



REQUEST FOR PROPOSALS

Florence Comprehensive Zoning and Subdivision Regulations Update

Deadline for Submitting Questions: May 4, 2026

Proposals Due: May 14, 2026, at 5:00 P.M.

Deliver to:

**City of Florence
600 West 3rd Street
Florence, CO 81226**

Attn: Cortlyne Huppe, City Clerk

Tel. 719-784-4848

Fax 719-784-0228

cortlyne.huppe@florencecolorado.org

www.cityofflorenceco.gov

Florence Comprehensive Zoning and Subdivision Regulations Update REQUEST FOR PROPOSALS (RFP)

PROJECT OVERVIEW

The City of Florence is requesting proposals from a qualified person, firm, or corporation with expertise in planning and zoning to lead a process resulting in the comprehensive update of the City's Zoning Code and Land Use Regulations. The intent of this project is to modernize and streamline the City's development regulations with the newly adopted Master Plan, while improving usability, administration and enforcement.

SCOPE OF WORK

The selected consultant team will work closely with City staff, a Steering Committee, appointed officials, and the public to develop clear, user-friendly, and legally sound regulations that implement the community's adopted plans and vision.

Project Initiation and Existing Conditions

- The Consultant shall conduct a project kickoff meeting with the Steering Committee and City staff to confirm project goals, expectations, schedule, and communication protocols. The Consultant will present and refine key findings and recommendations from prior code and issues assessments and finalize a detailed work plan.
- The Consultant will work closely with a Steering Committee comprised of City staff, appointed officials and potentially additional consultants to develop clear, user-friendly, and legally sound regulations that implement the community's adopted plans and vision.
- The Consultant shall review relevant background materials, including plans, studies, policies, and existing regulations. The Consultant shall conduct interviews with City staff to identify key challenges, opportunities, and priorities related to the current regulatory framework and development trends.

Development of Land Use Regulations

- The Consultant shall evaluate and recommend a code framework or template that improves organization, usability, and administration. The selected framework shall be tailored to the City's needs and shall incorporate best practices while maintaining cost efficiency. The Consultant shall establish a structure for the updated Land Use Regulations.
- The Consultant shall refine and prioritize findings from prior code assessment to establish a clear set of issues and policy directions that will guide the development of the updated regulations.
- The Consultant shall prepare an initial annotated draft of the Land Use Regulations, clearly identifying proposed changes from the existing code. The draft shall be presented to the Steering

Committee and City staff for review and discussion. Following review, the Consultant shall revise the draft and provide a redlined version illustrating updates made in response to comments.

- The Consultant shall conduct a series of focused review sessions with the Steering Committee and City staff on key components of the regulations. Anticipated topics include:
 - General Provisions and Administration
 - Processes and Applications
 - Zoning Districts and Uses
 - Design Standards
 - Housing and DefinitionsThe Consultant shall prepare draft content for each topic, facilitate discussion, and revise materials based on feedback.
- The Consultant shall facilitate a community engagement effort to present draft concepts and gather feedback from residents, property owners, developers, and other stakeholders. This effort may include a publicly advertised work session or open house coordination with the Steering Committee.
- The Consultant shall prepare a revised draft of the Land Use Regulations incorporating input from the Steering Committee, City staff, and the public. The revised draft shall be made available for public review and comment. Following the comment period, the Consultant shall address feedback and prepare a final draft for consideration.

Adoption

- The Consultant shall support the City through the adoption process, including preparation of presentation materials and attendance at public hearings.
- The Consultant shall present the draft regulations to the Planning Commission and City Council and assist with revisions as necessary to facilitate adoption.
- The Consultant shall provide the City with final, adoption-ready versions of the zoning ordinances, and related materials in both digital and publication-ready formats.

Implementation Tools and Training

- The Consultant shall provide the development of standardized application forms and submittal checklists aligned with the updated zoning and subdivision regulations.

These are expected requirements for the creation of revised zoning and subdivision regulations and are not intended to be an all-inclusive list of every task necessary to complete the project. It is expected that the consultant will submit a proposal that provides the City with recommendations for approaches, tasks, and deliverables based on their expertise.

INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed to:

City of Florence
Attn: City Clerk
600 West Third Street
Florence, Colorado 81226
cortlyne.huppe@florencecolorado.org.

If a proposing Consultant finds discrepancies or omissions in the request for proposals (RFP), or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change made to the RFP will be made by written addendum available to each proposing Consultant and shall become part of the request for any contract awarded. Oral interpretations are discouraged and the City will not be responsible for the accuracy of any oral explanations. All inquiries shall be made in writing, and all responses will be provided in writing, with copies being sent to all proposing Consultants. To be given consideration, inquiries must be received at least five (5) calendar days prior to the date established for the opening of the proposals. It shall be the responsibility of each proposing Consultant to verify that every addendum has been received prior to submitting the proposals.

SUBMITTAL DATE AND LOCATION

All proposals must be submitted to the City of Florence, 600 West 3rd Street, Florence, Colorado 81226, by **5:00 p.m., May 14, 2026**. Proposals must be submitted in a sealed envelope marked 'Florence Comprehensive Zoning and Subdivision Regulations Update' and addressed to the City Clerk.

