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Request for Proposals

Project Name: Land Use Code Update

RFP Published: February 11th, 2022

Submission Period Begins: March 14th, 2022

Proposal Due: March 25th, 2022 Close of Business 5:00 PM MDT

Owner: Hildale City
320 East Newel Ave
Hildale City, UT 84784

Hildale City reserves the right to reject any or all proposals received for any reason. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

Hildale is a community that was settled by pioneers for agriculture in the mid-1800s along the Utah/Arizona Border in eastern Washington County. The community lies in the Short Creek Valley and the Arizona Border separates the city from neighboring Colorado City. Hildale and neighboring Colorado City share many services, resources, and infrastructure. Hildale City incorporated in 1963.

Due to the 2017 change to the Utah code 10-9a-306. Land use authority requirements -- Nature of land use decision, Hildale City is looking for a qualified organization to modernize our city's code with "plain language" updates and to incorporate the City's growth and development philosophy in any updated codes.

SCOPE OF WORK

Project requirements should complete the following project requirements within nine (9) months of initiating an agreement:

- Update the Hildale City Land Use Code with plain language updates in accordance with Utah code 10-9a-306.
- Work with City staff to incorporate Hildale City Council's development and growth philosophy into the Land Use Code
- Work with City Staff to develop a General Land Use Map and facilitate presentations to the City Council and the Public, as well as, incorporating the Council's direction and feedback
- Work with City staff to ensure updates are consistent with Hildale City's general plan, the will of the City Council and the character of the community.
- Work with City staff to present and communicate changes to Hildale City's Council and the community through online and printed materials, as well as, in person presentations at designated public meetings

Chosen provider shall work under the direction of the City Manager or their designee.

Qualified Applicant Requirements

Qualified applicants shall, at the very minimum, meet the following requirements:

- Current staffing to complete the scope of work within the allotted time

- Specialize in Municipal Land Use Code
- Previous experience in drafting and/or updating municipal codes
- Three recommendations from previous municipal clients

Ideal Applicants will possess the following:

- Have extensive knowledge of Utah's Land Use Codes
- Expertise in modern land use development in rural areas
- Experience in modeling, evaluating and/or analyzing healthy economic conditions & growth that reduces sprawl, and encourages incremental development
- Recommendations from municipalities of middle-to-lower income rural communities
- Be a 501c(3) or otherwise qualified non-profit

Content of the Proposal

In order for your proposal to be considered provide the following:

- Description of company/organization
- Description of approach to the Scope of Work
- Resumes of key personnel
- Description and documentation on how your company/organization can meet the minimum qualified applicant requirements
- Description on how your company/organization possesses the ability to become an ideal applicant or simply note it does not meet an ideal applicant criteria
- Copies of current business license, and insurance or other proof of indemnification
- Description of any litigation your company/organization has been involved in as a plaintiff or defendant with another municipality within the last five (5) years
- Estimated project cost and/or hourly cost for project related services

** If bidder utilizes third parties for completing RFP requirements, list what portion of the RFP will be completed by third parties and the name, if known, of the third party. **

Hildale City reserves the right to reject, any and all, proposals for any reason. Proposals lacking required information may not be considered. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA §63G-2-309, as amended. The award of contract is subject to approval by City Council.

Submission & Selection Process

The submission process will proceed as follows:

1. The RFP will be published on February 11th, 2022 applicants are encouraged to submit a Notice of Intent (NOI) with the following information prior to the Submission Period.
 - a. Name of Company & Description of Company
 - b. Contact Information for Applicant
 - c. Statement of Intent to Apply
2. Submission Period will be begin on March 14th, 2022 and remain open for ten (10) calendar days.

- a. Questions may be submitted to manager@hildalecity.com, harrisonj@hildalecity.com before and during the submission period and will be published with their answer on hildalecity.com and emailed to the distribution list generated from the NOI with one (1) business day of submission.

The selection process will proceed on the following schedule:

1. Proposals will be due on March 25th, 2022 and must be delivered electronically to manager@hildalecity.com, harrisonj@hildalecity.com by close of business, 5:00 PM Mountain Daylight Time, on the due date. If you wish to also send sealed physical copies, they may arrive up to five (5) calendar days after the Due Date.
 - a. Physical Sealed Copies must be mailed or delivered as follows
 - i. ATTN: Hildale City Recorder
P.O. Box 840809
320 East Newel Ave
Hildale City, UT 84784
2. Proposals will be reviewed by staff and clarifications may be requested for seven (7) days after the due date. Staff may contact applicants to discuss the content of the proposals and/or prices listed. Staff may not accept proposals due to failure to complete the requirements listed in the Content of Proposal. Applicants whose proposals were not accepted may appeal that decision in accordance with the procurement rules found in Addendum A.
3. Hildale City will convene a three-member review board comprised of senior appointed officials/staff during the review period to end on April 1st, 2022
4. The selection committee will choose and notify all applicants of their recommendation to the City Council and the recommendation will be forward to the next regularly scheduled City Council selection for review and approval. Date and time of that Council Session will be sent to the chosen applicant and to all accepted applicants
5. Applicants whose proposal was accepted but not chosen may appeal in accordance with the procurements rules in Addendum A

Contact Information

Questions regarding this RFP may be asked to the following:

Harrison Johnson

Deputy City Manager for Special Projects

harrisonj@hildalecity.com

Office: 435-874-2323; Mobile: 402-350-3281

Athena Cawley

Hildale City Recorder

Recorder@hildalecity.com

Office: 435-874-2323

Eric Duthie

City Manager

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