



CITY OF MONTE VISTA

cityofmontevista.colorado.gov

95 1st Ave Monte Vista, CO 81144

Main Phone: (719) 852-2692 ~ Main Fax: (719)852-6167

March 15, 2023

Proposal Deadline: April 25, 2023 5:00 p.m.

REQUEST FOR PROPOSAL

Water Conservation Ordinance Creation

Monte Vista, Colorado

Introduction

The City of Monte Vista is seeking proposals from firms/individual consultants interested, experienced, and knowledgeable in assisting City Planners and Planning Commissioners in revising their Land Use Codes to create municipal codes to promote water conservation. The western United States is in a persistent drought and Monte Vista desires to standardize landscaping requirements that will encourage reduced turf coverage and low water use foliage.

The City Planner will be the primary liaison for this project.

Overview

Monte Vista is located in Rio Grande County in the San Luis Valley (SLV). It is primarily in the center of the SLV. Three Colorado State Highways, 15, 160, and 285, go through the City. The population is about 4,000 and we are looking to have new developments come into the city. The city staff participated in a Growing Water Smart workshop last year aimed at developing solutions to reduce the demand placed on the ground and surface water within the San Luis Valley. Monte Vista and other communities were offered a Technical Assistance Grant to move forward on projects that help conserve this precious resource.

Monte Vista has in past years issued annual ordinances directing which days certain residents could water their lawn. However, their landscaping ordinances were never designed to encourage reduced water usage, and the city would like to codify solutions in which we can accomplish this and enable us to retain our community feel. The City wants new homes and developments to embrace these solutions and create vibrant landscaping that fits the environmental realities that we are now faced with.

General Information

All work accomplished under the contract shall be in accordance with the federal, state, and City applicable laws and regulations.

Although every effort has been made to describe the scope of services fully, it is anticipated that changes may be required during the course of the contract. An amendment to the contract may authorize changes to the scope of work.

The goals for this project are as follows:

- Develop landscaping ordinances that: Separately address, but not limited to new and existing residential and commercial development, with more progressive landscaping requirements for new development
- Includes maximum turf allowances for new development
- Includes a preferred low-water and drought-tolerant plant list that is suitable for our cold winter climate and elevation (possibly a separate policy referenced in code)
- Specifies permanent, realistic, and mandatory watering restrictions
- Incorporates irrigations specifications.

Award contract: April 20th 2023

Timeline: June 2023-August 2023

The City of Monte Vista intends to select the consultant and execute an agreement on or before April 20th, 2023 and to begin work as soon as possible following selection.

Scope of work:

1. The consultant shall work with the City Planner and Planning and Zoning Commission to develop a better understanding of what has been done in other communities and has shown success in gaining community buy in and reduced friction during implantation. This can be conducted via ZOOM or in person, dependent on the consultant's preferences.
2. The consultant will create a code based on the conversation with the Planning and Zoning Commission and City Planner, incorporating best practices found through other communities and provide it back to the Commission for review.
3. The City will conduct the Public Hearings.
4. The City will provide any feedback from the public hearings back to the Consultant.
5. The Consultant will incorporate any desired changes into the Code and provide an ordinance ready for adoption and codification back to the City Planner.

Submittal: The submittal should include the following:

1. A cover letter of introduction.
2. Appendix A, Required Information Form.
3. A statement of qualification and relevant experience. Samples of previous work products may also be submitted.
4. A brief outline (maximum four pages) of your approach to accomplishing the scope of work.
5. A proposed budget for the project not to exceed \$15,000.

