



Town of Hayden Request for Proposal On-Call Municipal Planning Services

Submit to:

Tegan Ebbert, Community Development Director
Town of Hayden
PO Box 190
178 W Jefferson Avenue
Hayden, CO 81639

Proposals and questions can be directed to Tegan Ebbert, Community Development Director, tegan.ebbert@haydencolorado.org or Mathew Mendisco, Town Manager, mathew.mendisco@haydencolorado.org

Deadline: May 1, 2024 at 12 Noon

Summary: This is a Request for Proposals for Land Use Planning Services (“RFP”) to provide zoning and subdivision support to the Town of Hayden (“Town”). The objective is to choose a reliable and experienced individual or firm with demonstrated knowledge in providing municipal land use services in a comprehensive, timely, and efficient manner. Services will be focused on the processing of current planning applications. Interested individuals should have significant experience in matters involving land use applications that are evaluated through a public hearing process. The planning consultant will work under the supervision of the Community Development Director.

Background:

The Town of Hayden is a home rule municipality in western Routt County, Colorado. The Planning Department is slated to embark on a comprehensive Development Code review/rewrite while being faced with increasing development pressure. The planning staff needs to expand to meet the community expectation of processing applications in a timely fashion while maintaining a high level of service.

To control costs and provide a high level of service to the community, the Town believes the interests of the community can be best served by using a private firm or individual for additional Town Planning services. It is expected that such a firm would be able to contract available resources in response to workflow demands.

Qualifications of Applicants:

- A minimum of 5 years of land use planning experience with a focus on processing current planning applications
- Excellent written and verbal skills
- Ability to effectively communicate with a wide variety of citizens/applicants
- Ability to attend meetings and hearings virtually and in-person (as needed)
- AICP preferred

Scope of Services/Duties:

- Manage and process current planning applications as assigned by the Town Manager
- Case load is anticipated to be 1-3 applications at any given time. Cases could range from Minor Subdivisions and Site Plan Reviews to more complex Planned Unit Developments, Conditional Use Permits, and Annexations.

Term:

The term of the services provided will be considered as-needed or on-call. Contract terms, scope of services and conditions are negotiable. Duration and time commitment will solely depend on the amount of active land use cases and the Planning Department staff's ability to process. A Town professional services contract template is attached hereto for reference.

Expectations of the Town:

The Town expects that the selected consultant will perform work as if she/he were a member of staff. In addition to meeting high levels of professionalism and a friendly demeanor, all timelines associated with projects must be met. Excellent communication with the Town's staff and its citizens is essential.

Compensation:

The Town will pay the consultant for planning services rendered at an hourly rate TBD.

Key-Dates:

Questions regarding the RFP should be sent to Tegan Ebbert via email at Tegan.ebbert@haydencolorado.org by April 24, 2024.

Responses to questions regarding the proposal will be posted on the Town website April 26, 2024.

The proposal deadline is May 1, 2024 at 12:00 Noon

Interviews will be conducted by staff on May 8, 2024. We will finalize the interview schedule after the review of proposals submitted. Please save the date.

The Town, at its discretion, may invite applicants to deliver a short presentation on May 16, 2024 addressing the proposals submitted.

The Town will make its selection between May 8 and May 17, 2024.

Information to be Included/Submitted:

The following information must be included in your written proposal.

- Name of the person who will be in charge of providing planning services to the Town. Any team members who will be assisting the person in charge. A resume of this person's background and experience should emphasize the following:
 - All phases of subdivision approval
 - Land Use Permits
 - Planned Unit Development
 - Design Review
 - Annexations
- Examples of related work.
- Provide details regarding workflow and billing methodology.
- Provide details regarding your existing workload and how you will fit this contract into your existing work priorities.
- Provide a list of three (3) references with whom you have worked in the past five (5) years.
- Each respondent's proposal should address the ability to perform this scope of work, along with the specific expertise, education, and experience.
- The proposal should address the topics covered in Scope of Services to include Compensation requirements.
- Please disclose any potential conflicts of interest that you may have in relation to the Town of Hayden.

Selection:

The Town reserves the right to reject any or all proposals, to waive irregularities or informalities in proposals, and to re-advertise for proposals if desired. After considering proposals and information provided during the application process, the Town will select the individual 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 staff will perform an initial screening and may interview multiple candidates. Finalist(s) and selection will be made by the Town Manager.

Failure to conform to directions under this RFP may lead to the rejection of a submittal. The submittals should contain all information necessary to evaluate the qualifications of a candidate or firm.

The Town reserves the right to accept or reject any and/or all proposals and to waive any informalities or irregularities in said proposals.

Submittals:

Please include one (1) copy of a proposal addressed to the contacts above via email. We will acknowledge all submissions and questions via email.