



CITY OF CODY
WYOMING

Nancy Tia Brown
MAYOR

Samuel P. Krone
Jona Vanata
Charles Cloud
Steve Miller
Jerry Fritz
Stan Wolz
COUNCIL MEMBERS

C. Edward Webster II
MUNICIPAL JUDGE

Andy Whiteman
CITY ADMINISTRATOR

1338 Rumsey Avenue
P.O. Box 2200
Cody, WY 82414

(307)527-7511
FAX (307)527-6532

REQUEST FOR PROPOSAL

CITY OF CODY, CODY, WYOMING MASTER PLAN UPDATE

I. Introduction

The Planning, Zoning and Adjustment Board of the City of Cody, Wyoming (Board) is soliciting proposals for professional services (Consultant) to assist the Board in updating its 1997 Master Plan. The updated plan will serve as a guide in considering policy changes, land use planning, budget preparation and capital improvement planning for the City of Cody future. It is anticipated that work will be during the month of November 2009 and that the finished product will be ready for adoption by the Planning, Zoning and Adjustment Board at a public hearing during the spring of 2010. A written outline with a fixed fee amount for required planning tasks will be received by Kathaleen Spencer, City Planner, at 1338 Rumsey Avenue, Cody, Wyoming 82414, no later than 4:00 PM on October 1, 2009. Finalists will be invited to review their proposals in a meeting with a sub-committee of the Master Plan Committee.

II. Background

The City of Cody, located 52 miles east of Yellowstone National Park, was incorporated in 1901. Since that time the city has grown into the thriving western community it is today. Cody's growth has been steady over the past 20 years, illustrated by the 1990 Census population of 7,897 and a 2000 Census population of 8,835. The 2008 US Census Bureau population estimate for Cody is approximately 9,309. After decades of above average growth Cody has a strong economic and residential base and it now needs to decide how to best supplement, strengthen and preserve the existing base while continuing to have an expanding and vital economy. Cody must consider the impacts, benefits and opportunities of future growth, infill development, affordable housing, environmental considerations, benefits and opportunities of year around destination tourism for the local economy.

III. Scope of Service

The following outline is offered to describe the general extent of services to be provided by the Consultant. The Consultant is expected to provide all information required by WY Statutes 15-1-503. This outline is not necessarily all-inclusive and the Consultant shall include in the proposal any tasks and services deemed necessary to satisfactorily complete the project.

A. Task 1 – Master Plan Preparation

1. Executive summary – Provide an Executive Summary of the 2010 Master Plan Update.
2. Vision Statement(s) – Provide a section which provides the vision of the 2010 Master Plan Update and directs what Cody should become in the year 2020. The Consultant will utilize the Cody 2020 Vision Statements an update of the Vision 1997 Report. The Vision shall direct all other sections of the Master Plan.

3. Update the contents of the current Master Plan including:
 - i. Community Character
Setting goals to maintain and create attractive commercial areas indicative of Cody's western history and heritage.
 - ii. Land Use
Utilize the existing land use data to determine future annexation possibilities, the needs for residential subdivisions and neighborhoods, rural residential considerations, agriculture preservation, and airport compatibility.
 - iii. Business Districts
Updating the goals for the central business district, expansion of the core downtown retail district and outlying business centers
 - iv. Parks and Open Space
Determine future needs for public parks and pathways throughout the city utilizing the Cody Parks and Pathways publication.
 - v. Circulation
Update the Streets Master Plan and develop new goals.
 - vi. Public Utilities & Services
Consider standards for permitting new and current customers to attach wind and solar energy collection devices to the existing grid.
 - vii. Housing
Examine the results of a forthcoming Housing Needs Assessment and work with an existing volunteer committee to set goals for future housing needs.
 - viii. Economic Development
Work with Forward Cody to determine appropriate goals for the City to include in the Master Plan Update.
 - ix. Environmental Awareness
Identify options and goals for financing and implementing awareness campaigns and requirements for recycling, composting, "green" construction products and methods, alternative energy options (i.e. wind, solar, geothermal), reducing or eliminating the use of plastic bags by retailers.
 - x. Resource Inventory and Analysis
Update population, construction, and employment trends and inventories for parks and recreation, street system, utilities systems (water, sanitary sewer, electric service, solid waste, natural gas, and communications), land use and Yellowstone Regional Airport.
4. Implementation strategies are necessary for obtaining the Vision of the Master Plan and should be provided for all relevant sections and may be integrated into the sections or included as a separate section.
5. Other topic areas as deemed appropriate by the consultant and/or the Master Plan Committee.

IV. Public Participation

Public participation will be vital to the success of the master plan. During the preparation process, which is expected to take approximately nine months, citizen committees will be created to provide input and review specific chapters of the master plan. As each chapter reaches preliminary draft, the Board will hold a public hearing on the chapter to solicit comments. In addition, each chapter draft will be put on the City's website for review by the public. The Consultant will also be responsible for making a presentation to community service and social clubs. When all chapters have been completed, a final set of 1-2 hearings will be scheduled for adoption of the plan.

The Consultant is encouraged to suggest additional methods of public participation or an alternative method based on their experience.

It is expected that there will be at least one extended charrette or visioning exercise. The successful consulting team will likely have members with excellent visual graphic and speaking skills in order to engage the community at the charrette as well as in the regular meetings and workshops.