Late proposals will not be accepted under any circumstance and any proposals received shall be returned to the proposing consultant unopened. In addition, telegraphic and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt.

CONDITIONS OF PROPOSAL SUBMITTAL

Proposing Consultants shall comply with all conditions, requirements, and specifications contained herein; any departure will constitute sufficient cause for rejection of the proposal.

An authorized official of the proposing Consultants must sign the proposal. No proposal will be accepted from any Consultants that are in arrears for any obligation to the City, or that otherwise may be deemed non-responsive by the City of Florence.

Only one proposal will be accepted from any Consultant.

All prices quoted must be for a period of thirty (30) days following the opening of the proposal.

The City of Florence will not return proposals or other information supplied to them by any proposing Consultants.

The City of Florence reserves the right to reject any and all proposals.

The right is reserved to waive any formalities or information contained in any proposal and to award the proposal to the most responsive and responsible proposing Consultants as deemed in the best interest of the City.

EVALUATION OF PROPOSALS

All proposals will be evaluated by the City Manager for recommendations to the City Council of the City of Florence. Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. The City Council may make a selection on the basis of the proposals received and may choose to "short list" prospective Consultants for further negotiations. The Consultants selected for the award will be chosen on the basis of the apparent greatest benefit to the City of Florence and not necessarily on the basis of the lowest price. The City may reject any and all proposals for any reason.

EVALUATION CRITERIA

Proposals will be reviewed and evaluated based on the following criteria:

1. The completeness of the proposal;
2. Consultant's experience and approach to similar projects;
3. Consultant's proposal and plan for accomplishing the Scope of Work;
4. The proposed contract price as a-not to exceed sum based on the Consultant's current fee schedule, inclusive of all costs, fees, and expenditures;
5. References from previous projects;
6. Professional qualifications of individuals who will be assigned to the project;
7. Consultant's demonstrated ability to manage project costs and manage schedules;

SUBMITTAL FORMAT FOR PROPOSALS

1. Outside cover letter to read "Florence Comprehensive Zoning and Subdivision Regulations Update, City of Florence, CO".
2. Transmittal Letter:
 - a. A description of the firm, including, but not limited to, the number of employees employed by the Consultant; the employees available for the work and their areas of specialization; the number of years the Consultant has been in operation; and the location of office(s) proposed to handle the work. Limit to one single-sided page.
 - b. The names, contact information, and resumes of key staff who will be assigned to this work in a format that identifies each team member's education and qualifications. Limit to one single-sided page per staff member.
 - c. The identity and contact information of the Project Manager.
 - d. If multiple consulting organizations will be working together on the project, include the identity of the lead Consultant.

- e. A statement summarizing how the Consultant and/or Project Team are specifically qualified for this project. Limit to one single-sided page.
- f. A response that defines the proposing Consultant's plan and timeline to perform the services outlined in the Request for Proposals.
- g. A minimum of three (3) references for comparable projects, including identification of the specific project and communities for which those projects were completed and reference contact information. Include contact names, addresses, and telephone numbers, if available.
- h. One copy of the transmittal letter must be marked Original and have the original signature of an officer of each principal firm that comprises the Consultant.

3. Proposal Narrative (*Limit to one single-side page*).

The Proposal Narrative shall describe the Consultant's approach and technical plan for accomplishing the project elements described in the RFP's Scope of Work, including methods and team member participation. The Consultant is encouraged to elaborate and improve on the list of tasks in the Scope of Work but shall not delete any of the Scope of Work tasks described herein.

Submittal of a proposal shall serve as certification that the Consultant has full knowledge of the scope, nature, quality and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

CONTRACT DOCUMENT

Upon selection, the successful Consultant will provide a contract deemed suitable by the City's legal counsel. The Consultant shall be required to sign the written contract with the City within ten (10) business days of notification of their selection.

Once the contract is executed by both parties, the Consultant will be instructed to commence providing the work as outlined in the executed contract, and this RFP.

The contract shall include the following:

1. The requirement for the Consultant to maintain professional liability, worker's compensation, and motor vehicle insurance in an amount satisfactory to the City and covering assigned personnel who will be engaged on the project, together with the requirement for the Consultant to provide a certificate of insurance, give advance notice of cancellation, and name the City as an additional insured;
2. An indemnification clause that indemnifies, protects, and holds the City harmless against the negligence and willful misconduct of the Consultant, its employees, and its subconsultants;
3. An acknowledgment that all work products used or created in conjunction with the services covered by this Agreement shall be the sole property of the City of Florence, and that, in the event of cancellation or termination, such products will remain in the possession of the City of Florence;

4. An acknowledgment that the Consultant will be compensated as an independent consultant and will be responsible for providing F.I.C.A., Worker's Compensation, Unemployment Compensation & Liability to all of the Consultant's and sub-consultant's employees assigned to the City's project; and
5. Such other provisions as deemed necessary for the protection of the City's best interests.

