



**Town of Pagosa Springs
551 Hot Springs Boulevard
Post Office Box 1859
Pagosa Springs, CO 81147
Phone: 970.264.4152**

**Request for Proposal for
Land Use Development Code Rewrite
Town of Pagosa Springs**

Responses due by 12:00 p.m.(noon) on October 22, 2020

The Town of Pagosa Springs is soliciting proposals from qualified land use, planning and zoning consultant firms and individuals to lead a comprehensive update for our Land Use Development Code and Zoning Map to ensure consistency with our 2018 Comprehensive Plan, and other adopted long-range plans. The selected firm will have demonstrated experience and success in developing land use, zoning and planning policies and regulations through an extensive public engagement process that is appropriate for each community's unique needs.

Any requests for clarification or additional information deemed necessary by any respondent to present a proper proposal shall be submitted **in writing** to James Dickhoff, Planning Director, P.O. Box 1859, Pagosa Springs, Colorado, 81147 or jdickhoff@pagosasprings.co.gov, referencing this Request for Proposal. Written requests for information must be received a minimum of two (2) days prior to the proposal submission date. Any request received after the above stated deadline will not be considered. All requests received prior to the above deadline will be responded to in writing by the Town in the form of an addendum addressed to all prospective respondents, and which will be posted on our web page at <https://www.pagosasprings.co.gov/>. We also recommend emailing jdickhoff@pagosasprings.co.gov if you are interested in submitting a proposal to ensure you are notified when and if addendums are provided.

I. Project Description

The Town of Pagosa Springs is seeking qualified land use and zoning consultant services for rewriting Chapter 21, Land Use and Development Code (LUDC), of the Town's Municipal Code. The intent is to provide consistency with our 2018 Comprehensive Plan and other adopted long-range plans and to ensure a modern format that contains clear and understandable provisions for the Planning Commission, Town Council, developers and citizens that can be fairly and consistently applied in an efficient manner. The new LUDC shall include current best planning practices, graphs, charts, tables and infographics that will create a user-friendly format that can be easily navigated by the public, boards and staff.

The current LUDC was adopted in 2006 and has had several amendments over the years. The town believes it is important to ensure the LUDC is aligned with the recently adopted 2018

Comprehensive Plan and other long-range plans. Though staff believes that the LUDC is functional there have been instances where staff and others have identified contradictions and inconsistencies as well unclear provisions that have created confusion for applicants and boards.

The Town may consider a hybrid of code structures including form-based zoning, performance zoning, incentives and traditional zoning based on recommendations from the consultant team. The Town is interested in hearing from consultants on the advantages and disadvantages of each. The Town is also open to an update of the current LUDC versus a comprehensive LUDC re-write based on recommendations from the consultant team. However, changes may be substantial and a full adoption of a new code may prove to be more efficient.

The chosen firm or individual(s) shall conduct a comprehensive range of public and stakeholder engagement processes including but not limited to: public meetings (digital and in person), creation of (or utilization of an existing) online platform for periodic public review and comments, presentations to Town Council and advisory boards.

The relevant long-range planning documents include:

