



COUNTY OF CANYON
REQUEST FOR PROPOSALS (RFP)
FOR A COMPREHENSIVE PLAN CONSULTANT

Issued By:

BOARD OF COUNTY COMMISSIONERS

Submit Proposals to:

Board of County Commissioners
1115 Albany Street
Caldwell, Idaho 83605
Telephone: (208) 454-7507
Fax: (208) 454-7336
bocc@canyonco.org

Proposals must be received by 8:30 a.m. on September 21, 2018

Return in a sealed envelope marked:
"Request for Proposals for a Comprehensive Plan Consultant"

Proposals received after said time/date will be returned unopened.

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I. INTRODUCTION

Notice is hereby given that Canyon County, Idaho, is requesting proposals for the provision of a Comprehensive Plan Consultant. The Request for Proposals ("RFP") is intended to serve as a tool by which to evaluate proposals from vendors qualified to provide such services as they pertain to the needs of the County. This RFP may also serve to formalize negotiations to enter an Agreement with the chosen provider or providers, if any. **YOU MUST CAREFULLY READ THIS RFP AND FOLLOW THE INSTRUCTIONS CONTAINED IN IT. YOUR FAILURE TO READ AND CAREFULLY FOLLOW THE INSTRUCTIONS MAY CAUSE THE COUNTY TO REJECT YOUR PROPOSAL.**

This is a Request for Proposals, and is not an Invitation for Bids.

The projected beginning date of the services for which proposals are being request is October 1, 2018. This project is being directed by:

Canyon County Development Services Department
Patricia Nilsson, Director
111 N. 11th Ave. Room 140
Caldwell, ID 83605
Email:pnilsson@canyonco.org
Telephone: (208) 454-6634

The County's selection, if any, will be based on the Proposer's RFP response and ability in that response to demonstrate its capabilities to meet the needs of Canyon County. Canyon County will evaluate the Proposers based on, but not limited to, the following:

- Responsiveness to the RFP Requirements;
- The ability, capability and skill of the Contractor to perform the contract to provide the services required;
- Preference will be given to Proposers with a knowledge of Canyon County;
- References of the Contractor;
- Options and flexibility;
- The character, integrity, reputation, judgment and efficiency of the Contractor;
- The quality of performance of previous contracts or services;
- The number and scope of the conditions attached to the proposal;
- The proposing firm, its principals and subcontractors are current on all obligations to Canyon County;
- Other factors, as deemed important, in the County's sole discretion.

The following information must be submitted as part of your proposal:

- Acknowledgement of receipt of all RFP addenda, specifically referencing each addendum by date;
- Completed Proposal Form;

- Completed Basic Information Form;
- Completed Non-Collusion Affidavit;
- Completed Background Questionnaires;
- Responses to all requirements of this RFP and addenda;
- References; and
- Resumes of company executives and project managers.

Any proposal that does not provide a response to each of the required sections may be rejected as nonresponsive.

A. Project Overview and Scope

Canyon County is seeking written Requests for Proposals (RFP) from qualified consulting firms for professional services to perform a Comprehensive Plan Update. The Comprehensive Plan will be completed with input from the Board of County Commissioners, Planning and Zoning Commission, Development Services Department staff, and interested citizen stakeholder groups. It is envisioned that the development of the Comprehensive Plan Update will include several public meetings to gather input from citizen stakeholder groups and present ideas prior to adoption of the plan—a primary responsibility of the selected consultant will be to manage these meetings. Canyon County’s Development Services Department will provide all mapping and other direct costs to support the project.

Selected Proposer, if any, will assist Canyon County in evaluating its existing Comprehensive Plan and goals; assessing the County’s current conditions including demographics, land use, transportation, design and community character; and developing projections for future growth according to the criteria in Idaho’s Local Land Use and Planning Act (specifically, Idaho Code § 67-6508 (a) thru (q)). Canyon County’s current Comprehensive Plan can be downloaded in the “Links” tab at the Development Services Department webpage (<https://www.canyonco.org/elected-officials/commissioners/development-services/>).

