



TWIN FALLS COUNTY, IDAHO

REQUEST FOR QUALIFICATIONS

*REVIEW, ANALYSIS AND RECOMMENDATIONS FOR COMPREHENSIVE PLAN
MODERNIZATION*

PROPOSALS DUE

August 17th, 2018

Invitation

Twin Falls County, Idaho is seeking proposals from qualified consulting firms to review and analyze the County's current Comprehensive Plan adopted in October 2008.

Project Description

Twin Falls County is soliciting proposals from qualified consulting firms to provide professional services to review its existing Comprehensive Plan including related documents, demographic statistical data, future land use maps, implementation strategies, plans, and policies. In order to determine if the Plan needs general modifications or should be withdrawn and replaced with a more contemporary plan:

- Summary & Intro Background
- Land Use as listed in Idaho Code Title 67-6508 (a) thru (q).

The consultant will work closely with County Staff, Planning and Zoning Commission, and Board of County Commissioners, the County's current Comprehensive Plan, as well as other background County information, can be found on the County's website at www.twinfallscounty.org. The Comprehensive Plan is located at http://www.twinfallscounty.org/planning_zoning under the Comprehensive Plan on the left side.

Proposal Content

The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. Please include all jurisdictions for whom you have performed similar work in the recent past. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm. **Rural planning experience is a plus.**
- **Personnel.** Provide a professional resume for the key people to be assigned to the project (including any important sub-consultants) and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Proposals must identify a project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and the total project. The schedule should reflect realistic activity durations.

Brochure or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

Additional Information

Questions regarding the project may be directed to:

Jon M. Laux
Community Development Director
jon.laux@tfco.org

or

Bill Crafton
Planning & Zoning Director
bcrafton@tfco.org

630 Addison Ave W, Ste 1100
Twin Falls, ID 83301
208.734.9490

Proposal Deadline

The deadline date for submittals shall be 5:00 PM, August 17th, 2018. Proposals received after the submittal deadline will not be considered.

Proposers shall submit one (1) original in digital format, and three (3) separate hard copies with one marked as "Original". The proposal must be clearly marked as "**Twin Falls County Comprehensive Plan Analysis Request for Qualifications**" and delivered to:

Twin Falls County
Planning and Zoning Department
630 Addison Ave W, STE 1100
Twin Falls, ID 83301

Selection Process

Proposals will be ranked on qualifications. Twin Falls County may choose to interview several of the top ranked firms. However, at its discretion, Twin Falls County may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- Project Approach and Schedule

Selected references will be contacted.

Twin Falls County will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the selected firm. If unable to reach an agreement, Twin Falls County will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

Twin Falls County expects to evaluate proposals and provide written notification of the short-listed firms within a reasonable time of the closing date. If interviews are held, they will be scheduled within three weeks of short-list notification.

Preliminary Project Schedule

The tentative schedule for the awarding of the Project will be expected within reasonable time of the closing date. The RFQ shall include a projected timeline for preparation and completion.