- Land Use and Development Code (2009 and as amended, Chapter 21 of the Municipal Code:
https://library.municode.com/co/pagosa_springs/codes/code_of_ordinances?nodeId=C_H21LAUSDECO)
- 2017 Smart Growth America report
(<https://pagosasprings.civicweb.net/filepro/documents/12175?preview=65992>)
- 2017 Smart Growth 101 Report and Suggested Next Steps
(<https://pagosasprings.civicweb.net/filepro/documents/12175?preview=12177>)
- 2018 Comprehensive Plan “Pagosa Springs Forward”
(<https://pagosasprings.civicweb.net/filepro/documents/21229?preview=21230>)
- 2020 Main Street Corridor Plan
(<https://pagosasprings.civicweb.net/filepro/documents/65988?preview=65989>)
- 2010 Access Control Plan
(<https://pagosasprings.civicweb.net/filepro/documents/65987?preview=65980>)
- 2011 Town to Pagosa Lakes Trails master plan
([https://www.pagosasprings.co.gov/vertical/sites/%7B175F1D4C-10BE-47AA-AF3E-C1BCDE2446A6%7D/uploads/Town-to-Lakes_MP_Report\(3\).pdf](https://www.pagosasprings.co.gov/vertical/sites/%7B175F1D4C-10BE-47AA-AF3E-C1BCDE2446A6%7D/uploads/Town-to-Lakes_MP_Report(3).pdf))
- 2020-2021 Town Council Goals and Objectives
(<https://pagosasprings.civicweb.net/filepro/documents?expanded=5490,5568,65990&preview=65991>)
- 2007 (2015) Historic District Design Guidelines
(<https://pagosasprings.civicweb.net/filepro/documents/65982?preview=65981>)
- Zoning Map, updated 2020
(https://www.pagosasprings.co.gov/vertical/sites/%7B175F1D4C-10BE-47AA-AF3E-C1BCDE2446A6%7D/uploads/11x17_zoning_map2020.pdf)

The goal of the project is to address a number of development standards in a clear and understandable format, including but not limited to:

- Zoning map update
- Overlay districts (“Putt Hill”, uptown, downtown, Mountain Crossing, East Village, etc.) and neighborhoods (existing and future) that may have their own unique standards

- Low water (xeriscape) landscaping and recommended plant species
- Fences (perimeter walls), screening and buffering criteria
- Images, infographics and tables to ensure a user-friendly format
- Triggering events for complying with current code standards
- Update exterior lighting and signage standards, consistent with the Dark-Sky Association's principles and practices
- Update allowable uses to reflect needs and desires of an evolving business sector (emerging uses such as marijuana operations, "tiny homes", distillery, brewery, craft businesses and livestock/chickens/bees in residential districts and other developing practices)
- Code inconsistencies and duplications
- Planned development standards
- Tiny home allowances within the Town, reconsider rationale of 400 SF minimum dwelling size (include above instead?)
- Clear guidance on Accessory Dwelling Units and Accessory Buildings (Residential) and Accessory Structures and Uses (Commercial)
- Incentives for workforce housing
- Historic preservation code revisions
- Annexation criteria considerations (include benefits to the Town)
- Downtown parking standards
- Development set-back requirements
- Residential design criteria
- Residential driveway curb cut limits
- Modern roadway design considerations with standardized design details
- Property maintenance standards
- Wildlife and environmental protection
- Storm water quality and control
- Include definitions of all terms in the "Definitions" section
- Non-compliance and violation qualifications, and procedures for curing violations clearly and simply described
- More predictable and understandable process for "alternative equivalent compliance" and when it applies
- Application submission checklists that favor electronic submittals rather than paper copies
- Design standards such as metal siding maximums
- Applicability of development improvements agreements and financial security
- Analysis of cost implications of design standards and LUDC requirements

II. Scope of Work

Responsibilities of the selected consultant will include, but not be limited to:

- **Public Participation Process.** Consultant shall conduct (what does this entail?) a robust and broad-based public engagement process that includes a minimum of four public meetings, creation of (or utilization of an existing) an online platform for information sharing and periodic public review and comments, three presentations to Town Council, and three presentations to the Planning Commission.

