



17-004 REQUEST FOR QUALIFICATIONS (RFQ): Legal Firm to Create Leadville Urban Renewal Plan, By-laws, Blight Study, and related services

Introduction

The City of Leadville, Colorado is requesting qualifications from a multi-disciplined law/planning consulting firm to create an Urban Renewal Plan that utilizes TIF services for a two-year period with an option to renew for an additional two years. The firm will help the newly created URA board create by-laws, an Urban Renewal Plan, and recommendations for a sub-contractor to conduct or direct help creating a blight study. The City of Leadville has already approved, by petition and resolution, the creation of a URA board and has appointed the board. That board creation has been submitted to the Department of Local Affairs for recognition and approval. Of important note is the intent of the City of Leadville to certify an Urban Renewal Plan by December 1, 2017. This is an ambitious timeline that we wish to point out.

The City of Leadville will select, and negotiate with those firms whose submittals are responsive to this RFQ and in the best interest of the City and the Leadville URA board. Any documents submitted in response to this RFQ must provide sufficient detail and information so as to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered for this RFQ. The City reserves the right to cancel this solicitation at any time.

RFQ Process

All statements of qualifications should be received by September, 15th 2017 by 5:00pm and can be submitted online, in person, or by the mail. When responses are opened, the names of the consultants and all responses to the RFQ shall be a matter of public record. All criteria for evaluation are set forth in the RFQ. Only these criteria will be used by the City to determine, in its judgment, the most qualified firm. The City reserves the right to reject any or all responses with or without cause. There is no expressed or implied obligation for the City of Leadville to reimburse responding firms for any expenses incurred in preparing responses in response to this request.

1. Submission

Please submit a hard copy and electronic copy emailed by September 15th, 2017 to adminservices@leadville-co.gov.

Label the submission “City of Leadville RFQ 17-004 URA” and send to:

City of Leadville
C/O Sarah Dallas
800 Harrison Ave
Leadville, Co 80461

It is the sole responsibility of the consultant to see that submittals are received in a timely manner. The consultant shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.



2. Proposal Deadline

The receipt deadline may not be strictly enforced. The City of Leadville reserves the right to accept RFQ's beyond the submission deadline until the most responsive firm is selected and a contract is awarded.

All submittals shall be prepared and submitted in accordance with the provisions of this RFQ. However, the City reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof.

Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing through Sarah Dallas, admins@leadville-co.gov.

The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the RFQ, the City Administrative Services Manager, Sarah Dallas, will notify all prospective consultants on the email list and post on the City of Leadville website. It shall be the responsibility of each consultant, prior to submitting their proposal, to contact the City of Leadville to determine if there were addenda issued and to make such addenda a part of the competitive proposal.

3. Preparation Expenses

Each consultant preparing a response to the RFQ shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.

4. Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the consultant and shall indicate whether the consultant is a corporation, general partnership, individual or other business entity. Statements of Qualifications shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the consultant to the submitted competitive proposal.

5. Openness of Procurement Processes

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations. All documents relating to this RFQ, subsequent submittals and meetings with the City Council are subject to statutory requirements of the Colorado Open Records Act.

6. Errors and Omissions

Once a response is submitted, the City may consider requests by any consultant to correct errors or omissions, but shall retain sole discretionary authority to determine the outcome of such a request.

7. Retention and Disposal of Statements of Qualifications

The City reserves the right to retain all submitted statements for public record keeping purposes. No copies of any material will be returned to the consultant. The City reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

8. Collusion

By offering a response to this RFQ the consultant certifies that they have not divulged to or discussed or compared its submittal with any competitors, and have not colluded with any other consultant or parties to this



process whatsoever. The consultant also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a Statement of Qualification for the purpose of restricting competition.
2. All persons interested in this project, principal, or principals being named therein and no other person have an interest in this project or in the Agreement to be entered into.
3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, accepting bona fide employees or established commercial agencies maintained by the consultant for the purpose of doing business.

Schedule

The schedule for submittal of statements of qualifications is as follows:

Request for Qualifications issued and advertised: **5:00 PM, August 31st, 2017**

Deadline to Receive Responses: **5:00 PM, September 15th, 2017**

The *tentative* schedule for the evaluation of proposals, award, and any resulting contractual services is as follows:

Evaluation of submittals: **September 16th-21st, 2017**

The selected vendor will be notified and a contract will be agreed upon and then submitted to the Leadville City Council for ratification on **October 3, 2017**. It is the intent of the City of Leadville to determine a final consultant in the first round of review because of the short timeline of a completed Urban Renewal Plan that utilizes TIF within 60-90 days.

