

Request for Quotes for Land Use Code Revision

Town of Palmer Lake, Palmer Lake CO

Introduction

The intent of this request for quotes is to obtain a qualified planning consultant to address the critical issues in the Town municipal code, in both subdivision and zoning as identified, and correct these critical issues. The subdivision and zoning code should be combined into one code titled Land Use Regulations.

To be eligible for consideration, the consultant must be capable of supplying the services as noted.

All inquiries relating to this request shall be addressed to:

Dawn Collins, Town Administrator
dawn@palmer-lake.org
Town of Palmer Lake
PO Box 208, Palmer Lake, CO 80133

If a consultant submitting a proposal finds discrepancies in, or omissions from this request, or requires additional clarification of any part, a written request may be submitted. Any interpretation or change made to the request will be made by written addendum and shall become part of the request. The Town will not be responsible for oral explanation. All inquiries shall be in writing and all responses will be provided in writing. To be considered, inquiries must be received a minimum of seven business days prior to the submission date established. It is the responsibility of each proposing consultant to verify that an addendum is received and addressed prior to submittal.

Submittal

All proposals must be delivered prior to 12 NOON on September 13, 2023. Proposals must be submitted by email to dawn@palmer-lake.org plainly noted "REQUEST FOR QUOTE FOR LAND USE CODE" in the subject line or submitted in a sealed envelope to the Town Administrator plainly marked "REQUEST FOR QUOTE FOR LAND USE CODE" before this date.

All consultants shall comply with the following requirements.

- An authorized official of the consultant submitting the proposal must sign the proposal.
- Only one proposal will be accepted from consultant(s).
- All quotes must be firm for a period of thirty (30) days from the submittal date.
- The Town of Palmer Lake reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal and to award the most responsive and responsible proposing consultant as deemed in the best interest of the Town of Palmer Lake.
- The Town of Palmer Lake will not return proposals or other information provided to the Town.

Evaluation

Three individuals representing the Town of Palmer Lake will evaluate the proposals the afternoon following the submittal deadline. The team will be comprised of the Town Administrator/Clerk and two Planning Commission members.

Proposals shall be evaluated on the following:

- Responsiveness to the needs of the Town, both in service cost and scope of the services.
- Responsibility of the consultant and experience in dealing with Town government, specifically on code review and planning projects.
- Results of reference inquiries that may be performed by Town staff.
- The degree to which the proposal meets or exceeds the terms of this request.
- Design ability, skill, management and project interpretation submitted in the proposal.

Following the evaluations, the Town reserves the right to request an interview with, or presentation from, the top-ranking firms in order to determine a final candidate.

Proposal Requirements

Proposals submitted shall contain the following information and any additional information to summarize the overall benefit of the proposal to the Town of Palmer Lake.

- A cover letter stating the name, physical and email address, and telephone number of the consultant contact person. The letter must bear the signature of the person of authority to make the proposal. The cover letter must include a description of the firm's understanding of the requirements and goals of this request, and how and why the firm is best suited to provide the Land Use Code revision to the Town of Palmer Lake.
- A resume outlining the relevant experience of individuals who will work on the project for the Town.
- A list of relevant projects that the consultant has completed similar to this request, with contact information for a reference individual that can speak to the consultant's performance on the project.
- Detailed requirements
 - Outline of the scope of services that will be provided by the firm
 - Proposed schedule for completing the scope of work
 - Billings rates of the firm
 - Total not-to-exceed cost for the proposed scope of work.

Scope of Work

The consultant will address the following goals established by the Planning Commissioners to update the Land Use Code as outlined in the enclosed diagnosis, with the following goals.

Goal 1: Reorganize the Code

- Needs to be easier to use
- Combine Subdivision and Land Use chapters
- Refine administration and procedures sections - avoid duplication

Goal 2: Zone Districts

- Eliminate pyramid zoning
- Districts should reflect the Master Plan
- Better list of uses
- Review dimensional requirements
- Add Intent of District Use Regulations (Uses by Right, Accessory Uses, Conditional Uses)
- List Development Standards unique to the Zone District

Goal 3: Add Missing Sections, examples include:

- Rezoning
- Procedures
- Accessory Uses, Conditional Uses, and Temporary Uses
- Update parking and loading requirements
- Landscape requirements
- Site Plan requirements
- Subdivision Types
- Fees and Costs
- Add missing definitions

Goal 4: Ensure compliance with Statutes, Update PUD

- Add requirement for “Major Activity Notice”
- Update required referrals for development applications and add those that are required by Statute
- Clarify Approval Process
- Update PUD process
- Add landscaping requirements

Goal 5: Define terms and remove inconsistencies

Responsibilities of the Town

There is no implied or expressed obligation of the Town to reimburse the consulting firm for any expenses incurred in preparing proposals or attending pre-proposal meetings for this request.

Indemnification

The consultant agrees to indemnify and hold harmless the Town of Palmer Lake, its officers and employees, from and against all liability, claims, demands, and expenses including court costs and attorney fees, on account of any injury, loss or damage, which may arise out of or are in any manner connected with the work to be performed, if any injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act of omission, error, professional error or mistake, accident or other fault of the consultant, or any officer, employee or agent of the consulting firm.

Right to Refuse

The Town of Palmer Lake reserves the right, without prejudice, to reject any and all proposals or any part of the proposal for service.

TOWN OF PALMER LAKE