V. City of Cody Staff Involvement

The City Planner and other municipal staff will be closely involved with preparation of the Master Plan, and will be able to provide current data from the City's AutoCAD/GIS, building permitting data base, US Census and Park County employment statistics, and more. It is important that the cost of this Master Plan update is responsive to the economic times we are experiencing and in order to assist in that regard, the City is prepared to contribute staff time for information gathering and preparation of plan documents, public meeting scheduling and set-up, etc.

VI. Proposal Submission

All responses to this RFP must be received in a sealed envelope and clearly marked "CITY OF CODY MASTER PLAN PROPOSAL" by 4:00 PM on October 1, 2009 to be eligible for consideration. Proposals shall be submitted to:

Kathaleen Spencer, City Planner
City of Cody
1338 Rumsey Avenue
Cody, WY 82414

The proposal and the bid price (including cost estimates and hourly rates, see Section X) should be submitted in separate sealed envelopes. Please submit ten (10) copies of the RFP response and one (1) sealed bid price with your submission. The City of Cody will be employing a quality based selection process, and will not open the bids until all of the proposals have been review for their quality.

VII. Revisions to the Request for Proposal

If it becomes necessary to revise any part of the RFP, an addendum will be sent to all those who received the original document.

VIII. Limitations of Liability

The City of Cody assumes no responsibility or liability for costs incurred by Proposers in responding to this RFP or in responding to any further request for interviews, additional data, etc.

IX. Materials

The Consultant will be responsible for providing all necessary materials including drafts of the Master Plan at Master Plan Committee meetings, workshops and charrettes. The Consultant shall provide the City with on (1) PDF version and one (1) editable version of documents and maps. The software packages used will be agreed to prior to any work being produced. Maps should be developed for easy integration into the City's GIS which is AutoCAD based.

X. Format for Proposals

Proposers are requested to be concise and proposals should include, in order, the following:

- A. Letter of Transmittal;
- B. Executive Summary;
- C. Brief organizational profile, including background and experience of the firm;
- D. Previous project summaries, including reference contact information, for a minimum of three (3) projects which are similar in scope to the project described herein which demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included. (The City reserves the right to contact any references provided herein or otherwise obtained);
- E. Proposed Operation Plan and potential Project Schedule including an explanation/discussion of technical approaches and a detailed outline of the proposed services for executing the requirements of the Proposed Scope of Service (please note that the final master plan document as well as all maps and supporting information is expected to be delivered in both hard copy and electronic format);
- F. Project management including:
 - i. Project organization chart including key staff to be assigned
 - ii. Location of office form which the management of the project will be performed

- iii. Summary/matrix of key personnel's shared project experience
- G. Appendices: Resumes of person(s) who will be performing the work.
- H. Cost estimates and typical billing rates **(In a separate seal envelope)**:
 - i. Proposers are urged to provide a Matrix for the Project, showing hours by classification (i.e. Principal, Project Manager, etc.) for the tasks identified in the proposal. A schedule of billing rates by classification, etc. is also desired.

XI. Signature / Certification

The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day period from opening. The proposal shall also provide the following information: name, title, address, telephone number and email address of the individual(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

The proposal must contain an appropriately completed certification as attached in Appendix A.

XII. Right to Reject Proposals and Waive Informalities

The City reserves the right to reject any or all proposals, to waive any nonmaterial irregularities or information in any RFP, and to accept or reject any item or combination of items.

XIII. Proposal Evaluation and Selection

Proposals will be reviewed using a quality based evaluation process. The City Planning staff, along with the Master Plan Committee will evaluate each proposal based on the documentation requested herein, utilizing criteria, which includes, but is not necessarily limited to or in the order of, the following:

- A. The proposal's responsiveness to the RFP (format, capabilities, work program, approach, clarity, ability to meet proposed schedule, etc.);
- B. Apparent specialized experience and technical competence of the firm and its personnel in the required disciplines, including a thorough knowledge of the legal, federal, state and local land use statutes and regulations;
- C. The qualifications and experience of personnel committed to the project;
- D. The proposal's unique ideas or creativity shown.

Once the highest quality proposals have been identified, the staff will contact and schedule interviews of selected firms with the Master Plan Committee. The Staff and Committee will recommend to the Planning, Zoning and Adjustment Board the highest ranking firm for selection.

Prior to making recommendation to the Planning, Zoning and Adjustment Board, the Staff and Master Plan Committee will open the separate envelope containing the bids. The Staff and the Master Plan Committee reserve the right to hold a second interview with firms to discuss the bid price and negotiate the bids with prospective consultants prior to making a recommendation to the Planning, Zoning and Adjustment Board.

APPENDIX A

CERTIFICATIONS

The undersigned certifies that the proposer has not given, offered or agreed to give any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for services;

The undersigned declares that no person in the employ of the City is pecuniary interested in this proposal or in the contract for the work which is proposed to be done;

The undersigned certifies that no consultant to, or subcontractor for, the proposer has given, offered, or agreed to give any gift or contribution or offer of employment to the proposer, or any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the proposer.

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club, other organization, entity, or group of individuals.

SIGNATURE

Date: _____

Signature of Proposer: _____
(Owner/Proprietor/Authorized Representative)

Print Name: _____

Business Name: _____

Business Address: _____

