



REQUEST FOR PROPOSAL

TO PROVIDE ON-CALL PLANNING CONSULTING SERVICES

Shoshone County, Idaho
Board of County Commissioners
700 Bank Street, Suite 120
Wallace, Idaho 83873
(208) 752-3331

Key RFP Dates

Issued: May 10, 2022

Proposals Due: June 2, 2022, 3:00 p.m.

INTRODUCTION

The Shoshone County Board of County Commissioners (BOCC) is requesting proposals from highly qualified consultants to provide on-call Planning & Zoning (P&Z) Consulting Services.

Current P&Z involves the review of development projects including anything from residential subdivisions and new commercial centers. Projects are reviewed for matters such as compliance with zoning and flood plan regulations, the effect the project will have on the environment, and compatibility with neighboring developments.

Advanced planning, on the other hand, involves the establishment of regulations and long-range plans for land use and development on properties. In essence, it establishes the objectives and framework under which current planning can effectively occur.

This document outlines the requirements, selection process and the information necessary to submit a proposal for this project. The County is issuing this Request for Proposal (RFP) to identify consultants who have extensive experience working with public entities. The County will utilize on-call planning consulting services on an as needed basis. The selected firm will require final approval from the BOCC.

The successful proposer will be required to comply with Equal Employment Opportunity and all applicable federal, state, local laws, and requirements.

BACKGROUND, PURPOSE & SCOPE OF WORK

BACKGROUND

Shoshone County is a county in the U.S. state of Idaho. As of the 2020 census, the population was 13,169. Its governmental seat is located in Wallace and the largest city is Kellogg.

Shoshone County is commonly referred to as the Silver Valley, due to its century-old mining history. The Silver Valley is famous nationwide for the vast amounts of silver, lead, and zinc mined from it.

Shoshone County desires to obtain the services of one qualified firm to provide on-call P&Z Consulting Services for the County.

PURPOSE

Shoshone County invites qualified firms to submit written proposals for on-call P&Z Consulting Services. Should an award of contract be made, the selected Proposer will enter into a professional services agreement with the County to provide on-call P&Z Consulting Services.

SCOPE OF WORK

The proposal received from prospective vendors shall include those services as described in the specifications of this RFP.

INSTRUCTIONS TO PROPOSER AND GENERAL TERMS AND CONDITIONS

PROPOSAL SUBMITTAL

Proposals shall be submitted, at the time and day specified, in a sealed envelope and addressed to:

Shoshone County
Board of County Commissioners
700 Bank Street, Suite 120
Wallace, Idaho 83873

Proposals must be clearly marked "Proposal to Provide On-Call Planning & Zoning Consulting Services". Proposals cannot be withdrawn or corrected after being opened. Proposers or their authorized agents are invited to be present at the opening; however, proposals will not be disclosed to competing firms or to the public until a recommended firm has been selected.

Unauthorized conditions, limitations, or provisions attached to a proposal will render it informal and may cause its rejection. The completed proposal shall be without interlineations, alterations or erasures. Alternative proposals will not be considered unless requested. No oral, telegraphic or telephonic proposals or modifications will be considered. The proposal may be withdrawn upon request by the proposer without prejudice prior to, but not after, the time fixed for opening of proposal, provided that the request is in writing, that it has been executed by the proposer or duly authorized representative, and that it is filed with the County.

One (1) original and three (3) hardcopies. Note: It is not necessary to place each copy in a separate envelope.

RFP SCHEDULE

The following proposed project schedule is provided for reference only.

Activity	Date
RFP issued	May 10, 2022
Proposals due	June 2, 2022, 3:00 p.m.
Potential Interviews of Select Respondents	TBD
BOCC meeting to award contract (anticipated)	TBD

TAXES

No mention shall be made of Sales Tax or Use Tax, as all proposal prices submitted will be considered as including such tax, if applicable.

REFERENCES

All reference information called for in the RFP must be submitted with the proposal.