Canyon County has continued to experience population growth since the adoption of its last Comprehensive Plan in 2011. Canyon County is located in the southwest portion of the state of Idaho in the fast growing Boise Metropolitan Statistical Area. In 2017, the US Census estimated Canyon County to have a population of 216,699 people. Agriculture is important to Canyon County’s economy and one component of the update will be to identify goals and objectives to avoid disruption of the agriculture economy due to population growth.

B. Selection

The County will rank proposals in order of preference pursuant to the County’s criteria contained within this RFP at Section III, subsection E. At the discretion of the County, interviews may be conducted with top ranked proposers to aid in distinguishing the proposals prior to selection.

C. Scope of RFP

This RFP contains the instructions governing the requirements for submission of proposals by interested parties, the materials to be included therein, the other requirements that must be met, and the Proposer’s responsibilities before and after installation.

REQUEST FOR PROPOSALS

Canyon County Comprehensive Plan Consultant

D. Time

All references to the hours of a day shall refer to Caldwell, Idaho time.

E. Procedure

Sealed proposals submitted pursuant to this RFP must be received by the office of the Board of County Commissioners, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho, 83605, no later than **8:30 a.m. on Friday, September 21, 2018**. Four (4) paper copies of the proposal and one (1) digital “pdf” copy must be supplied at the time of submission. Late proposals will not be accepted, opened, or considered. Each proposal shall include the legal name of the Proposer and a statement indicating whether the Proposer is a sole proprietor, a partnership, a corporation or other legal entity, and shall be signed by the person or persons legally authorized to do so.

F. Pre-Proposal Protest/Question/Clarification Process

1. Protest of RFP Requirements, Standards, Specifications, or Process

Any Proposer who wishes to protest the requirements, standards, specifications, or process outlined in this RFP may submit a written, signed notification to the Clerk of the Board of County Commissioners, via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or by email at bocc@canyonco.org, to be received no later than **5 p.m. on Friday, September 8, 2018**. No facsimile protests will be accepted. The notification shall state the exact nature of the protest, describing the location of protested portion or clause in the proposal document and explaining why the provision should be struck, added, or altered, and contain suggested corrections. The Commissioners may deny the protest, require that the proposal be modified, modify the proposal, and/or reject all or part of the protest.

2. Questions and Clarifications

Questions or clarifications to the RFP will be considered only if they are submitted in writing and received by Clerk of the Board of County Commissioners via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or via email at bocc@canyonco.org no later than **5 p.m. on Friday, September 8, 2018**. No facsimile questions or clarifications will be accepted. All clarifications and answers will be addressed as a written addendum to the proposal. No verbal clarifications or answers will be binding on the County or the Proposer.

G. Proposer’s Costs

Costs for preparing and presenting proposals are entirely the responsibility of the Proposer and shall not be chargeable to the County.

H. Delivery to County

It is the Proposer’s responsibility to ensure that proposals are received on time. No facsimile or emailed proposals will be accepted.

I. Calendar of Events

The follow is a schedule of events concerning the proposal process: (Note: Unless specifically provided otherwise, all events will take place in the Commissioners’ Meeting Room on the first floor of the Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho 83605).

- 1. Distribution of RFP.....**Monday, August 27, 2018, at 9 a.m.**
- 2. Publication of Legal Notice..... **August 30, 2018 and September 6, 2018**
- 3. Pre Proposal Conference.....**Wednesday, September 8, 2018 at 3 p.m.**
- 4. Questions/Clarifications and/or Written Objections to Specifications and/or Procedures Due.....**Friday September 8, 2018 at 3 p.m.**
- 5. Addendum No. 1.....**Tuesday, September 11, 2018 at 9 a.m.**
- 6. Proposals Due.....**Friday, September 21, 2018 at 8:30 a.m.**
- 7. Proposals Opened.....**Friday, September 21, 2018 at 9 a.m.**
- 8. Selection Process Begins.....**Monday, September 24, 2018.**
- 9. Board Notice of Intent to Award Contract (tentative)
.....**Friday, October 5, 2018 at 9 a.m.**
- 10. Objections to Award (due within seven days of award; tentative)
.....**Friday, October 12, 2018 at 3 p.m.**

J. Acceptance and Rejection of Proposals

The County reserves the right to reject any or all proposals, or any part thereof, to accept the proposal that is in the best interest of the County, as determined by the Board of County Commissioners. The County’s decision shall be final in all respects. The County’s waiver of a minor defect shall in no way modify the RFP or excuse the Proposer from full compliance with its specifications. The County reserves the right to let separate contracts on any aspect of the Project.

