
REQUEST FOR PROPOSALS
TO PROVIDE ZONING ADMINISTRATION SERVICES FOR
SIBLEY COUNTY

I. SUMMARY

Sibley County is requesting proposals to provide planning and zoning administration services for the County. Proposals must be received no later than noon on Friday, Friday April 27, 2018. Proposals should be emailed to Roxy Traxler at roxyt@co.sibley.mn.us:

Notwithstanding any other provisions of the RFP, the County reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the County or its taxpayers. It is further within the right of the County to reject proposals that do not contain all elements and information requested in this document. Sibley County shall not be liable for any losses incurred by the bidders throughout this process.

II. SCOPE OF SERVICES

Sibley County wishes to contract with an outside consulting firm or individual to provide land use planning and zoning administration services. The contracted Zoning Administrator shall perform such administrative duties as may be set forth within the Sibley County Comprehensive Plan, Zoning Ordinance, Subdivision Regulations, other County codes, this Request for Proposal, or as may be required by the Board, Planning Commission or by statute.

Responsibilities of the contractor shall include but is not limited to the following:

1. Develop, in conjunction with the County, the review and submittal process to be used under this contract for applications.
2. Reviewing applications, preparing and attending public hearings, making site visits, and other services. This includes applications for set-back certificates, land use applications, CUP applications, variances, etc. as required by the County.
3. Time necessary to communicate with the applicant (before and after formal application has been made), contractors, planning commission or County staff and officials as necessary to conduct a complete review of the application.
4. Review could be conducted remotely via Sibley County's GIS website, the application materials, and phone or e-mail conversations with the applicant, or other methods not requiring presence on-site for application review.
5. Review times, from the date a completed permit application is received to the point an approval or denial is given by the consultant shall be no more than ten (10) business days, unless unusual circumstances related to the application arise.

6. Public Hearings:
 - a. Coordination with applicant/county before a formal application has been made to ensure that the proper applications and information will be presented.
 - b. Review of applications for completeness and preparation/distribution of any letters necessary to communicate to the applicant when an application is incomplete.
 - i. Preparation, printing and distribution of a staff report to the appropriate Board/Commission. Includes all printing and mailing costs to distribute this information to the applicant and to the appropriate Board/Commission members.
 - ii. Preparation and distribution of a letter to the applicant following the public hearing, detailing the action taken by the applicable Board/Commission.
 - iii. Preparation of a document to be recorded at the Sibley County Recorder's Office detailing the outcome of each public hearing. Includes sending the document to the Recorder's Office and payment of any recording fees.
 - iv. Preparation of meeting minutes.
7. Attendance at any public hearing or other meeting of the County Board, Board of Adjustment, Planning Commission & Site Visits, or other special committees. In-person or phone/electronic attendance at County Board or Planning Commission meetings will be as requested by the County.
8. Office Hours/Site Visits
 - i. The Planning Commission conducts site visits on the Friday before any scheduled planning commission meetings. It is expected that the consultant attend the site meetings as requested.
9. Please list all other services included in the monthly rate in your proposal.

B. Levels of Discretion

1. Investigating situations, recommending action to Planning Commission, County Staff, making decisions with the same, taking appropriate action, reporting to same immediately after action is taken.
2. Discussing situations with Planning Commission, and County before investigating, making decisions with same, taking appropriate actions, reporting to same immediately after action is taken.

III. MINIMUM QUALIFICATIONS

1. Experience of the consultant and its staff with providing this service.
2. Ability to provide service when needed in a timely manner.
3. Financial stability and ability of the consultant to provide such a service.
4. Ability to maintain confidential information.

V. DEGREE OF SERVICE NEEDED

Zoning administration services will be required on a monthly basis, initially anticipating 30 hours per month, but may go to 45 hours per month depending on need, for general zoning administration but may vary from month to month. Limited on-site hours, primarily for site visits, must be established on a monthly basis. Access by telephone, voice mail, or e-mail must be provided during all other normal business hours, with timely responses to inquiries expected.

VI. PROCESS FOR SUBMITTING PROPOSALS

A. Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.

B. Submission of Proposal

Proposals must be received no later than noon on Friday, Friday April 27, 2018. Proposals should be emailed to Roxy Traxler at roxyt@co.sibley.mn.us:

C. Inquiries

Prospective service providers may submit questions by e-mail, or telephone to Roxy Traxler, roxyt@co.sibley.mn.us or 507-237-7805 by April 24, 2018:

VII. CONTENT OF PROPOSAL

The purpose of this section is to identify the information, which should be submitted in response to the RFP.

A. Cover Letter

The proposal should contain a cover letter and introduction, including: the company name, address and the name and telephone number of the person or persons authorized to represent the company regarding all matters related to the proposal. The letter should contain the following statement and must be signed by the individual authorized to represent the firm.

We have read the County's Request for Proposal (RFP) for consulting services and fully understand its intent. We certify that we have adequate personnel, equipment and facilities to provide the County's requested services. We have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide. We understand that our ability to meet the criteria and provide required services shall be judged solely by the County Board of Sibley County.

B. Summary of Understanding of Proposed Services

Prospective service providers should indicate an understanding of the requested services and describe how it proposes to service to Sibley County.

C. Cost of Services

The proposal shall include a flat monthly amount to ensure easy budgeting for services at 30 hours per

month and at 45 hours per month, that can be carried over through the end of the year if they are not used in any given month.

1. The minimum term for a contract is six (6) months, with a 60-day notice for termination.
2. Unused hours in any given month will be carried over to the following month(s), up to the end of the agreed upon term.
3. Unused hours at the end of the agreed upon term will remain available to the county at no additional cost if used within 60 days of the end of the term. Otherwise, those hours may be lost (unless otherwise agreed to the consultant) and any additional hours will be subject to the standard hourly rate at the time or as per a new agreement.
4. Please include the standard hourly rate. Please list all services included in the monthly rate in your proposal as well as any deviations for those requested in this proposal.
5. Prospective service providers whose proposals are considered by the County may be asked to make an oral presentation of their proposal.

VIII. OFFER EXPIRATION DATE

Proposals in response to this RFP will be valid for the ninety (90) days from the proposal date due. The County reserves the right to ask for an extension of time if needed.

XI. AWARD NOTIFICATION

The County will notify in writing the person or persons authorized to represent the prospective service provider, that they were not selected as a finalist.

XII. OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of Sibley County. Proposals and supporting materials will not be returned. Sibley County is not responsible for any costs incurred by the company in the preparation of the proposal.