ISSUING OFFICE

The RFP is issued for the P&Z Department by the BOCC. Information regarding this proposal should be referred to Mike Fitzgerald, Commissioner (208) 752-3331.

RECEIPT OF PROPOSAL

Proposals shall be time stamped when received and will be accepted up to and no later than the time indicated in the RFP. All proposals received after the time stated above will not be considered and will be returned to the proposer. The proposer assumes the risk of any delay in the mail or the handling of the mail by employees of the County. Whether sent by mail or by means of personal delivery, proposers assume responsibility for having proposal deposited on time at the place specified.

PROPOSAL SIGNATURE

If the proposal is made by an individual, it shall be signed and full name of proposer with complete address shall be given; if made by a firm, it shall be signed by a member of the firm; and if it is made by a corporation, the name of the corporation shall be provided and signed by its duly authorized officer .

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straight-forward concise description of the respondent's capabilities to satisfy the requirements of this RFP. Issuance of the Request for Proposal does not commit the County to award any contract or to pay any costs incurred in the preparation of the proposal or to procure or contract for services.

INTERPRETATION OF PROPOSAL DOCUMENTS

Should a proposer find discrepancies in, or omissions from the specifications, or should proposer be in doubt as to their meaning, proposer shall notify the County immediately. Should it be found necessary, a written addendum will be posted as an addendum on the County's website at <https://shoshonecounty.id.gov/commissioners>. Addenda issued during the proposal period shall form a part of the contract.

ADDENDA TO THE REQUEST FOR PROPOSAL

The County reserves the right to make such changes in the RFP, as it may deem appropriate. No oral changes will be permitted. Any addenda will be posted on the County's website at <https://shoshonecounty.id.gov/commissioners>.

COMPLIANCE WITH LAWS

The proposer shall comply with all applicable laws, ordinances, and codes of the State of Idaho and local governments, all regulations and rules relating to affirmative action, and shall commit no trespass on any public or private property in performing any of the work embraced by this contract.

RESPONSIBILITY FOR COMPLIANCE WITH LEGAL REQUIREMENTS

Successful proposers shall be in full compliance with all applicable Federal, State and local regulations, standards, and ordinances, regardless of whether or not they are referred to by the County.

ESTIMATE OF QUANTITIES

The County will utilize on-call planning consulting services on an as needed basis. The County does not expressly or by implication agree that the actual amount of work will correspond therewith.

EVALUATION

Upon receipt of proposals, the County will evaluate all proposals to determine whether proposals are acceptable based on the criteria established in the RFP.

VALIDITY PERIOD

The RFP shall be considered valid for a period of sixty (60) days and shall contain a statement to that effect signed by an officer of the firm authorized to bind firm for this period.

PUBLIC RECORD

After the award of the contract has been made by the BOCC or appropriate staff, all findings and information considered in determining which proposal best meets the need

of the County will be most advantageous with respect to price, conformity to the specifications and other factors will be made available for public inspections.

TIME OF DELIVERY

Time of delivery is a part of the consideration and must be stated in definite terms. Proposals are subject to acceptance any time within sixty (60) days after opening unless otherwise stipulated.

INTEREST OF MEMBER OF THE CITY

No member of the governing body of the County, and no other officer or employee of the County who exercises any functions or responsibilities in connection with carrying out this project, to which this proposal pertains, shall have any personal interest, direct or indirect, in this contract.

INTEREST OF PROPOSER

The successful proposer covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in the County or any other interest which would conflict in any manner or degree with the performance of this contract, and no person having any such interest shall be employed.

PENALTY FOR COLLUSION

If at any time it shall be found that the person, firm or corporation to whom a contract has been awarded has, in presenting any proposal, colluded with any other party or parties, then the contract so aware shall be null and void. The contractor and the contractor's bonding company shall be liable to the County for all loss or damage that the County may suffer thereby. The County may advertise for a new contract for said services.

