



TOWN OF PALISADE
175 EAST THIRD STREET, PALISADE, CO 81526
970-464-5602
WWW.TOWNOFPALISADE.ORG

**REQUEST FOR QUALIFICATIONS
COMPREHENSIVE PLAN UPDATE**

The Town of Palisade, CO invites responses from all interested, qualified firms for a Comprehensive Plan Update in accordance with the terms, conditions, and specifications contained in these documents. Respondents wishing to participate should ensure they have all addenda prior to submission of proposal. Failure to acknowledge receipt of any addenda applicable to this project could result in the rejection of your proposal.

A copy of the RFP and associated documentation, including any subsequent addenda, will be posted to the Town's website at <https://palisade.colorado.gov/requests-for-proposals-quotes> and to the Rocky Mountain E-Purchasing System at <https://www.bidnetdirect.com/colorado/townofpalisade>

Questions: Each respondent, before submitting a proposal, shall become fully informed as to the extent and character of work required. All questions must be submitted via email to the Community Development Director at brusche@townofpalisade.org.

Question Deadline: March 25, 2022

Time: 4:30 p.m. (local time)

(Questions received after the deadline will not be accepted.)

Submittal Instructions: Submittal requirements are outlined in the Submittals Section of the Bid Documents. Place all required copies in a sealed envelope bearing the name of the firm and mark as follows:

Project Title: TOWN OF PALISADE COMPREHENSIVE PLAN UPDATE

Deliver to: Town of Palisade

Attn: Brian Rusche, Community Development Director

175 East Third Street

Palisade, CO 81526

Due Date and Time: April 1, 2022

Time: 4:30 p.m. (local time)

It is the sole responsibility of the respondent to see that the proposal is received before the submission deadline. The respondent shall bear all risks associated with delays in the U.S. mail or delivery service. Note that guaranteed overnight delivery to Palisade may not be available from overnight carriers. Late proposals will not be considered.

OVERVIEW OF PALISADE

The Town of Palisade is a statutory town located in Mesa County, Colorado, along the Western Slope. The Town is known for its rich history and agricultural community, including world famous peaches as well as world famous wines. In addition to Palisade's rural agriculture community, tourism has been an economic driver, including outdoor activities, arts, events, and agritourism. As of 2020, the Town had a population of 2,565.

Palisade's unique geographical setting and its rich history create a strong sense of place and a special community character. It's motto – "Life Tastes Good Here All Year Long" – is a reference to not only our world-famous peaches but to our overall quality of life. Located at the eastern end of the Grand Valley, Palisade is surrounded by the palisades escarpment to the north, DeBeque Canyon to the northeast, the Grand Mesa to the east, and the Orchard Mesa uplift to the south. The Colorado River forms the eastern and southern boundaries of the Town and creates the widened expanse of the Grand Valley to the west.

Additional information about Palisade can be found on the following websites:

Town of Palisade: <https://palisade.colorado.gov>

Palisade Chamber of Commerce: <https://visitpalisade.com>

Palisade Historical Society: <https://historicpalisade.org>

PROJECT INTRODUCTION

The Town of Palisade is accepting proposals from qualified firms for a Comprehensive Plan Update. The Town is looking to update the current Comprehensive Plan, which was adopted in 2007. This Comprehensive Plan was designed to guide future development and design of the Town and to ensure the preservation of Palisade's agricultural character. The 2007 Plan was created based on public input, illustrations, desired future conditions, and outlining plans for growth and development. The Comprehensive Plan serves as the foundation for how Town officials, residents, business owners, and community members move forward with land development projects while growing tourism and the economy.

The Comprehensive Plan is a reference to guide elected officials and Town administration in reviewing and approving land use and infrastructure projects. However, in the 15 years since its adoption, the Town has seen a fluctuation in the number and demographics of its residents, a change in the types of businesses (including adoption of retail marijuana), and economic cycles that alternatively halt or spur land development, noticeable in the styles and types of housing. To move forward into the future, it is becoming increasingly important that the Town update the Comprehensive Plan to reflect current community priorities and a vision of the future ideal development for the Town.

In 2017, the Town updated its Land Development Code (LDC). Typically, the update of a Land Development Code accompanies or follows the completion of a Comprehensive Plan. The Town does not foresee a complete update of its current LDC. Rather, the update of the Comprehensive Plan will serve as the basis for small adjustments and improvements to the LDC that will deliver a cohesion between the two documents. This will ensure both documents best serve the needs of the public and reflect the goals and desired future of the Town.