Other Applicable Requirements:

- **Withdrawal of Proposal:** Any proposal may be withdrawn at any time prior to the time fixed in the public notice for the receipt of proposals, only by written request for the withdrawal of the proposal filed with the City Clerk's Office. The request shall be executed by the proposer or his/her duly authorized representative. The withdrawal of a proposal does not prejudice the right of the proposer to file a new proposal. No proposal may be withdrawn after the time fixed in the public notice for the receipt of proposals.
- **Rejection of Proposal:** Failure to meet the requirements of the RFP may be cause for rejection of the proposal. The City may reject the proposal if it is deemed incomplete, contains irregularities of any kind, or is offered conditionally. The City reserves the right to reject any and all proposals without cause. The proposal is to be prepared in such a way as to provide a straightforward, concise delineation of the information requested. Proposals that contain false or misleading statements or which do not support an attribute or condition claimed by the proposer may be cause for rejection of the proposal. If in the opinion of the City, such information was intended to mislead the City in its evaluation of the proposal, it will be cause for rejection of the proposal.

Client Responsibilities:

The City of Monte Vista shall provide all available documentation to the consultant and make staff available on an as-needed basis. City Staff will schedule, coordinate and make all necessary arrangements for meetings conducted by the consultant during the course of this project.

The Schedule of payments will be outlined in the contract.

End Product and Deliverables:

Interested consultants/individuals are invited to submit an electronic copy of your RFP by 4:00 PM on April 15, 2023. The plan will be presented in a format and language that is user-friendly and easily comprehensible, and accessible to the general public. The consultant should make an effort to minimize the use of technical planning jargon.

Email: Dwayne Enderle, City Planner denderle@ci.monte-vista.co.us

Questions:

Questions or requests for additional information may be emailed to the City Planner.

Addendums: All questions will be posted on the city website one week before the submission deadline.

Availability of Funds: Funds are currently secured for the term of this project.

Selection Process:

The statement of interest, qualifications and performance information will be used to identify a qualified individual or firm to perform the services described in the Scope of Work. Responses will be scored on factors listed in the Scope of Work. The most qualified candidates will be interviewed either in person or by telephone conference call, and reference checks will be conducted. The City of Monte Vista reserves the right to reject any and all proposals. The successful consultant will execute a Professional Services Contract with the City of Monte Vista.

Water Conservation Ordinance Creation

Evaluation Criteria

EVALUATION CRITERIA (Total of 10 points)

Contract work shall begin when designated by City of Monte Vista Manager. The work shall include the following:

1. Information Gathering: (3 points)

The Consultant must:

- a. Become familiar with the City of Monte Vista's layout, geography and environment
- b. Have a plan to develop the watering and plant selection requirements outlined in the scope of work
- c. Gather solutions based on what has proven effective in similar communities

2. Analysis and Recommendations: (4 points)

The Consultant must:

- a. Communicate with City Planner and Planning Commission
- b. Work with the Planning and Zoning Commission to review solutions and communicate effectively on why these solutions worked
- c. Include update in monthly report

3. Codification Solutions (3 points)

The Consultant must:

- a. Identify and present draft recommendations
- b. Provide a complete ordinance ready for Adoption and Codification
- c. Provide a final report outlining the work conducted and any recommendations for the City Planner and Planning Commission considerations to go to the City Council

Water Conservation Ordinance Creation

Appendix A

REQUIRED INFORMATION FORM

1. Identity of offeror:

Name of Firm or Individual: _____

Address: _____

Email Address: _____

Telephone Number: _____

Colorado Tax # (if any): _____

Contact Person for Proposal: _____

2. Disclosure of any potential conflicts of interest

Please indicate any potential conflicts of interest including, but not limited to:

- Accepting an assignment where duty to the client would conflict with the Offeror's personal interests, or interests of another client.
- Performing work for a client or having an interest which conflicts with this contract.

(Please attach additional pages if necessary)

Signature

This page has been signed by a signatory with the authority to bind the Offeror. By signing this Signature Page, through the undersigned representative who has the authority to bind the Offeror, and by submitting a proposal, the Offeror agrees to perform the services required by such RFP and to adhere to all requirements, specifications, terms and conditions of the RFP. Offeror further agrees to be bound by this proposal for a minimum of 90 days from the date proposals were due.

Signed by:

Name (print) Signature

Title Date