EXECUTION OF CONTRACT

The proposer to whom award is made shall execute a written contract with the County on the form of the agreement provided and shall secure all insurance and bonds required by the County within thirty (30) days from the date of the award. Failure or refusal to enter into a contract as herein provided, or to conform to any of the stipulated requirements in connection therewith, shall be just cause for the annulment of the award. Award shall then be made to the next proposer as determined by the County and that firm shall fulfill every stipulation as if it were the party to whom the first award was made.

FINDINGS CONFIDENTIAL

Until such time that the BOCC awards the contract, all reports, information, data, etc., prepared or assembled by the proposer under this proposal are confidential and the proposer agrees that such proposal shall not be made available to any individual or organization without the prior written approval of the County.

CHANGES

The County may require changes in the scope of the services to be performed by the contractor hereunder. All such changes, which are mutually agreed upon by and among all the parties, shall be incorporated in written amendments to this contract. All such amendments shall state any increase or decrease in the amount of the compensation due the contractor for the change in scope.

ADDITIONS/DELETIONS OF SERVICE

The County reserves the right to add and/or delete services to this contract. Should a service requirement be deleted, payment to the contractor will be reduced proportionally to the amount of service reduce in accordance with the proposal price. Should additional services be required from this contract, prices for such additions will be negotiated between the contractor and the County.

INCORPORATION OF PROPOSAL INTO THE CONTRACT

The contents of this proposal and the selected firm's response are to be incorporated, in total, into the contract.

AMENDMENTS

All amendments to this contract must be in writing and signed by both parties.

CONTRACT COMPLIANCE MONITORING

The BOCC or designee shall monitor the contractor's compliance with, and performance under, the terms and conditions of the contract. The contractor shall make available for the inspection and/or copying by the County all records and accounts relating to the work performed or the service provided under this contract.

CONTRACTOR'S RESPONSIBILITY

The contractor shall be responsible for any damages whatsoever to the County Property as applicable when such property is the responsibility of or in the custody of the contractor, his/her employees or subcontractors.

REJECTION OF PROPOSALS

The County reserves the right to reject any, or any part of a proposal, to waive any informality in the proposal and to select the services, which shall be deemed in the best interest of the County.

It shall be emphasized that award of contract will not necessarily be based on price alone, but rather on a combination of qualifications, price, services, and responsiveness to the proposal specifications.

SPECIFICATIONS

It is the intent Shoshone County to seek proposals from firms capable of providing on-call P&Z Consulting Services for the P&Z Department.

SCOPE OF SERVICES

The proposal shall contain at least the following:

1. Provide municipal planning services such as the following:
 - a. Comprehensive Master Planning
 - b. Community Planning & Zoning
 - c. Floodplain Development
 - d. Code/Ordinance Writing & Revision

2. Analysis and Review: Assigned staff will review plans and accompanying documentation for compliance with the County Zoning Ordinance, State Planning, and Zoning and Subdivision Laws. They will also apply their knowledge of the principles of good municipal planning to their assigned projects.

3. Reports and Documentation: Assigned staff will prepare all documentation normally associated with managing the process for new development applications, conditional use permits and subdivisions among other types of P&Z applications in the form prescribed by the County:
 - a. Incompleteness letters or plan check correction lists, identifying all issues and code conflicts from P&Z and other departments, upon initial plan review
 - b. Correspondence, memos, and special reports
 - c. Staff Reports
 - d. Resolutions and Ordinances

4. Presentation: Make presentations to approving bodies in accordance with the protocol established by the County. Attend and make presentations at meetings if requested, including P&Z Commission meetings, BOCC, community forums, neighborhood meetings, homeowner groups and meetings of other jurisdictions or agencies.

5. Long Range Planning: Facilitate special projects and assist staff with long-range planning initiatives, such as surveys, study sessions on regulations under consideration, text amendments to adopt new regulations or modify existing regulations, general plan amendments, and zone changes.

PROPOSAL SUBMITTAL

OVERVIEW

The proposal submittal package shall consist of the following information:

1. Letter of Transmittal
2. Title Page
3. Summary of Proposal
4. Scope of Work
 - a. Provide a description of proposed process by specific tasks needed to satisfactorily meet the objective set forth in this RFP and timeline for these tasks.
 - b. Provide an explanation of technical approach or methodology to be used in providing on-call planning consulting services.
 - c. Include any additional information in this section.