- **Project Kick-Off and Site Tour.** The Consultant shall meet with Town staff and the Land Use Development Code Steering Committee for a project orientation meeting and tour of the Town of Pagosa Springs. The meeting will provide an understanding of project process and schedule, goals, and an orientation of the various areas within the town. The meeting will be coordinated by the town and will be at least a half day.
- **General Coordination Meetings and Partner Meetings.** The consultant shall be present at regularly scheduled steering committee and/or staff coordination meetings and limited meetings with partner organizations to forward the progress of the project. A portion of these can occur via video conference meetings.
- **Initial Assessment of Adopted Plans:** The Consultant shall conduct an assessment of the current LUDC, adopted Comprehensive Plan and long-range planning documents to become familiar with the community's past efforts and future visions.
- **Summary of Proposed Development Code Changes.** The Consultant shall provide a written summary of the proposed land use development code. The summary shall include an overview of the proposed structure and substance of the new codes, different options for addressing issues and rationale and a recommended approach for each identified issue.
- **Draft Development Code Changes.** The Consultant shall prepare draft codes based on the outline of the development code. The Consultant shall provide working maps that show how the proposed changes would be applied. The draft shall include high quality info-graphics, tables and illustrations to accompany elements of the code that are engaging, attractive, and easy to understand.
- **Final Drafts of Development Code Changes.** The Consultant shall prepare a final draft of the proposed development code and zoning map for public hearing purposes. An executive summary shall be produced explaining the final drafts and rationale behind the proposed changes.
- **Attend Public Hearings and Committee Meetings.** The consultant shall be present at appropriate public hearings and committee meetings to present the final drafts of the development code to the Planning Commission and Town Council at public hearings. The consultant shall make changes to the final drafts based on input from the Planning Commission and Town Council public hearings.
- **Development Code Adoption and Implementation.** The consultant shall provide a final copy of the adopted development code in a modifiable digital file, compatible with the systems and programs utilized by Town, such as GOVOFFICE.com, which manages our on-line searchable code platform. If applicable, Geographic Information Systems (GIS) data modified or produced for the purpose of developing the development code shall be compatible with the Town of Pagosa Springs GIS.

III. Compensation

The Town will negotiate a contract with the selected consultant based on the following assumptions and conditions:

- 1) All services rendered as described in **II. Scope of Work** including all labor, materials, equipment and expenses.
- 2) Evaluation of proposal received.
- 3) A not-to-exceed amount broken down by phase and/or task.

IV. Instructions to Firm

Proposals shall be submitted as follows, **prior to Thursday, October 22, 2020 at 12-noon:**

US Post Office Delivery

Attn: James Dickhoff, Planning Director
Town of Pagosa Springs
P O Box 1859
Pagosa Springs, Colorado 81147

Physical Address Delivery

Attn: James Dickhoff, Planning Director
Town of Pagosa Springs
551 Hot Springs Boulevard
Pagosa Springs, Colorado 81147

The proposal shall also be provided electronically to:

jdickhoff@pagosasprings.co.gov

The proposal shall be organized using the following format:

- A. Letter of Intent – Please submit a brief letter of intent and include a statement of understanding of project and a description of the services you will provide and all other relevant information.
- B. Firm References and Experience - The firm must exhibit expertise in **I. Project Description**.
 - Include, at minimum:**
 - Firm name and address
 - Web site
 - Date firm established
 - Name, title, email and phone number of Principal to contact
 - Address of office to perform work if different from above
 - List any outside key consultants/associates for the Scope of Work
 - Consultant Information:** For each key person, specialist or individual who will be involved in providing services for this proposal, include at minimum:
 - Name and title
 - Project assignment/role in provision of services requested
 - Name of firm with which associated
 - Years with the firm
 - Other experience or qualifications relevant to the proposed services
- C. Methodology – Detailed description of proposed process/approach for addressing all items listed under **II. Scope of Work**, as well as items the proposer recommends the Town consider for a successful project completion.
- D. Project Timeline: Provide a detailed timeline of the scope of work with phases and milestones.
- D. Cost of Proposal - Provide a detailed cost proposal to successfully achieve **II. Scope of Work**, and any other costs that you propose to the Owner. All assumptions and/or the need for any contingencies must be clearly identified.

