



REQUESTS FOR PROPOSALS RPF 2024-0801-001 (Comprehensive Plan Update)

The Board of County Commissioners will receive proposals for a qualified consultant interested in contracting with the County to review and update the 2008 Morgan County Comprehensive Plan, until 4 p.m. MST, Wednesday, July 31, 2024 at the office of the County Commissioners, 218 West Kiowa Ave, Fort Morgan, Colorado. All responses will be publicly opened and read aloud 9:00 a.m. MST, Thursday, August 1, 2024. Location of proposal openings will be at 231 Ensign, Fort Morgan, Colorado, Assembly Room, basement of the Administration Building. Vendors and/or public will be able to view RFP opening via a Zoom meeting. Details will be posted on the county website at: <https://morgancounty.colorado.gov/bids-and-proposals>.

The RFP is on file in the office of Administrative Services Department at 218 West Kiowa Avenue, Fort Morgan, CO and also on the Morgan County Website at www.co.morgan.co.us.

All Proposals can be submitted as follows:

- Email - Proposals may be emailed to: bccadmin@co.morgan.co.us. An email confirmation will be sent when the County receives the proposal within 24 hours of normal business hours.
- Hand delivery - Two (2) copies of the proposal may be hand delivered to the Office of the Board of County Commissioners, 218 W. Kiowa Ave. Fort Morgan, CO 80701.
- Mail - All proposals must be clearly marked on the envelope **RFP 2024-0801-001**.

Please address as follows:

Morgan County
Attn: Mindi Cloyd, Administrative Services Manager
218 W Kiowa Ave
Fort Morgan, CO 80701

Mindi Cloyd

Mindi Cloyd
Administrative Services Manager
Morgan County, Colorado

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Complete response packet contains 11 pages of documents

GENERAL INSTRUCTIONS TO RESPONDERS

1. A “proposal” is a responsive, conforming, unconditional, complete, legible, and properly executed offer by a responder to provide the product specified in the Request for Proposal (RFP) for the compensation specified.
2. Responses shall be clearly marked with the **RFP 2024-0801-001**, Company Name, contact person, mailing address, and telephone number of the responder.
3. It shall be the responsibility of the responder to ensure that the response is in proper form and in the County’s possession by or before the time and date designated in the RFP. Responses will not be accepted after the designated time and date. Any response received late will be returned to the responder unopened, if possible.
4. If a mistake is made or discovered during or after the County’s review of responses, the County reserves the right to determine which party made the mistake and whether the mistake is material and, after these determinations, the County, in its sole reasonable discretion, shall decide whether to accept or reject the proposal. No advantage shall be taken by any party of manifest clerical errors or omissions in any proposal. Responders shall notify the County immediately of any errors or omissions that are encountered.
5. Any item which does not meet all of the terms, conditions, or specifications of this package must be clearly indicated on the exceptions section of the Proposal Reply Form or on a separate sheet of paper and returned with the proposal.
6. The County shall not reimburse any responder for any cost incurred in preparing a proposal or attending equipment demonstrations, inspections, pre-proposal conferences, or interviews.
7. Any amplification, clarification, explanation, interpretation, or correction of a response shall be made only by written addendum, and a copy of the addendum shall be mailed or delivered to each person receiving a RFP. The County is not responsible for any amplification, clarification, explanation, or interpretation or correction of a proposal not contained in written addenda.
8. The County reserves the right to determine, in its sole reasonable discretion, whether any proposal meets the needs or purposes intended and is within the approved budget. The County does not base its award on prices alone. Also to be considered are: quality of product; past experience with the responder or any subcontractors, consultants, products or suppliers; qualifications of the responder and/or subcontractors or suppliers; services offered; warranties; maintenance considerations; long-range costs; delivery; and similar conditions.
9. The final award shall be made by the Board of County Commissioners in the best interests of Morgan County. **Morgan County may grant a 5% preference to local businesses. A local business shall be a business which maintains a physical place of business in Morgan County.**