PROJECT MANAGEMENT/FIRM EXPERIENCE

1. Background and experience of firm in performing this type of work including the costs of projects conducted and at least three client references.
2. Key personnel – Personnel résumés for each person in the project including the amount of time that person will commit to the project and the tasks that person will be responsible for and/or involved.
3. List of other projects currently underway or anticipated.

PROPOSAL BID FORM (See Appendix A)

CERTIFICATION (See Appendix B)

NONCOLLUSION AFFIDAVIT (See Appendix C)

PROPOSAL EVALUATION AND SELECTION

Proposals will be evaluated based on the following criteria:

Understanding of the Project Requirements

1. Objectives of the project.
2. Compliance with specifications.

Proposed Scope of Work

1. Responsiveness and thoroughness of proposal.
2. Appropriateness of technical approach.

Experience of Firm and Personnel

1. Experience with similar types of projects.
2. Personnel proposed to work on the project and availability and the qualifications of those individuals.

Past Performance

1. Past record of performance on contracts with the city, other governmental agencies or public agencies, and with private industry, including such factors as control of costs, quality of work, ability to meet schedules, cooperation, responsiveness, and other managerial and attitudinal considerations.
2. The firm's capacity to perform the work within the time limitations, considering the firm's current and planned workload.

Costs

1. Proposed rates for services.
2. Billing shall be based on time and materials. Please include your firm's billable hourly rate for the job description as listed above.

Appendix A

PROPOSAL BID FORM

In compliance with the Notice Inviting Sealed Proposals, the undersigned hereby proposes and agrees to provide all the work and services herein described and to furnish all labor, materials, equipment, services, incident insurance necessary in accordance with the requirements of the BOCC of the County of Shoshone, and the undersigned agrees to perform the work and services herein mentioned to the satisfaction of and under the supervision of the BOCC, and further agrees to enter into a contract in time, form and manner provided by law at the following prices with the understanding that the time within which the aforementioned work must be completed by the undersigned is the period ending in one year, starting from and after the date of execution of the contract agreement for **PROVIDING ON-CALL PLANNING & ZONING CONSULTING SERVICES.**

Bidder shall set forth below his/her proposed method for determining fees to be charged the County (i.e., hourly rate(s), milage, other passthrough expenses, etc.).

On-Call Planning Consulting Services:

Other Services/Costs:

ATTACH FEE SCHEDULE AS APPLICABLE

Appendix B
CERTIFICATION

The undersigned has carefully examined Request for Proposal documents pertinent to the referenced services, and further, being familiar with all other conditions affecting this proposal, hereby agrees to furnish all labor, materials, equipment, etc., required to complete said services outlined in the specifications and other documents at the prices quoted on the Proposal Bid Form.

Firm Name

Printed Name Title

Authorized Signature Date

Mailing Address

City State Zip Code

Telephone Number

Fax Number

NONCOLLUSION AFFIDAVIT

Proposer declares that the only persons or parties interested in this proposal as principals are those named herein; that no officer, agent, or employee of the County is personally interested, directly or indirectly, in this proposal; that this proposal is made without connection to any other individual, firm, or corporation making a proposal of the same work and that this proposal is in all respects fair and without collusion or fraud.

Note: This questionnaire constitutes a part of the proposal and signature on the signature portion of this proposal shall constitute signature of this questionnaire.

In case of discrepancy between words and figures, the words shall prevail.

The names of all persons, firms, and corporations interested in the foregoing proposal as principals as follows:

Pursuant to the requirements of Business and Professions Code Section 7028.15, the representations made in this bid are made under penalty of perjury.

The undersigned are prepared to satisfy the Board of County Commissioners of the County of Shoshone of their ability, financially or otherwise, to perform the contract for the proposed work and improvements in accordance with specifications set forth.

Company Name

Print Name

Title

Signature

Dated _____, 20____