The updated Comprehensive Plan will be the basis for establishing policies and priorities for coordinated development/redevelopment, as well as potential future infrastructure and public amenity expansions. It will include policy statements, goals, objectives, guidelines, maps, and graphics that will serve as a foundation for future land use decisions. The Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements to the quality of life for the Town's residents and businesses.

The Town has successfully leveraged its accumulated savings and embarked on a series of capital projects, including the creation of a boulevard and multi-modal improvements on Highway 6 at the east end of Town (from Main Street to Iowa Avenue), the demolition of the abandoned high school located on the civic campus, and the design and future construction of a community clinic on the same site, as well as parklets, sidewalk expansions, and other improvements because of the COVID-19 pandemic. The Comprehensive Plan will incorporate a capital plan project priority list to help focus additional efforts that are in the planning stages, including additional infrastructure improvements along Highway 6 as well as Elberta Avenue, two of the primary corridors within the Town. Additional planning related projects include the design of a new sanitary sewer connection for the entire town to the Clifton Sanitation wastewater facility and the process of creating a Fire Authority with neighboring fire districts.

PROJECT AREA

The physical scope of the Comprehensive Plan Update will include the current Town Limits, approximately one square mile. Additionally, the update will include the three-mile plan which shall conform to the Colorado Revised Statute 31-12-105(1)(e)(I).

RESOURCES

The following are adopted plans, studies, and codes adopted by the Town. This list may not constitute all the available resources and additional resources may be shared after initiation of the project. It is anticipated that the consultant will supplement this list with additional data and information resources.

- Town of Palisade Comprehensive Plan (2007)
- Town of Palisade Three-Mile Plan (2013)
- Town of Palisade Community Evaluation Report (2017)
- Town of Palisade Municipal Code (adopted 2017 – last updated January 11, 2022)
- Mesa County Hazard Mitigation Plan (2020)
- Zoning Map – available on GIS at <https://palisade.maps.arcgis.com/apps/webappviewer/index.html?id=c0a98ee9901a481c80220db170b0c042>

SCOPE OF SERVICES

The Town aims to complete a large portion of the overall Comprehensive Plan update using the skills of Town staff. **The budget will best be utilized to provide a robust and inclusive public outreach and engagement plan.** Work includes Plan development, production of final Plan documents, and presentation of final documents for approval by the Grantee's board. The planning consultant will be asked to assist with written changes to the Plan, production of necessary images to convey the ideas contained in the Plan, and to provide expertise to develop the necessary maps included in the Plan. The Town recently implemented a GIS system, with a full-time coordinator who can the consultant as necessary.

The following is a general description of the tasks to be required of the consultant. The consultant is free to modify, revise or otherwise amend the list of tasks to best satisfy the requirements of the Plan.

1. Introductory meeting(s) with Town staff to review project schedule and expectation to begin the update process.
2. Obtain existing plans, maps, and other documents relevant to the project.
3. Schedule and conduct meetings with appropriate elected and appointed officials as well as identified stakeholders that will be critical to the success of the project. The purpose of these meetings will be to obtain input and guidance as it relates to the Comprehensive Plan process.
4. Schedule and conduct public meetings and topic-specific focus groups as necessary.
5. **Design outreach materials, organize and publicize multiple open houses for the community to ensure residents are extensively involved in the process.**
6. Develop goals, objectives, and implementation strategies that are consistent with community input on the future growth of Palisade.
7. Prepare any necessary population analysis, utilizing available data from the 2020 Census and the State Demography Office.

8. Prepare an inventory of existing land uses (color map) with the assistance of Town staff.
9. Review existing land use plan summaries from 2007 Comprehensive Plan, identifying future land uses, as well as identifying emerging trends. The existing plan emphasized agricultural preservation (both physical and cultural).
10. Develop a strategy for the most effective use of existing land within the Town and surrounding land outside the present Town limits.
11. Identify opportunities for incorporating best practices as it relates to affordable housing needs.
12. Prepare draft topical document sections for Town staff review.
13. Review current and future capital projects and help prioritize these in a way that is compatible with the projected resources of the community.
14. Make periodic reports to the Planning Commission and Board of Trustees, along with presentation(s) at public hearing(s) to secure adoption of the Plan.

The planning process shall be such that the plan document will be developed in coordination with the Town in topical sections for review. Not only will this enable the project to remain at a manageable scale, but it will allow the Town staff and Planning Commission to monitor the progress of the work program more effectively.