10. The County reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any proposal to establish the experience, responsibility, reliability, references, reputation, and/or qualifications. The purpose of such investigation is to satisfy the County that the responder has the ability to supply the services in accordance with the RFP in the prescribed manner and time.
11. The County reserves the right, if it deems such action to be in its best interests, to reject any and all responses or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by any responder shall be grounds for rejection of the proposal. If proposals are rejected, the County further reserves the right to investigate and accept the next best proposal in order of ranking, or to reject all proposals and re-solicit for additional proposals.
12. Any response received as a result of this request is prepared at the responder's expense and becomes County property and is therefore a public record upon opening by the County.
13. If responder considers any of the information being submitted to be trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, it is responder's responsibility to label the information as such. Otherwise, all information submitted shall be available as a public record for public inspection.
14. By submitting a proposal, the responder acknowledges that (a) the preparation of the proposal, and other quotations herein contained, does not obligate the County in any way; (b) the County assumes no obligation to enter into an agreement for the services; (c) all responsive documents are understood; and (d) the responder has the ability to deliver the services as specified herein in accordance with the RFP.
15. No proposal may be withdrawn for a period of sixty (60) days after the deadline for proposals.
16. All questions regarding the project shall be submitted in writing to Administrative Services Manager Mindi Cloyd at bccadmin@co.morgan.co.us. Questions should be clearly labeled with the **RFP 2024-0801-001**.
17. Answers to all questions, inquiries, or requests for additional information will be issued in the form of Addenda. Proposers may, during the proposal period, be advised by the Addenda of additions to, deletions from, or changes in the requirements contained in this RFP and copies of each Addendum will only be posted with Bidnet and the Morgan County Website: <https://morgancounty.colorado.gov/>.
18. Responders in their proposals shall acknowledge receipt of each Addendum. Failure to acknowledge receipt of any Addendum issued may invalidate a proposal as incomplete. Questions must be received no later than Monday, July 29, 2024 at 4:00 P.M.

Morgan County Comprehensive Plan Update

Morgan County is requesting sealed proposals from qualified consultants or consultant teams interested in contracting with the County to review, facilitate, and update the 2008 Morgan County Comprehensive Plan consistent with the Colorado Revised Statutes, regulations and guidance of the Colorado Department of Local Affairs, and reflective of the best practices of the American Planning Association and current industry practice.

The existing plan was adopted in 2008, and while it does generally reflect the character and priorities of the County, it does not address the changing legal or physical environment over the last decade nor does it consider current trends of development. In particular, we expect our existing agricultural heritage will continue to be challenged with alternative uses. Additionally, we are seeing economic growth, diversification and challenges with housing. The expectation of the County is that the development of an updated comprehensive plan will deeply explore these issues and include substantial strategic planning.

The project outcome will be an updated Comprehensive Plan - a living document that is based on current social, economic, and natural conditions and which describes the shared future to which Morgan County aspires. This plan will serve to balance the agricultural and cultural heritage of our community with changing population demographics, increasing interest in tourism, and emerging trends in development to maximize the livability of Morgan County for decades to come.

Background:

Morgan County, Colorado was formed in 1889 from part of Weld County. The County seat is in Fort Morgan. Morgan County is primarily a rural entity located on the high plains of northeastern Colorado.

Measuring 36 miles long and 36 miles wide, the County encompasses 1,296 square miles. Morgan County is 36th among Colorado counties measured in square-miles but is abundantly rich agriculturally with many irrigated and dry land farms as well as beef and dairy operations.

Our community is home to over 29,000 residents and is equipped with prime agricultural land, innovative businesses in energy, industry, cultural heritage, and transportation. Our climate is perfect for the agricultural production of wheat, corn, sugar beets, and alfalfa.

Project Requirements:

Consultant – Morgan County is seeking a consultant team with a variety of expertise in Land Use, Strategic Planning, Environmental Planning, Rural and Regional Planning, Water Planning and Law, Community Engagement, and Data Analysis.

Engagement – The County places a high value on using this process to engage voices and perspectives throughout the county to understand the needs across the community for: adequate water for personal, commercial, and agricultural uses; equity and environmental justice for under-served and under-represented communities; hazard impact mitigation and resilience; affordable

and attainable housing; and adaptation to changing climatic conditions. Plans to engage stakeholders across the community including at minimum: finance/banking, real estate, housing support non-profits, healthcare, partner agencies from federal (FEMA), state (DWR, CWCB, CPW) agencies, county departments (Road & Bridge, Emergency Management, Sheriff's Office, Ambulance), other local government agencies (Health Department) as well as individuals from a variety of perspectives (e.g. farmers and ranchers, business owners, outdoor recreation/tourism providers). Collaboration between the Town of Hillrose, City of Brush, City of Fort Morgan, and the Town of Wiggins and Morgan County at the interface of municipal and rural planning, especially within the areas identified in any 3-mile plan.

Integration with other Plans –The Respondent should become familiar with Morgan County Emergency Operation Plan (EOP) dated 2022, Morgan County Hazard Mitigation Plan (HMP) date 2021, due for an update in 2025, Northeast Regional HMP dated 2021, Morgan County Plan Element (CPE) dated 2021, and Colorado Emergency Preparedness Assessment (CEPA) dated 2024 and fully integrate them into the process and outcomes of this project.