PROJECT SCHEDULE

The Consultant shall begin work upon contract approval and shall prepare and maintain a detailed project schedule outlining all major tasks, milestones, review periods, and public engagement activities. The schedule is anticipated to span approximately 10 to 12 months, beginning with project kickoff and concluding with final adoption of the Land Use Regulations. Key milestones shall include completion of the initial draft, topical module reviews, community engagement checkpoints, release of the revised draft for public review, and formal hearings before the Planning Commission and City Council. The schedule shall allow adequate time for Steering Committee input, staff coordination, and public comment at each phase. The Consultant is expected to provide regular progress updates and adjust the schedule as necessary in coordination with the City to ensure timely and efficient project completion.

GENERAL REQUIREMENTS

The successful proposing Consultant will be required to maintain insurance coverage for the duration of the contract period as outlined in the Request for Proposals.

The successful proposing Consultant shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Florence.

The successful proposing Consultant and its employees and subconsultants will operate as independent consultants and will not be considered employees of the City of Florence.

RESPONIBILITES OF THE CONSULTANT

Managing the project, serving as the primary point of contact, and maintaining the project schedule and deliverables.

Reviewing existing plans, policies, and regulations to inform the update process.

Facilitating meetings, workshops, and public engagement efforts, including preparation of materials and summaries.

Preparing and revising draft Zoning and Subdivision regulations, incorporating feedback from City staff, the Steering Committee, and the public.

Ensuring all deliverables are clear, legally sound, and aligned with City goals, and supporting presentations through adoption, including optional implementation tools if authorized.

RESPONSIBILITIES OF THE CITY OF FLORENCE

Designating a City Representative to serve as the primary point of contact and coordinate City involvement.

Providing relevant documents, data, and guidance on local procedures and requirements.

Coordinating participation of staff, boards, and elected officials in meetings and reviews.

Assisting with scheduling, logistics, and public outreach, including required notices.

Reviewing deliverables in a timely manner, providing feedback, and supporting the adoption process.

INDEMNIFICATION

The Consultant agrees to indemnify and hold harmless the City of Florence, and its officers, employees, and representatives, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage which may arise out of or is in any manner connected with the work to be performed, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by the negligent act or omission, error, professional error, mistake, accident, or other fault of the Consultant, subconsultant of the Consultant, or any officer, employee, or agent of the Consultant.

INSURANCE

The Consultant agrees to procure and maintain in force during the term of the contract, at its own expense, the following coverage:

- A. Worker's Compensation insurance as required by the Labor Code of the State of Colorado and Employer's Liability Insurance.
- B. Commercial General or Business Liability Insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate.
- C. Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than one million dollars (\$ 1,000,000) for any one occurrence, with respect to each of the Consultant's owned, hired, or non-owned vehicles assigned to or used in the performance of services for the City of Florence.
- D. A Certificate of Insurance, with the City of Florence listed as an additional insured, shall be completed by the Consultant's insurance agent(s) as evidence that policies providing the required coverage, conditions and minimum limits are in full force and effect, and shall be subject to review and approval by the City of Florence prior to commencement of any services. The completed Certificate of Insurance will be filed with the City Clerk.

PAYMENTS

Unless otherwise approved by the City, the Consultant shall invoice City for work completed once per month. City shall pay approved invoice after deduction of five (5) percent of each invoice as retainage. Retainage shall be released to Consultant 30-days after City issues Notice of Substantial Completion, unless obligations remain unpaid by the Consultant.

SUBMITTAL PACKAGE INSTRUCTIONS

1. Five (5) copies of the Submittal are required.
2. Pages shall be stapled single-sided, letter-size (8 ½ x 11 inches).
3. The Submittal must be in a sealed envelope plainly marked on the outside as follows:
 Consultant's Name
 Proposal for Florence Comprehensive Zoning and Subdivision Regulations Update
 City of Florence, 600 West 3rd Street
 Florence, CO 81226
 Attention: Cortlyne Huppe, City Clerk
4. Submittals must be received at Florence City Hall, 600 West 3rd Street, Florence, CO, 81226 no later than **5:00 p.m., May 14, 2026**.
5. Bidders are responsible for all of their costs in preparing and submitting bid proposals for this RFP.
6. Upon selection, the successful proposer shall be required to enter into a written contract with the City within ten (10) business days of notification of selection.
7. The total cost for the Work should be provided on a lump-sum, not-to-exceed basis.
8. Proposals should include a milestone billing schedule which acknowledges that the City of Florence will hold 5% of the project funding until the final product has been approved.
9. Cost proposals should identify the hourly rate for personnel associated with work that may be considered optional or outside the scope of the engagement.

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CONSULTANTS SIGNATURE(S)

This statement indicates that, to the best of my abilities, all information contained in this Submittal is complete and accurate.

I grant the City of Florence, CO and its representative's authorization to contact any of my existing or previous clients (or a team member's clients) for purposes of obtaining an independent evaluation of my or my team member's performance.

I certify under the penalty of perjury that this proposal is in all respects bona fide, fair and made without fraud or collusion with any other person, corporation, company, or other entity.

Printed Name _____

Title _____

Signature Required

Date _____