

June 23, 2008

Request for Qualifications — Planning Consultant Services

Lolo Regional Plan Review, Revision, Implementation, and Public Process
Missoula County, Montana
Missoula County Rural Initiatives

Submittal Deadline: 5:00 PM, Mountain Standard Time, July 16, 2008

Project Overview

Missoula County requests statements of qualification from planning firms for a project that will include revising the Lolo Regional Plan (an amendment to the Missoula County Growth Policy covering a portion of the County); drafting measures to implement the Plan; developing and facilitating public process; and guiding the plan and implementation through governing body review.

Most of the Lolo area and northern Bitterroot Valley is unzoned, or is zoned to reflect existing uses. Area residents who are concerned about increasing development in their valley have requested assistance from the County in the form of a review of the overall Growth Policy for the area, recommendations for revisions to the Growth Policy, and development of possible zoning to reflect the revised policy. A four season destination resort is proposed in the valley, but a development proposal for the property has not yet been filed. Applications for state water and sanitation permits, as well as access permits to Highway 93, which bisects the property, are in process. Infrastructure that does not require local review in the state of Montana is also continuing to be built. Other issues in the planning area include general increased residential growth due to proximity to Missoula, gravel mining operations, and the liquidation of Plum Creek Timber land. In addition, there is a jurisdiction-wide planning and zoning effort underway in Ravalli County to the south.

Missoula County wishes to initiate a land use planning process that would result in an amendment to the Growth Policy followed by implementation designed to protect valuable conservation resources while concurrently directing growth into appropriate areas. The ultimate outcome would direct potential development in the area in a manner that also complements the land use planning process occurring in Ravalli County.

The project's objective is to provide a legally defensible, scientifically justified, and politically acceptable land use plan that is implemented through zoning. Other policy implementation methods that may result from this land use planning process include land purchases, land transfers, or procurement of conservation easements in areas of high resource value.

Extensive public involvement in this project is integral to its success. Significant resources will be devoted to engaging citizens, state legislators and county elected officials. In addition, various citizen groups (Lolo Watershed Group, Lolo Community Council, Florence-Carlton and Lolo school/fire districts, Lolo Sewer and Water Board, Lolo Community Club, et. al.) and state-federal agencies (USFS; Fish, Wildlife and Parks; Department of Environmental Quality; etc.) will be targeted for participation in a series of public meetings designed to identify and meet the challenges facing this rapidly growing portion of Missoula County.

Scope of Services

Missoula County wishes to engage the services of a professional planning firm for tasks including:

1. Conduct a series of initial public scoping meetings, and/or other assessment activities, and prepare a summary of the findings
2. Develop and facilitate a program to engage the public in revising the Lolo Plan to address identified issues
3. Based on the issues to be addressed, identify specific areas in the Lolo Plan where revisions will be needed
4. Conduct data collection, assessments, or evaluations needed to revise the Plan
5. Draft revisions to the Lolo Plan's text and land use designation maps
6. Identify measures to implement the plan and prepare concurrent regulatory documents, where appropriate
7. Present the plan and implementation to Planning Board and the Board of County Commissioners for review and adoption.

The firm will work closely with Rural Initiatives and other County staff, as well as coordinate activities with Ravalli County as appropriate. The project is intended to be completed within one year. A detailed scope of work will be established during contract discussions with the successful applicant.

The consultant's qualifications and skills to carry out the project should include:

- Demonstrated ability to create and facilitate an appropriate public process to aid in the development of a land use plan and implementation in collaboration with Rural Initiatives staff, the Board of County Commissioners, and other entities
- Practical experience facilitating planning in rural areas including lands with natural resources value, agricultural lands, and other open lands as well as small town design
- Policy writing, code writing, and mapping expertise
- Demonstrated ability to develop appropriate land use planning implementation tools for a rural area facing similar issues as the Lolo and North Bitterroot Valley
- An ability to complete projects such as a comprehensive plan update and development of implementation tools, including zoning for rural areas, through governing body review.

Consultant Selection Process

Missoula County will review statements of qualification from interested firms/teams and invite the firms/teams that the County determines to be the most qualified to participate in interviews with a consultant selection committee. The selection committee will conduct the interviews and rank the firms based upon their qualifications.

This procurement involves a negotiated professional services contract. As such, the County will negotiate with Respondent throughout the procurement to get the best price and business terms. The County will consider all cost and business terms to be negotiable.

Missoula County will negotiate a contract, including a detailed scope of work, budget and schedule, with the firm that the County determines to be most qualified. In the event a contract cannot be negotiated with the most qualified firm, Missoula County will terminate negotiations and negotiate a contract with the firm determined to be next most qualified.

Anticipated Timeline for Acquisition of Planning Consulting Services

July 16, 2008 – Deadline for submittal of RFQ

July 28, 2008 – Interviews scheduled with successful RFQ applicants

August 4, 2008 – Interviews complete and most qualified firm selected

August 15, 2008 – Contract negotiations complete

August 20, 2008 – Contract in place

Submittal Requirements

The following qualification information must be submitted:

- *Contact information.* Name, address, and phone number of the consulting firm.
- *Form of organization.* Whether firm is a partnership, corporation, or sole proprietorship, where it is organized, and the names of principals, officers, and directors of the firm.
- *Key personnel.* Names of key personnel, their respective titles, proposed roles on the project team, experience, and periods of service with the firm.
- *Statement of qualifications.* A narrative or other statement by the firm of its understanding of growth issues in Missoula County, the Lolo area, and the Bitterroot Valley, its understanding of public involvement on growth issues, the firm's general approach to the proposed project, the firm's experience in land use planning and regulatory projects, and the firm's qualifications for the proposed project.
- *Availability.* A brief statement of the availability of key personnel of the firm to undertake the proposed project.
- *Project list.* List of similar/relevant projects completed by the firm.
- *References.* Names and telephone numbers of persons whom the agency can call for references regarding the firm's past performance, preferably on similar projects. Please identify the roles of the proposed key personnel on any similar projects that are listed.

Note: The County reserves the right to reject any or all proposals if it determines that the proposals are not responsive to the RFQ or if the proposals themselves are judged not to be in the best interests of the County. The County may request firms submitting proposals to make presentations as part of the evaluation process. The County reserves the right to request any firm submitting a proposal to clarify its proposal or to supply additional information necessary to assist the County in its selection.

Submission Deadline and Contact Information

Qualification information may be provided in any manner you may deem appropriate and must clearly delineate your ability to successfully complete a project of this type. The deadline for submission of qualifications is 5:00 P.M., Mountain Standard Time, July 16, 2008. Seven (7) copies of the statement of qualifications must be submitted to the address below. Late submittals will NOT be accepted.

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