The schedule for the evaluation, selection and award may be changed solely at the City's discretion and adopted via resolution on **October 3rd, 2017**

Due to the desire to complete the selection process without undue delay, only substantive issues that need clarification will be considered for a sit down meeting with Key staff or the hiring committee and the consultant. Substantive issues will be generally limited to correcting errors or omissions in the RFQ, alterations or modification to the scope of services or the proposed contract for services, however, the City retains sole discretion to determine the content or need for a formal Addendum.



Instructions to Complete the RFQ

Required Information

Consultant, and/or any sub-consultants, must present satisfactory evidence to the City indicating their ability to meet the scope of work within a prompt time frame. In addition, to ensure consistency, responses should generally conform to the following format:

Cover Letter

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1. Introduction
2. Qualifications and experience of the firm with creation of Urban Renewal Plans and blight studies
3. Qualifications of Key Staff
4. Estimate cost break down for an Urban Renewal Plan utilizing TIF and a blight study (which can be a standalone proposal) for the City of Leadville
5. References
6. Sample Documents such as other prepared plans

Section 1 -Introduction

This section must contain an overview of the firm consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the consultant. The introduction will include a statement to the effect that:

The submission of this Statement of Qualifications indicates acceptance by the firm of the stipulations contained in the Request for Qualifications and the terms and conditions of the Professional Services Agreement included therein.

The statement must be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the consultant to the submitted response.

Section 2 – Qualifications

Provide a description and history of the firm. Provide recent experience demonstrating current capacity, for municipalities. Specific experience with projects that are within the last year with new legislation as well as an understanding of smaller municipal governments is preferred. Issues of importance include Urban Renewal Plan creation, blight studies, and URA board by-laws.

Section 3 – Qualifications of Key Staff

Provide resumes and hourly billing rates for the project key staff likely to be utilized in performing the Scope of Services. The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.



Section 4 – Estimated Cost Break Down

Provide a preliminary estimate of costs for the completion of an Urban Renewal Plan for the City of Leadville. Please note that some services have already been created and provided such as the creation and acceptance of a URA and seating of a URA board. Further, submission of the creation of the URA board has been sent to the Department of Local Affairs. Finally, it should be noted the need for expedited services as we are requesting an Urban Renewal Plan that utilizes TIF within a 60-90 day turn around.

Section 5 – References

Provide at least three references for which the firm has performed services that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers, summary and date of the services provided, and estimate size of the communities served.

Section 6 – Sample Documents

The Consultant firm is encouraged to provide examples of correspondence, urban renewal plan documents, or other documents created and used for similar services. Additionally, please provide a sample contract the firm prefers to utilize with the City of Leadville.

Scope of Services

Background

The City of Leadville requires legal and consultant services to support the creation of an Urban Renewal Plan. There are many development projects on the horizon within the City for which expertise and consultation is desired to help us utilize these projects as a catalysis for a newly created Urban Renewal Plan. Additionally, the consultant must be available for general consultation with City administration, mayor, and URA board responding to general inquiries of URA issues and questions relative to the creation of the by-laws, Urban Renewal Plan, and blight study.

Scope of Services

The selected firm is expected to provide the following Scope of Services as directed by the City of Leadville staff and Urban Renewal Authority Board:

1. The creation of a newly formed URA board by-laws and guiding legal requirements for the legal and proper functioning of the URA board.
2. Help and expertise counseling and creating an Urban Renewal Plan that utilizes TIF for the URA board with the information and intent of the Leadville URA board.
3. Ability and timeline for a blight study or recommendation for a firm to conduct a required blight study.
4. Other related legal requirements for the implementation and counsel of URA related issues.
5. Creation of an Urban Renewal Plan utilizing TIF and a blight study.



Evaluation and Selection

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken.

The selection committee is comprised of the following members: The City of Leadville Mayor, Two City of Leadville Councilmembers, City of Leadville Administrative Services Manager, and the Director of the Leadville Lake County Economic Development Corporation.

The hiring committee is scheduled to discuss received RFQ's the week of September 18th, 2017 and make a final selection by September 21st, 2017. The City Administrative Services Manager is the single point of contact and will respond to the successful and unsuccessful firms the week of September 25th, 2017.

It is the intent of the City of Leadville to begin the project immediately upon a signed contract with the hope for a completed plan within 60-90 days.