Water - Engaging stakeholders from across the County to provide conversation and education around the integration of water and land use planning. Including, but not limited to, Morgan County Quality Water District, City of Brush, Town of Hillrose, City of Fort Morgan, and the Town of Wiggins.

Land Use – Evaluation of the existing Land Use Regulations and Zoning Map as tools to understanding current development patterns and integrate current best practices into the approach for the Comprehensive Plan update. In particular, the County has highlighted several key issues/opportunities for consideration: future land-use/zoning maps, zoning overlays for special concerns, lot sizes and subdivision patterns, adequate road access, water availability, reliance on special/conditional use permits, and environmental and natural resource protections. This Comprehensive Plan Update process will provide additional guidance on related regulation changes.

Scope of Work:

The contracted consultant shall perform professional services specifically requested by the County, including public engagement and the writing of the 2025 Comprehensive Plan. The County's previous Morgan County Comprehensive Plan was adopted in 2008. The 2025 Comprehensive Plan will serve as the guiding document for growth and development of the County with respect to: regional collaboration, land use, housing, affordable housing, economic development, transportation, recreation, tourism, public service and utilities, infrastructure, sustainability/resiliency and agricultural, mineral and water resources. Each of these areas shall be examined through a lens of the following four critical issue elements: economic health, environmental resilience, social equity, and physical health of our residents.

It is important for the consultant to assist in creating an actionable plan that will help generate a list of future prioritized projects, programs, and actions, looking approximately 10 years ahead. The process will establish a community vision and a series of goals and will include specific initiatives as part of the goal setting exercise. It will be written in the document that the plan is to

be evaluated and reviewed every year by the County, can be updated as needed, and should be consulted during annual budget discussions.

Through the development of the 2025 Comprehensive Plan, the County can connect with the community to better understand their desires. Several in-person and/or virtual public outreach efforts are expected to be overseen and managed by the consultant, including community meetings throughout the County. By bringing community members and County staff to the table, the 2025 Comprehensive Plan process will highlight current issues and trends affecting the County and identify goals, objectives, and strategies to address for these now and in the future. Proposers shall provide a description of their team's approach to addressing the phases of the project. The County anticipates, at minimum, the phases identified below. A proposer may suggest additional or amended tasks to best accomplish the overall project objectives.

1. **Phase 1: Project Management:** *Oversight and management of the project for timely and efficient project delivery.* The consultant will be responsible for the development and facilitation of the project schedule, and coordination of all activities, tasks, meetings, and deliverables with the County.
2. **Phase 2: Public & Stakeholder Engagement:** *Focus on designing and facilitating a robust, innovative public engagement and outreach process.* Throughout this phase, various preliminary planning and community engagement initiatives will be performed to creatively engage all sectors of the community. The consultant is expected to identify a project information hub to use as a platform for posting information and updates throughout the project. Development and management of the public input process will include public meetings, both in-person and/or virtual, with elected and appointed boards, strategic stakeholder groups and citizens. The focus will be on gathering background information, setting timelines and expectations while identifying key resources and opportunities, challenges, values that the community wishes to preserve, and principles that should govern implementation and development of a shared future development vision. An educational approach should be implemented to explain how the Plan will benefit the County and how best to implement the recommendations. The last step of this phase is developing a visioning summary.
3. **Phase 2: Community Assessment:** *Crucial to understanding how current development pressures are shaping the County today.* In this phase, the consultant shall complete a comprehensive analysis of the existing land use, developable land area, infrastructure, parks, and other comprehensive plan elements within the County. The Project Team, which consists of the consultant, project manager, County staff and appointed County Official(s) shall analyze the existing data, identifying current trends and demands for service that impact the County now and in the future.
4. **Phase 3: Future Needs & Trends Analysis:** *Focus on understanding future trends, growth management needs, fiscal/economic development analyses and their impacts.* This phase of the project will focus on analysis of development trends, growth patterns and community need as well as the economic impacts these trends will have on the County. The consultant will review and analyze data and trends, including current

conditions and future projections of potential population growth, local economy, land use, utilities, recreational resources, transportation, and other public infrastructure. The Project Team will identify future growth corridors, infrastructure and transportation advancements, targeted infill areas, affordable housing pressure, sustainable economic development initiatives and passive and active recreational demands. As part of the project, the consultant will analyze the County's current Zoning and Subdivision Regulations and make recommendations for updating.