Work Product (as required by the EIAF grant):

The updated Comprehensive Plan shall include the following:

- 1) an updated “three-mile plan” for municipalities per Colorado Statutes (C.R.S.) 31-12-105 (1)(e)(I);
- 2) identification of risks and vulnerabilities of natural and human caused hazards and goals, strategies and/or actions on how to address these hazards;
- 3) identification of recommendations for land use code updates to implement the Plan;
- 4) engagement of neighboring jurisdictions, major service providers, and special districts which are impacted by growth and development;
- 5) a recreation and tourism element, as required by C.R.S. 31-23-206(5); and
- 6) a capital project priority list.

SCHEDULE AND BUDGET

The Town of Palisade has received an Energy & Mineral Impact Assistance Program (EIAF) from the Colorado Department of Local Affairs for this project. **The total budget for the project including grant and required match is \$50,000.** The timing of the work is subject to milestones set forth in the grant and will need to be coordinated with the Town in terms of scheduling open houses, public hearings, etc. The Planning Commission has regularly scheduled meetings on the first and third Tuesdays, with the Board of Trustees meeting on the second and fourth Tuesdays. In addition, the Town plays host to several events throughout the year, including a Sunday Farmers Market and weeklong activities associated with the Peach Festival and Wine Festival, among other events. The schedule will need to be flexible enough to accommodate these events.

<u>EVENT</u>	<u>DATES</u>
Distribute RFQ	3/11/2022
RFQ due	4/1/2022
Notice of Intent to Award	4/21/2022
Contract Execution	4/26/2022
Project Start	4/27/2022
Progress update to DOLA	4/30/2022
Progress update to DOLA	7/30/2022
Progress update to DOLA	10/30/2022
Plan adoption target	12/13/2022

DELIVERABLES

The deliverable is a completed update to the Town of Palisade's Comprehensive Plan, adopted by the Board of Trustees. Upon adoption of the Comprehensive Plan update, the consulting firm shall make all changes required by the public hearings and supply the Town with one (1) set of unbound originals of the Comprehensive Plan, one (1) reproducible electronic copy of the Comprehensive Plan, and a USB drive of the text, graphics, and maps in a format compatible with those programs utilized by the Town. The Town shall own the resulting documents.

SUBMITTAL REQUIREMENTS

Each proposal shall contain the following information:

1. A statement of qualifications based upon the scope of work in this request.
2. Examples of relevant experience, including visual images created by the firm that were used in similar projects.
3. Key personnel who will be responsible for the execution of this project, including any subconsultants.
4. A theoretical timeline for the completion of the project, including specific steps to be undertaken (i.e., demographic analysis, public meetings etc.) to meet the timeline specified in this request.
5. A list of professional references with mailing address, email address and phone numbers.
6. The name, title, mailing address, email address, and telephone number of the individual authorized to negotiate and contractually bind the company during the period of the proposed evaluation.
7. List, by partner and staff level, hourly billing rates to be charged should the Town expand the scope of the project or require additional services.

CONTACT INFORMATION

The Town of Palisade's Community Development Director will serve as the Town's primary liaison to the successful firm. The Town's Planning Commission will serve as the Steering Committee for this project.

Submit letter of transmittal and two (2) paper copies of the RFP, along with an electronic version of the same, to:

Town of Palisade

ATTN: Brian Rusche, Community Development Director

PO Box 128

Palisade, CO 81526

Email: brusche@townofpalisade.org

GENERAL INFORMATION

1. The Town of Palisade is exempt from all local, state, and federal taxes.
2. Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the Town and the successful firm. Reimbursement shall be made according to an agreed upon schedule, specified within the contract.
3. The selected consultant must complete a W-9 form (Taxpayer Identification No.).
4. The Town of Palisade reserves the right to reject any and all submittals, to waive any informalities or minor irregularities in submittals, and to accept the submittal deemed, in the opinion of the Town, to be in the best interest of the Town.
5. This Request for Qualifications allows the Town to select the provider that best meets the needs of the Town, taking into consideration qualifications, budget, timing, and capacity to perform the service and any other factors relevant to the Town's policies, programs, administrative resources, and budget.

AWARD CRITERIA

A selection committee will evaluate the submittals. The selection committee will review and rate each submittal based on the following criteria:

1. Experience in providing similar Comprehensive Plan services. This includes key personnel and a lead consultant that will be assigned to the Town's projects and their experience with similar projects.
2. Project approach and work plan.
3. Overall responsiveness to the RFP.
4. Ability of the firm to complete the work in a cost-effective manner.

Based on the selection committee's findings, select firms may be requested to provide a brief presentation detailing their qualifications either on site (at the firm's sole expense) and/or via telephone or virtual interviews.