

**TOWN OF FAIRPLAY**  
**REQUEST FOR PROPOSAL FOR PLANNING SERVICES**

**January 5, 2018**

This is a Request for Proposal for Planning Services to provide a full range of services and support to the Town of Fairplay ("Town"). This Request for Proposal is intended to gather pertinent information concerning the ability of planning firms to meet the needs of the Town; and for the proposals to be relatively uniform in format for comparison purposes.

The Town is interested in establishing an ongoing relationship with a planning firm to ensure high quality, necessary, timely, and cost efficient planning services. We expect the planner chosen will be experienced in the type of planning services required on an ongoing basis by Colorado Municipal Governments. The Town understands the principle of value, and of compatibility between a particular planner and the Town. Accordingly, the Town reserves the right to reject any and all proposals and to make the final decision based upon the Town's perception of value in its sole discretion.

**1. Background**

The Town was founded in 1859 and finally incorporated in 1872. Fairplay, at a population of just under 1,000, is the largest of only two incorporated Towns in Park County and as the county seat is responsible for providing a full array of services to area residents and community visitors. The Town is a statutory town governed by a Mayor and Board of Trustees and managed through a Town Administrator. Government departments include Administration, Police, and Public Works. The current (2017) operating budget for the general fund is \$1,360,671 with a mill levy of 11.799 mills. The Town has 12 full time employees. The Town is located in Park County at the intersection of US Highway 285 and State Highway 9 and resides at an elevation of 9,957 feet, making it the 5<sup>th</sup> highest incorporated town in Colorado.

**2. Scope of Services**

The selected planning firm will provide contract planning services to the Town. The majority of planning time will be spent working with the Town Administrator, Town staff and meeting with citizens, developers and other Town contract personnel. The planner will be expected to provide the following planning services:

- A. Attend Town Board work sessions and regular meetings at the request of the Board of Trustees and/or the Town Administrator. Town Board meetings are held the first and third Mondays of each month. Note that the Town Board acts as the Planning Commission.
- B. Be readily available to provide planning advice and assistance to the Town Administrator, Board and designated staff.
- C. Provide land use planning services and process applications for land use proposals. Be prepared to make staff recommendations on land use applications as requested.

- D. Keep abreast of, and inform the Town, of all land use and zoning rules, regulations and statutes which affect local government entities such as the Town.
- E. Assists in the preparation and implementation of community plans, comprehensive plans and other long range planning projects as assigned.
- F. Performs regular planning functions including zoning review and administration.
- G. Works with the Town's building inspector on building permit review and processing.
- H. Keep abreast of land use regulations and work with town staff and contract staff (Attorney and Engineer) on various development review issues.

### **3. The Proposal**

We request that the proposal to the Town include the following information, preferably in the order listed below:

- A. Brief review of background information on the planning firm, including date established, names of all partners and associates who may be performing Town work.
- B. Summary of the firm's expertise in dealing with Colorado Municipal Government and Law, including zoning and land use regulations.
- C. Name and resume of the planner who would be primarily responsible for planning services rendered to the Town, and that of any alternate planner most likely to provide service in the absence of the Primary Planner.
- D. The names of other firm personnel who are likely to provide planning services in specific areas which may be required by the Town.
- E. A summary of rates for personnel likely to provide service to the Town; and a list of other expenses for which the firm would expect to be reimbursed, including mileage, copying, travel expense, phone expense, etc.
- F. A list of any possible conflicts which may exist with other clients or endeavors, and an explanation of the manner in which these conflicts might be resolved.
- G. A list of clients represented by the planning firm of interest to the Town, and at least three references with contact information.

- H. Other information which may be helpful to the Town in making a decision, such as pro bono activities or services offered on a recurring basis to all clients of similar interests.

#### **4. Evaluation**

An evaluation and selection panel will comprise of town staff personnel and elected officials. All proposals will be evaluated based upon the quality, accuracy and sufficiency of the information requested.

#### **5. Oral Presentations**

During the evaluation process, the evaluation and selection panel may, at its discretion, request one or all firms to make oral presentations. Such presentations will provide the firm and/or planner with an opportunity to answer any questions the evaluation and selection panel may have on the firm's and/or planner's proposal.

#### **6. Final Selection**

The Town of Fairplay Board of Trustees will select a firm or planner upon the recommendation of the evaluation and selection panel. It is anticipated that the firm or planner will be selected by late January or early February.

#### **7. Contract**

Upon final selection, a contract for services will be negotiated with the successful firm or planner and anticipated execution between both parties by the middle of January.

#### **8. Submitting Proposals**

Proposals are due on Friday, February 9, 2018 by 5:00 p.m. All proposals shall remain the property of the Town of Fairplay. Please remit three (3) copies to the Town Administrator and do not hesitate to submit any questions to:

Tina Darrah, Town Administrator  
Town of Fairplay  
PO Box 267  
901 Main Street  
Fairplay, CO 80440  
(719) 836-2622 ext. 102  
[tdarrah@fairplayco.us](mailto:tdarrah@fairplayco.us)