary.

Background Information

The Town of Paonia was incorporated in 1902 and is located in Delta County. The Town is located 0.5 miles south of Colorado State Highway 133. The Town is surrounded by United States Forest Service, Federal Bureau of Land Management, State of Colorado, and local public lands.

The Town of Paonia has a current population of approximately 1,450 persons mostly being permanent year-round residents. Although the industry has experienced recent downturns and loss of federal contracts, mining continues to be an industry in the region. Optimal conditions for growing over 30 varieties of organically grown fruit and several vineyards has branded Paonia as a “farm to table” community with agriculture also being a primary industry.

The Town operates under the Board of Trustees – Town Administrator form of government. Policy-making and legislative authority are vested in the Town Board of Trustees, which consists of a Mayor and a six Member Council. The Town Board of Trustees is responsible, among other things, for passing ordinances, adopting the budget, and appointing a Town Attorney, Town Clerk, and Town Treasurer. The Town Administrator is the Chief Administrative and Executive Officer of the Town responsible for carrying out the policies and ordinances of the Board of Trustees, as well as for overseeing the day-to-day operations of the Town.

The Town is a statutory town (municipality) empowered to levy a property tax on the assessed value of real property located within the Town. By voter approval, the Town collects a 3% sales tax on all retail sales which are equally divided between a Capital Improvement Fund and the General Fund. In addition, the Town also receives a sales tax distribution per a formula from Delta County and a Marijuana Operational tax dedicated to the Street Capital Fund. The Town also operates Enterprise Funds consisting of a Water Fund, Sewer Fund, and Garbage Fund and has the statutory rights to fix rates for each of those Enterprise Fund.

The Town has the power by state statute to extend its corporate limits by annexation, which is done periodically when deemed appropriate by the Town Board of Trustees. The Town provides a range of municipal services including the police department, maintenance of parks, streets and roads, water and sanitary sewer services, refuse collection service, community planning and zoning, and general administrative services. The Town has a variety of intergovernmental and operations agreements primarily associated with water service’s needs.

# PROPOSAL REQUIREMENTS

Proposals shall include the following:

1. **Title Page.** Title page showing the Request for Proposal’s subject; the applicant’s name; name, mailing address, telephone number, and email address of the primary applicant contact person; and the date of the proposal submission.

# Table of Contents.

1. **Transmittal Letter.** A signed letter of transmittal briefly stating the applicant’s understanding of the work to be conducted, the commitment to perform the work within the time period specified, a statement why the applicant believes itself to be the best qualified applicant to perform the engagement and a statement that the proposal is a applicant and irrevocable offer for the engagement covering the project time period.
2. **Technical Proposal.** The technical proposal should follow the order and include the content set forth below. The purpose of the technical proposal is to demonstrate the writing expertise, qualifications, competence, and capacity of the applicant. As such, the substance will carry more weight than the form or manner of presentation. The technical proposal should demonstrate the ability to condense and accurately communicate complex material, and the qualifications of the applicant and designated staff to be assigned to this engagement in a clear and concise manner. It should also specify an approach that will meet the Request for Proposal's requirements.

The technical proposal should address all the points outlined in the Request for Proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the applicant’s capabilities to satisfy the requirements of the Request for Proposal. While additional data may, at the discretion of the proposer, be included, the following items A through I, must be included:

* 1. **Independence.** The applicant should provide an affirmative statement that it is independent of the Town of Paonia. The applicant should also list and describe the applicant's professional relationships involving the Town of Paonia for the past five (5) years. Should there be any involvement, a statement explaining why such relationship does not constitute a conflict of interest relative to performing the proposed audit must be included.
  2. **Applicant Qualifications and Experience.** The proposal shall include qualifications for self and any staff who will assist in the project. In addition, the applicant shall provide information on the circumstances and status of any disciplinary action taken or pending against the applicant during the past three (3) years, including the name and address of any regulatory agency or professional organization involved.

Engagement partners, managers, and other supervisory staff may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Town. However, in either case, the Town retains the right to approve or reject replacements. Consultants and applicant specialists mentioned in response to this Request for Proposal can only be changed with the express prior written permission of the Town which retains the right to approve or reject replacements.

* 1. **Similar Engagements with Other Government Entities.** For the applicant that will be assigned responsibility for the project, list the most significant engagements (maximum of 5) performed in the last three (3) years that are similar to the engagement described in this Request for Proposal. The applicant should indicate whether or not it continues to perform the services involved in these engagements. Indicate the name and contact information for the principal client contact.
  2. **Specific Approach.** The proposal shall set forth a work plan, including an explanation of the methodology to be followed, to perform the services required under this request for proposal.
  3. **Quality Control.** The applicant must submit a copy of its most recent external quality control review report and a statement indicating the applicant's record for quality work.
  4. **Bid Costs.** The proposal shall contain all pricing information relative to performing the engagement as described in this Request for Proposal. Each bid shall contain a detailed direct and indirect costs including all out-of-pocket expenses.
  5. **Manual Signature.** Bid proposals must contain a manual signature of an authorized agent of the Bidder.

The accuracy of the bid proposal is the sole responsibility of the Bidder. No changes in the proposal shall be allowed after the submission deadline, except when the Bidder can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate bids will not be considered.

# TERMINATION OF CONTRACT

The Town may, by written notice to the successful Bidder, terminate the contract if the Bidder has been found to have failed to perform in a manner satisfactory to the Town’s specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days written notice for reasons other than cause. This may include the Town’s inability to continue with the contract due to non- appropriation or reduction of funding.

# WARRANTIES

The successful applicant shall indemnify and save harmless the Town against any and all damages to property or injuries to or death to any person or persons, including property and employees or agents of the Town, and shall defend, indemnify and save harmless the Town from any and all claims, demands, suits, actions, or proceedings of any kind, or nature, including workmen's compensation claims, of or by any whomsoever, in any way resulting from or arising out of the operation in connection herewith, including operations of subcontractors and acts or omissions of employees or agents of the successful applicant or his sub-contractors.

The successful applicant shall procure and maintain, at their own cost and expense, any additional kinds and amounts of insurance that, in their own judgment, may be necessary for their proper protection in the prosecution of the work.

The successful applicant shall be required to have property, liability, and workers compensation insurance with minimum limits of $1,000,000.00 and to provide the Town with copies of the certificate of insurance upon request, or sign a waiver of liability for any property, liability, or workman’s compensation claims.

The successful applicant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and will comply with the Americans with Disabilities Act. The successful applicant shall adhere to acceptable affirmative action guidelines in selecting employees and shall ensure that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination, rates of pay or other forms or compensation; and selection for training, including apprenticeship.

Pursuant to Section 8-17.5-102(1), C.R.S., the Bidder will certify that, as of the date of its Proposal, it does not knowingly employ or contract with an illegal alien and it has participated or attempted to participate in the Basic Pilot Employment Verification Program (as such term is defined in Section 8- 17.5-101(1), C.R.S.) in order to verify that it does not employ any illegal Aliens.