



REQUEST FOR PROPOSAL

FOR

PLANNING AND ZONING ASSISTANT

Issued July 27, 2022

## REQUEST FOR PROPOSAL

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Notice is hereby given that Town of Apple Valley (Town) is seeking proposals from firms and individuals qualified to provide contract professional services for Planning and Zoning services.

This Request for Proposal will assist the Town in selecting an experienced Planning and Zoning Assistant.

This RFP is part of a competitive procurement process that helps to serve the best interests of the Town and its citizens. It also provides each Respondent with a fair opportunity for its services to be considered. Throughout the remainder of this document said Respondent will be referred to as "Consultant".

All proposals must be submitted in a sealed envelope marked "Planning and Zoning Assistant Proposal" and submitted to:

Jenna Vizcardo, Town Clerk  
Town of Apple Valley  
1777 N. Meadowlark Dr  
Apple Valley, UT 84737

Questions or requests for clarification may be directed to the Planning Department Manager, Frank Lindhardt, email [flindhardt@applevalleyut.gov](mailto:flindhardt@applevalleyut.gov).

## SCOPE OF SERVICE

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The Consultant will:

- Report to the Town Planning Department Manager.
- Be responsible for the following tasks:
  - Work with landowners, developers and their engineers regarding applications for general plan map changes, zoning changes, preliminary plat approvals, preliminary site plan approvals, development agreements, Planned Development details, and other zoning applications.
  - Attending Joint Utility Committee meetings, when necessary.
  - Ensure that all applications are done according to Town codes and that applications are complete prior to being placed on the Planning Commission (PC) and Town Council (TC) agendas.
  - Ensure that all applications are submitted by the record property owners or their authorized representatives.

- Ensure that all application fees are paid prior to being put on an agenda for PC or TC consideration.
- Write and present reports and recommendations to the PC and TC on applications to be considered by the Commission or Council. Reports are submitted in writing to the PC, TC and the applicants, no later than seven (7) days prior to the meetings and shall be published in the meeting packets along with the application.
- Coordinate development agreements between the Town, Town attorney, PC and TC.
- Attend PC and TC meetings as necessary.
- Working with contractors, Town employees, TC, PC and outside agencies in the completion of all zoning applications.
- Attendance at PC and TC meetings as required.
- Submit a monthly invoice for services performed by the 15<sup>th</sup> of the following month after the month ends.
- Work on an as needed basis.

## REQUIRED QUALIFICATIONS

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- 2 Years' Experience in work directly related to city/town ordinances.
- Other related experience taken into consideration.
- Ability to interpret laws, ordinances, and regulations.
- Communicate effectively both verbally and in writing.
- Read in interpret legal descriptions
- Read and interpret a variety of maps, charts, drawings, and blueprints

## PROPOSAL FORMAT

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All proposals shall include an **original** and **five (5)** copies. Proposals must be organized to comply with and include the following:

1. Letter of Transmittal. The letter of transmittal should include an introduction of the Consultant as well as the name, address, telephone number, and email address of the contact person and other representatives dealing with the RFP.
2. Executive Summary. An executive summary shall briefly describe the Consultant's approach to the proposal, clearly outline any options or alternatives, and indicate if the

Consultant cannot meet any major requirements. The summary must also highlight the major features of the proposal and identify any pertinent supporting information.

3. **Statement of Qualifications.** This section should provide information regarding the Consultant's qualifications and experience. It should include references of similar contracts or work experience that is relevant to this RFP; and appropriate references, including addresses and phone numbers of individuals, groups or organizations with which the Consultant has worked during the past.
4. **Additional Information.** Any information deemed pertinent to the RFP, but not outlined in the RFP, may be included in this section.
5. **Billing Methodology.** Provide a methodology for how the Consultant will bill the Town for its services. A flat fee will be preferred.
6. **Protected Information.** As a government entity, the Town is subject to the Government Records Access and Management Act, Title 63G, Chapter 2 of the Utah Code ("GRAMA") and cannot guarantee that information provided in a proposal will not be subject to disclosure under GRAMA.

## **PROPOSAL INSTRUCTIONS**

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1. The timeline of the proposal process is as follows:
  - **Distribution:** The RFP will be distributed on July 27, 2022
  - **Submissions Due Date:** Proposals must be delivered to the Town Clerk no later than 3:00 p.m., August 2, 2022, at Town Hall 1777 N. Meadowlark Dr, Apple Valley, UT 84737.
  - **Proposal Opening:** Town Council will open and review all proposals at the special meeting on August 9, 2022. Check the website for the time.
  - **Award of Contract:** It is anticipated the award will be given at the Town meeting on August 9, 2022. However, the Town Council reserves the right to award within two (2) weeks or at the next regular meeting of opening proposals, whichever is later. Written notification by letter or email regarding the outcome of the award will be sent after the award is announced. Every effort will be made to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the Town reserves the right to modify the proposal process and dates as deemed necessary.
2. **Standard Procurement Process**

- The Town reserves the right to reject any or all bids and select the best bid in the opinion of the Town.
- The Town reserves the right to eliminate any individual service contained in the proposal, if the fees for providing the service are excessive, or if the service proposed can be performed in an alternative manner, or if the Consultant is not considered responsible.
- Consultants are required to separately list their exceptions to the RFP specifications or exceptions will otherwise be invalid.
- Unauthorized changes of the specifications or terms may not be made. Otherwise, the response will be considered invalid.