Proposals that contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the Proposer, may be rejected. If, in the opinion of the County, such information was intended to mislead the County in its evaluation of the proposal, such proposal shall be rejected.

K. Disclosure of Proposal Information

As provided in the RFP, discussions may be conducted with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for award. After the opening of the proposals by the County, the proposals, except for financial information deemed confidential by the Proposer, shall be considered “public records” as defined in Idaho Code § 74-101 and shall be available, if requested, for public inspection pursuant to Idaho Code § 74-102. The proposer must separately seal any financial information the Proposer deems confidential, and by submitting a proposal agrees to indemnify and hold harmless Canyon County for barring this confidential material from public inspection.

L. Signature of Proposer’s Agent

Each proposal and any clarification to that proposal shall be signed by an officer of the Proposer company or a designated agent empowered to bind the firm in a contract.

II. PROPOSER INFORMATION

We are seeking a proposal that best meets the needs of the County as stated in this RFP. The various sections of this RFP are intended to provide each potential Proposer with the opportunity to document/demonstrate its qualifications and the suitability of its proposed solution to the County's identified need.

Proposals must adhere to the structure outlined in the RFP. Proposals that do not adhere to the structure may be disqualified from review.

The structure of the proposal shall be as follows:

A. Cover Letter

1. Use your firm's letterhead. Address the cover letter to:
Board of County Commissioners
Patricia Nilsson, Director
Development Services Department
Canyon County Courthouse
1115 Albany Street
Caldwell, Idaho 83605
2. Identify the submitting firm by name, main business office, field office conducting work (if applicable), and contact person.
3. Identify the firm's parent corporation by name and business location. If the firm has no parent corporation, state that this is the case. State whether you have read the RFP and are prepared to comply with contractual requirements.
4. Include a brief statement of the firm's understanding of the work to be accomplished.
5. Prove any additional explanatory information you believe will be necessary or helpful.
6. Signature of Company Principal authorized to sign contracts.

B. Table of Contents

C. Overview of Firm

1. Briefly summarize the history of your firm.
2. Describe the management structure of your firm. If it is responsible to a board of directors, include their names.
3. Disclose any claims or unresolved claims currently ongoing or pending, and/or any potential or anticipated litigation.

D. Contractor Financial Report

The Proposer must provide a copy of its most recent corporation annual report. If no annual report is available, the Proposer must provide the latest audited financial report prepared by a certified public accountant. In no case shall the Proposer's accounts payable be in arrears greater than thirty (30) days. If this information is considered confidential by the Proposer it will be clearly labeled as such and presented in a separate sealed envelope with the RFP response package. See Section I. L. (Disclosure of Consultant Confidential Information) of this RFP.

E. Experience

Describe the expertise your firm has to provide consulting services for a comprehensive plan. Please include a short discussion of technical qualifications, awards, publications, studies, typical projects, etc. that demonstrate a thorough knowledge and professional competence.

F. List of Similar Contracts

Describe local, regional or national projects of a similar size and scope in which the Proposer has been involved.

G. Customer Reference List

The Proposer will provide a list of customers who have used your services. Customers on each Proposer's list (and any other the County may select) may be contacted. The customers will be interviewed in multiple areas including but not limited to the ability, capability, and skill of the Proposer to perform the contract or provide the services required, the character, integrity, reputation, judgment and efficiency of the Proposer. The majority of the customers must respond positively in order for the Consultant to be successful in this portion of the valuation.

Please provide references, names, addresses and phone numbers of firms that have dealt with designated team individuals on at least three (3) other similar projects.

H. Proposer's Staff

Identify the specific qualifications of the people who will actually perform the project and the firm's ability to manage multiple projects simultaneously. All consultant's personnel with professional licensure, certification, or registration must be licensed to practice in the State of Idaho or work under the direct supervision of a professional licensed in the State of Idaho.

