

City of Laurel, Montana Planning Department Request for Proposals-Laurel Yellowstone City County Area Subdivision Regulations

The City of Laurel has received a federal Community Development Block Grant (CDBG) award in the amount of \$18,000 by the Montana Department of Commerce (MDOC) to update the Laurel Yellowstone City County Area Subdivision Regulations. Total project cost is budgeted at \$24,000. Payment terms will be negotiated with the selected offeror, in accordance with CDBG program administrative guidelines.

The update of the subdivision regulations must meet the requirements of Montana State law and all related statutes. The work activities includes holding and facilitating several public hearings and additional meetings as necessary in Laurel, Montana, and include providing the final product both in one (1) printed and one (1) electronic copy form.

To meet the deadline for consideration, proposals must be received **via e-mail only** no later than **5:00 P.M., MDT, Friday, June 3rd, 2016. Mailed or hand-delivered proposals will not be accepted.** The e-mail address for all proposals is: hjensen@laurel.mt.gov. Please clearly indicate "CDBG City Planning Consultant Services Proposal-Subdivision Regulations" in the subject line of the e-mail.

A copy of the complete RFP can be downloaded at www.laurel.mt.gov. Please refer all questions to the City of Laurel, Attention: Heidi Jensen, Chief Administrative Officer, telephone: (406) 628-4796. E-mail: hjensen@laurel.mt.gov

1. Purpose of the Request for Proposals
2. Evaluation of RFP Responses

The City will evaluate proposals based on an established ranking system. The City may conduct interviews with one or more respondents and then may select the highest ranked applicant. The award will be made to the agent whose proposals are deemed most advantageous to the City, all factors considered. Final terms and conditions of the agency relationship will then be negotiated.

Respondents will be evaluated according to the following factors:

1. Quality of the proposal; 20%
2. Qualifications, experience and understanding of subdivision administration in Montana 25%
3. Previous work experience rewriting subdivision regulations 30%
4. Familiarity and previous or current work with the City of Laurel 25%

Statements of Qualifications must include (not to exceed 12 pages, Including Cover Letter)

1. Individual or firm's legal name, address, telephone number, fax number, web site (if any), and e-mail address;
2. Statement of experience and qualifications of the individual, firm and firm's staff;
3. Demonstrated familiarity with the City of Laurel Subdivision Regulations;
4. Demonstrated familiarity with the State statutes regarding subdivisions;
5. Statement and examples regarding any work, past or present, provided to the City of Laurel;
6. A description of the firm's current work activities and how these would be coordinated with the project.
7. A proposed work plan and schedule for activities to be performed.
8. Three professional references and full contact information for the listed references and;
9. Two examples of work produced under similar contracts.

The selection of finalists will be based on an evaluation of the written responses. Interviews will be held with the top-ranked firms. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the City of Laurel, all factors considered. Unsuccessful offerors will be notified as soon as possible

Respondents may review the CDBG application which includes a description of the proposed services including activities, budget, schedule, and other pertinent information by visiting the City of Laurel Planning offices during regular office hours. A copy of the application is also available for review at the offices of the Community Development Division, Montana Department of Commerce, 301 S. Park Avenue, P.O. Box 200523, Helena MT 59620-0523.

Consistent with the requirements of Section 3 of the Housing and Community Development Act of 1968, CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG- assisted project will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in or substantially owned by residents of the project area will be utilized. Disadvantaged business enterprises (DBE's) are encouraged to apply.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the City of Laurel reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.