5. **Phase 4: Alternatives Development:** *Focus on integrating findings from earlier phases and providing out-of-the-box, creative solutions to the challenges and opportunities. The elements identified in the County's current Comprehensive Plan will be revised to include these new elements: Housing/Affordable Housing, Renewable Energy, Tourism, Water Conservation, Capital Improvements, Government Efficiency, Sustainability, and Resiliency.* Using the data gathered, the consultant working with the Project Team to provide an analysis applying different growth scenarios and options for each area of the Plan. The Project Team will create recommendations for the proper mix of land uses for long-term financial sustainability, affordable housing incentive programs, strategy regarding the use of planned developments, and long-term efficiency of public infrastructure.

6. **Phase 5: Plan Development & Adoption:** *Focus on assembling the comprehensive plan documents and working with the community to begin adoption.* After information is compiled and alternatives analyzed, the Consultant will draft sections of the plan for presentation to the Project Team, boards and commissions, stakeholders, and citizens. The Consultant shall deliver a user-friendly Comprehensive Plan in written and electronic form with graphics, diagrams, pictures, tables, appropriate narrative content and realistic implementation strategies that are appropriate and achievable. Once the Plan is approved, a public hearing will take place to officially adopt it.

7. **Phase 6: Implementation Strategy & Next Steps:** *Critical in shaping long-term strategy and direction for future partnerships and efforts and identifying a path forward recognizing that successful growth strategies and plans are living documents.* The consultant, with assistance from the Project Team, will draft a list of priorities and implementation schedules to guide the County in actively achieving the goals established in the 2025 Comprehensive Plan. The priorities and implementation schedule shall identify key geographic and guiding principal areas that will be used to guide land use, development, and growth decisions by the County.

Comprehensive Plan Budget:

The County has received a DOLA Energy/Mineral Impact Assistance (EIAF) Grant to support the 2025 Comprehensive Plan Update. As such, this project is subject to all requirements of the Energy and Mineral Impact Program.

Content of Proposal:

Proposals should contain the following information:

1. Proposal Cover Sheet. See attached document.
2. *Staffing*: Please provide an organizational chart of key personnel proposed to be assigned to provide the required services, noting their responsibilities and relationships. A schedule of hourly rates should be provided for all personnel involved in the project
3. *Project Experience*: Describe qualifications and experience in preparing comprehensive plans for rural agricultural communities. Please also provide three client references for contact on these projects. Please note the title of the project(s), name of the agency/client, and the name and phone number of a contact person in that agency who can best speak for your firm/team experience on each referenced project. Give examples for previous similar projects. Links to adopted example plans from other jurisdictions are recommended. For at least three recent projects, provide the following:
 - Project name & location
 - Duration/schedule
 - Description and services provided
 - Consultant's Fee
 - Project Manager & Key Staff
 - Other staff and sub-consultants that are part of the team for this Morgan County project
 - Describe Public Engagement – list successes and key take-aways
4. *Approach*: Include a detailed narrative of your approach to illustrate understanding of the project based on the provided information, available resources, and assumptions.
5. *Engagement Plan*: Provide a detailed plan for identifying primary and other stakeholders (both individuals and groups), soliciting their participation, and keeping them engaged throughout the process.
6. *Schedule*: The County is interested in ascertaining that the successful firm has the necessary staff and resources to take on immediate projects and to ensure timely competition. Explain how you firm will approach this requirement.
7. *List of Deliverables*: Detail the expected deliverables to be provided during the project, and at the culmination of the project. Plan to develop maps and other visual-aides for discussion and inclusion in the final document, possibly including water resources, existing and future zoning/land-use, land assessments, conservation assets, population densities, ranch/farm land quality, public facilities and lands, utility infrastructure, and others that assist understanding existing patterns and illustrating a proposed pathway to manage future development.
8. *Rates & Cost*: It is the County's intent to select a contractor(s) that will, in the County's sole determination, provide the best proposal at the most appropriate cost. Provide a current rate

sheet along with your proposed overall project cost, broken down into sub- projects and key areas of work as needed. The project costs must include any/all fees related to the project requirements including but not limited to travel, meetings, technology, public and stakeholder engagement, presentations, advertisements, publications, or similar. All foreseeable rates/costs including any escalation or contingency terms should be included; unidentified rate charges or increased costs will be the responsibility of the Consultant.

PROPOSAL COVER SHEET
[RFP 2024-0801-001]

COMPANY INFORMATION

Legal Name of Company: _____

Trade Name, if any, of Company: _____

Street Address: _____

City, State & Zip Code: _____

Principal Owner/Officer Name: _____

Title: _____

Federal Employer Identification Number: _____

Telephone Number: _____

Facsimile Number: _____

Company E-mail Address: _____

Contact for this Proposal: _____

Contact E-mail Address: _____

Contact Telephone Number: _____

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