I. Statement of Approach

The proposal should be clear and to the point. How will your firm's solution to the County's need, as articulated in this RFP, be created and executed? What services will be offered, and how?

J. Completed Proposal Form

K. Acknowledgment of Receipt of all RFP Addendum

Provide, in writing, an acknowledgment of all addendum to the RFP, specifically referencing each addendum by date.

III. EVALUATION PROCESS

A. Introduction

All proposals received in response to this RFP will be evaluated by the Canyon County Development Services Department to determine which proposal, if any, meets the County’s needs.

B. Validation Against Requirements

All proposals submitted will be check in detail for compliance with the mandatory requirements set forth in this RFP.

During the validation process, the County may find it necessary to request additional information from the Proposer.

C. Compliance

Each proposal will be evaluated to determine its responsiveness to the requirements specified in this RFP.

D. Correction of Errors

If errors are found in a proposal, the County may reject the proposal; however, the County may at its sole option, correct arithmetic or transposition errors on the basis that the lowest level of detail will prevail in any discrepancy.

In the event of a discrepancy between the quantities cited in the narrative description and proposed contract quantities and information submitted for evaluation purposes, the quantities cited in the narrative shall govern the quantities and summarization shall be recomputed accordingly.

E. Selection

The proposals will be ranked based on the points noted in parentheses assigned to each item listed below.

- | | |
|---|-----------|
| 1. Compliance with RFP requirements: | 5 points |
| 2. Experience: | 25 points |
| 3. References: | 10 points |
| 4. Statements of Approach | 25 points |
| 5. Cost: | 25 points |
| 6. Perceived congruence of Proposer’s solution with the County’s needs: | 10 points |

F. Protest of Contractor Award

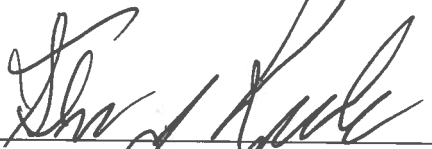

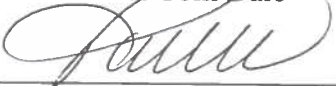
Any actual Proposer who is aggrieved in connection with the award of the contract may submit a protest in writing to the Clerk of the Board County Commissioners via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or via email at boce@canyonco.org. No facsimile protests will be accepted. The protest shall be submitted within seven (7) calendar days after the County gives notice of intent to award the contract to a named vendor. The notice of intent to award the contract precedes the signing of a contract with the chosen Vendor. The protest must set forth in specific terms the alleged reason the contract award is unlawful or in violation of process or

clearly expressed public policy.

This RFP is issued this 27 day of August, 2018.

BOARD OF CANYON COUNTY COMMISSIONERS

- Motion Carried Unanimously
- Motion Carried/Split Vote Below
- Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 _____ Commissioner Steven J. Rule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Tom Dale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Pam White	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: CHRIS YAMAMOTO, CLERK

By: 

Deputy Clerk

Date: 08/27/18

**ATTACHMENT 1
PROPOSAL FORM**

Project Identification: Comprehensive Plan Consultant for Canyon County

This Proposal Is Submitted To:

Mailing: Canyon County Commissioners
1115 Albany Street
Caldwell, ID 83605

Physical: Canyon County
1115 Albany Street
Caldwell, ID 83605

1. PROPOSER'S DECLARATION AND UNDERSTANDING

- 1.1. This proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham proposal; Proposer has not solicited or induced any person, firm, or corporation to refrain from proposing; and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over County. Proposer further certifies that none of its principals are related within the second degree of kindred to a member of the Canyon County Board of County Commissioners or other Canyon County Elected Official.
- 1.2. By submitting this proposal, Proposer agrees that costs for developing its submittal is entirely the responsibility of the Proposer and agrees that the contents of the submittals, suggested approaches contained therein, and any supporting analysis will become the property of Canyon County.

2. ADDENDA

Proposer hereby acknowledges that it has received and read the RFP, along with Addenda No.

