



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

ADDENDUM #1 – 10.09.2020
Request for Proposal for
Land Use Development Code Rewrite
Town of Pagosa Springs

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

The Town of Pagosa Springs is issuing this RFP ADDENDUM #2 to address:

1. The re-sequencing of Section IV. Instructions to Firm as we had mistakenly included two subsection D's and clarifying sections B and E.
2. Amending Section VIII. Timeline of Selection to indicate the last day for questions.

The RFP has been updated with both Addendum #1 and #2 and is available at this link:

https://www.pagosasprings.co.gov/index.asp?Type=B_PR&SEC={CB0F0F8A-D543-41F9-8CD2-715857AFADFC}&DE={5F54AF9A-0749-4A50-B0E1-FECDFCDC84D7}

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 and Team member Experience and Qualifications:** Respondents to this RFP shall have the following qualifications:
 - i. Experienced in developing Land Use Development and Zoning Codes (submit internet links to examples of past completed codes);
 - ii. Proven experience with conducting successful public engagement strategies using multiple platforms including an on-line information and public engagement tool;
 - iii. Demonstrated capacity to maintain agreed upon timelines and project schedules within budget.

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

Experience or qualifications relevant to the proposed services

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

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.
- E. **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.
- F. **Respondent's References:** Proposers shall provide a minimum of five references for similar projects.
- G. **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.

- H. **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.
- I. **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.

VIII. Timeline for Selection

- October 1, 2020 - Advertise RFP in the paper and town website
- October 16, 2020 by 5pm – Deadline for questions
- October 22, 2020 by 12 p.m. (noon) – Deadline for Proposals to be submitted
- October 22, 2020 to October 30, 2020-Staff reviews proposals, and schedules interviews
- November 3, 2020-Town Council approves awarding contract