- E. Respondent's Qualifications - Respondents to this RFP shall have the following qualifications:
- a. Experienced in developing Land Use Development and Zoning Codes (submit internet links to examples of past completed codes);
 - b. Proven experience with conducting successful public engagement strategies using multiple platforms including an on-line information and public engagement tool;
 - c. Demonstrated capacity to maintain agreed upon timelines and project schedules within budget.
- F. Insurance Requirements - The firm agrees to obtain and keep in force during the term of the contract professional liability insurance covering the loss arising out of or related in any manner to the errors, omissions or negligent acts of Consultant, its employees, agents, architects, engineers and/or individual contractors in a minimum of one million dollars (\$1,000,000.00). Said professional liability insurance is to be kept in force for the term of the contract for this Project. The proof of said insurance shall be filed with the Town of Pagosa Springs prior to commencement of work.
- G. Additional Information - Include any additional information you feel will assist us in the evaluation of your qualification. It is important you emphasize the specialties and strengths of your firm. Please state why your firm should be selected.
- H. Conflict of Interest-Disclose any potential conflict of interests in working on behalf of the Town, including any employees, elected officials, or other stakeholders working for the Town.

V. Submission Deadline and Requirements

- A. Submittal Deadline - **Deadline for proposals is 12 p.m. on Thursday, October 22, 2020** at the Town of Pagosa Springs Town Hall, 551 Hot Springs Blvd., Pagosa Springs, CO 81147. Candidates will be notified in writing by email or by phone if selected to be interviewed.
- B. Submittal Requirements – Five (5) hard copies of the proposal shall be submitted to James Dickhoff, Planning Director, in a single sealed envelope marked in the lower left-hand corner "**LUDC Proposals**". The proposals may be mailed to PO Box 1859, Pagosa Springs, CO 81147 or hand delivered to the Town Hall, 551 Hot Springs Boulevard, Pagosa Springs, Colorado 81147. Proposals will be accepted until **12 p.m. on October 22, 2020**. Late proposals will not be accepted. **An electronic copy of the proposal shall also be sent to jdickhoff@pagosasprings.co.gov.**

VI. Selection Process

Proposals will be evaluated and scored based on the following criteria and points:

- Experience and Qualifications: Demonstrated capabilities and prior experience with similar Land Use Development Code projects for local governments and the effectiveness of your proposed services (25 points)

- Key Personnel and Resources: Demonstrated competence and experience of consultant team and personnel responsible for performing work and providing services (20 points)
- Methodology: Approach and methodology proposed to achieve project **II. Scope of Work** to successfully complete the Land Use Development Code (20 points)
- Timeline: Provide a schedule of benchmarks for all proposed tasks and/or phases outlined in your response (10 points)
- Pricing Structure: Competitiveness of pricing proposal (15 points)
- References: Provide contact information for similar projects in similar communities (10 points)

The contract will be awarded to the best-qualified firm whose proposal will be, on an overall basis, most advantageous to the Town of Pagosa Springs. Qualifications, experience, and performance factors will be considered as elements of a complete proposal responsive to the Town's needs outlined herein, and chosen at the sole discretion of the Town of Pagosa Springs. The Town of Pagosa Springs selection decision is final. The Town may require follow-up oral interviews with selected respondents.

VII. Terms and Conditions

This Request for Proposal does not commit the Town of Pagosa Springs, Colorado to award a contract, to pay any costs incurred in the preparation of proposals to the requests, or to procure or contract service or supplies. The Town of Pagosa Springs reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety the Request for Proposals, if it is in the best interest of the Town of Pagosa Springs, Colorado.

The selected consultant will enter into professional services agreement with the Town. An example of the Town's standards professional services contract is available for review. The awarded firm shall have a current Town of Pagosa Springs business license, or apply for one within 3 days of the contract.

VIII. Timeline for Selection

- October 1, 2020 - Advertise RFP in the paper and town website
- October 22, 2020 by 12 p.m. (noon) – Deadline for Proposals to be submitted
- October 22, 2020 to October 30, 2020-Staff reviews proposals, may schedule interviews
- November 3, 2020-Town Council approves awarding contract

IX. Duration of Services

The Town is anticipating the entire LUDC update process will take approximately one year.