_____, _____, _____, _____, _____, _____,
(Proposer shall insert number of each Addendum received) and agrees that Addenda issued are hereby made part of the RFP Documents, and Proposer further agrees that this proposal includes impacts resulting from said Addenda.

3. PROPOSER

An Individual:

By:

Individual's Name & Signature

A Partnership:

By:

Partnership Name

Name & Signature of General Partner

Title

A Corporation:

By:

Corporation Name

State of Incorporation

By:

Name & Signature of Person Authorized to Sign

Title

[Corporate Seal]

A Joint Venture:

By:

Business Name

Name & Signature of Person Authorized to Sign

By:

Business Name

Name and Signature of Person Authorized to Sign

Each joint venturer must sign. The manner of signing each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.

All Proposers:

Name, Phone & Fax Numbers and Address for receipt of official communications and for additional information on this Proposal:

SUBMITTED ON: _____, 2018.

NON-COLLUSION AFFIDAVIT

COMPREHENSIVE PLAN CONSULTANT

STATE OF _____)
) ss
COUNTY OF _____)

_____, being first duly sworn,

deposes and says that he is _____ of
(sole owner, a partner, president, secretary, etc.)

_____ the party making the foregoing proposal; that such proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such proposal is genuine and not collusive or sham; that said Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham proposal, nor that anyone shall refrain from proposing; that said Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal amount of said Proposer or any other Proposer, nor to fix any overhead, profit, or cost element of such proposal, nor of that of any other Proposer, nor to secure any advantage against the public body awarding the Contract or anyone interested in the proposed Contract; that all statements contained in such proposal are true; and, further, that said Proposer has not directly or indirectly, submitted his proposal or any breakdown thereof, nor the contents thereof, nor divulged therewith to any corporation, partnership, company, association, organization, bid depository, nor to any member or agent thereof, nor to any other individual except to such person or persons as have a partnership or other financial interest with said Proposer in his general business.

Signed: _____

Title: _____

Subscribed and sworn to before me this ___ day of _____, 20__.

(S E A L)

Notary Public for _____
Residing at: _____
My Commission Expires: _____

RFP CHECKLIST

As provided in Section III.E. of the Request for Proposals, the County intends to preliminarily rank the proposals it receives to determine both responsiveness to the RFP requirements and perceived congruence between each prospective consultant's proposal and the County's needs. The County may potentially then arrange supplemental interviews with selected proposers, if deemed necessary by the County, to further distinguish between the proposals.

Although the County intends to rely in part on objective measurements where possible, by submitting a proposal interested consultants acknowledge that the selection process will necessarily turn in large part on purely subjective standards.

The RFPs will be ranked based on the points noted in parentheses assigned to each item listed below. If "does not meet this requirement" is acknowledged, proposer may include an explanation as to why such requirement is not applicable. Inclusion of an explanation does not obligate the County to credit proposer for responding to the item.

1. Proposer complied with RFP requirements. (5 pts)

Submittal meets this requirement: _____ does not meet this requirement: _____

Grader comment: _____

2. Proposer has the appropriate experience required as outlined in the RFP and provided sufficient evidence of that experience. (25 pts)

Submittal meets this requirement: _____ does not meet this requirement: _____

Grader comment: _____

3. Proposer has included Section II. G. Customer Reference List. (10 pts)

- Perceived strength of references:

Uniformly excellent, would definitely use again (10pts) _____

Some reservations, maybe would use again (5pts) _____

Serious concerns, would not use again (0pts) _____

Submittal meets this requirement: _____ does not meet this requirement: _____

Grader comment: _____

4. Proposer has included Section II. I. Statement of Approach. (25 pts)

Submittal meets this requirement: _____ does not meet this requirement: _____

Grader comment: _____

5. **Cost. (25 pts)**

Submittal meets this requirement: _____ does not meet this requirement: _____

Grader comment: _____

6. **Perceived congruence of Proposer's solution with the County's needs. (10 pts)**

Submittal meets this requirement: _____ does not meet this requirement: _____

Grader comment: _____

Point Total: _____ / 100

Preliminary Ranking: _____ /

Additional Grader Comments:

