



TOWN OF PLATTEVILLE

Request for Proposals Town Planner

January 20, 2022

This is a Request for Proposals (RFP) for Planning Services to provide a full range of land use and development planning support to the Town of Platteville (“Town”). This RFP is intended to gather pertinent information concerning the ability of the planner or planning firm to meet the needs of the Town and for the proposals to be relatively uniform in format for comparison purposes. The Town established a policy in 2018 in which all professional service agreements are reviewed annually and proposals are solicited every five years to ensure the Town is receiving qualified and cost efficient contract services.

The Town is interested in establishing a productive and positive relationship with a contract planner or planning firm to ensure high quality, necessary, timely, and cost-efficient planning services. The Town expects the planner chosen will be experienced in the type of planning services required on an ongoing basis by Colorado Municipal Governments. The Town understands the principle of value, and of compatibility between a particular planner and the Town. Accordingly, the Town reserves the right to reject any and all proposals and to make the final decision based upon the Town’s perception of value in its sole discretion.

I. Background.

The Town was incorporated in 1876 and is responsible for providing a variety of Municipal Government services to a community of approximately 3,000 residents. The Town is a statutory town governed by a Mayor and Board of Trustees and managed through a Town Manager. Government departments include Administration, Police, Public Works, Library and Recreation/Seniors. The Town has 30 full-time and 12 part-time employees and is located at the junction of US Highway 85 & State Highway 66 in south central Weld County.

II. Scope of Services.

The selected planner or firm will spend the majority of time working with the Town Manager to review and process various land use and planning applications and projects. The planner or firm will also be expected to provide the following services:

- A. Attend Town Board meetings at the request of the Board of Trustees and/or Town Manager. Regular meetings are held the first and third Tuesday of each month at 7:00pm.
- B. Attend study sessions, executive sessions and special meetings of the Board or Planning Commission as requested. These meetings are normally held at 6:30pm prior to the regular Board of Trustee meeting or on another Tuesday evening.
- C. Be readily available to provide planning advice and assistance to the Town Manager, Board and designated staff.
- D. Provide land use planning services and process applications for land use proposals.

- E. Actively participate as a key member of the Town's Development Review Committee (DRC) in reviewing development applications.
- F. Keep abreast of, and inform the Town, of all land use and zoning regulations and statutes which affect local government entities such as the Town.
- G. Assist in the preparation and implementation of community plans, comprehensive plans, and other planning or development projects as assigned.
- H. Performs regular plan review functions include reviewing site plans, development applications and zoning issues.
- I. Keep abreast of land use regulations and work with Town staff and contract staff (Attorney and Engineer) on various development review issues.
- J. Work with the Town Clerk, Utility Clerk and contract building inspector on building permit review and processing.

III. The Proposal.

The Town requests that your proposal to the Town include the following information, preferably in the order stated:

- A. Brief review of background information on the planner or firm, including date established, names of all partners and associates who may be performing Town work.
- B. Summary of the firm's expertise in dealing with Colorado Municipal Government including zoning, development and land use regulations.
- C. Name and resume of the planner who would be primarily responsible for planning services rendered to the Town, and that of the alternate planner most likely to provide service in the absence of the primary planner.
- D. The names of other planners who are likely to provide planning advice in specific areas which may be required by the Town.
- E. A summary of rates for personnel likely to provide service to the Town; and a list of other expenses for which the planner or firm would expect to be reimbursed, including mileage, copying, travel expense, phone expense, etc.
- F. A listing of any possible conflicts which may exist with other clients or endeavors, and an explanation of the manner in which these conflicts might be resolved.
- G. A list of clients represented by the planner or firm of interest to the Town, and at least three references with contact information.
- H. Other information which may be helpful to the Town in making a decision, such as pro bono activities or services offered on a recurring basis to all clients of similar interests.

IV. Evaluation.

An Evaluation and Selection Panel will comprise of Town staff and elected or appointed officials. All proposals will be evaluated based upon the quality and accurateness of the information requested.

V. Oral Presentations.

During the evaluation process, the Evaluation and Selection Panel may, at its discretion, request one or all attorneys or firms to make oral presentations. Such presentations will provide firms and/or attorneys with an opportunity to answer any questions the Evaluation and Selection Panel may have on the proposal.

VI. Final Selection.

The Town of Platteville Board of Trustees will select a firm or attorney upon the recommendations of the Evaluation & Selection Panel. It is anticipated that the planner or firm will be selected by March.

VII. Contract

Upon final selection, a contract for services will be negotiated with the successful planner or firm and anticipated execution of the contract by the end of March or early April.

VIII. Submitting Proposals.

Proposals are due by Friday, February 18th by 4:30pm. All proposals shall remain the property of the Town of Platteville. Facsimile or emailed proposals will be accepted. Please remit one (1) copy of the proposal and any questions regarding this RFP to:

Troy Renken, Town Manager
Town of Platteville
400 Grand Avenue
Platteville, CO 80651
(970) 785-2245
trenken@plattevillegov.org