



Request for Qualifications for Professional Services  
**Planning & Zoning Development Review**  
for Teton County, Wyoming

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*According to Teton County Rules and Regulations 2-3-1 PROFESSIONAL SERVICES, when an anticipated contract will exceed \$5,000, Teton County will publicly announce all requirements for Professional Services (i.e. Architectural, Engineering, and Consulting Services) and negotiate a contract for services on the basis of demonstrated competence and qualification for the types of services required, and at a fair and reasonable price. RFQ shall be posted to [www.Publicpurchase.com](http://www.Publicpurchase.com) for a minimum of 2 weeks. Notice for newspaper advertising of required services shall be published for a minimum of two weeks if the anticipated contract will exceed \$35,000.*

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Teton County, Wyoming is issuing this Request for Qualifications ("RFQ") in search of a Planning & Community Development or Engineering firm or individual that has expertise and experience in the field of **Planning and Zoning Review**. Experienced persons and firms are invited to provide the information listed in this RFQ to the **Planning & Building Services Department (submitted through [www.PublicPurchase.com](http://www.PublicPurchase.com) website, bid #159585)** up to but not later than 5:00 PM MST on July 22, 2022.

Qualified firm(s) or individual(s) will be selected to perform reviews of applications and plans for **Planning and Zoning compliance**. Each respondent shall submit a response according to the format below along with a fee proposal for this project.

Project Description:

- Planning and Zoning Review services for the following permit types: Zoning Compliance Verifications, Basic Use Permits, Administrative Adjustments, Boundary Adjustments, Miscellaneous Permits.
- Review of Building Permits for compliance with Land Development Regulations (zoning code).
- Services requested exclude presenting at public hearings or writing staff reports for Board level decisions.
- The selection of a firm or individual to perform Planning and Zoning review services will depend on the qualifications and pricing of the submittals.
- The most recent version of the Teton County Land Development Regulations may be found here: <https://jacksonetonplan.com/DocumentCenter/View/932/Teton-County-Land-Development-Regulations-PDF>
- Teton County GIS information may be found here: <https://maps.greenwoodmap.com/tetonwy/mapserver/>
- Planning and Building Records for each property are attached to the property records in GIS.

- Plan reviews must be completed within timelines established by the Land Development Regulations:
  - Sufficiency Determination – Within 14 Days of Submittal
  - Basic Use Permits – Within 45 Days after Sufficiency Determination
  - Administrative Adjustments - Within 45 Days after Sufficiency Determination
  - Zoning Compliance Verifications - Within 45 Days after Sufficiency Determination
  - Boundary Adjustment – Within 60 Days after Sufficiency Determination

Plan Review Elements and Deliverables:

As part of the application and plan review, the selected firm or individual is expected to provide the following information and deliverables to Teton County Planning & Building Department upon completion of each review, depending upon application or permit type:

- Land Development Regulations (LDR) checklist verifying compliance with local zoning
- Letter of Sufficiency Determination
- Administrative Review Report or Review Letter

Samples of the common deliverable are available on the PublicPurchase.com website for this RFQ.

**Public Purchase website:** This RFQ will be posted on the Public Purchase website:

<https://www.publicpurchase.com/gems/login/login>, bid #159585. Respondents must register (free) on the website to access the RFQ and to respond. Questions regarding the RFQ may be posted on the Public Purchase website. Answers will be posted and both questions and answers will be available to all respondents.

Responses will be opened publicly ***on July 25, 2022, at 12:00 PM in the Teton County Planning Conference Room, 200 S. Willow Street, Jackson, WY 83001.***

**RFQ Response Format:**

- **Cover Letter** – Letter must be signed by a person having the authority to commit the respondent to a contract to be accepted. Include a brief history of the firm and how it has established itself in the related field, and what makes the firm or individual unique from its competitors.
- **Summary of Approach and Technical Staff** – Summarize your firm's overall approach to this project, highlighting any outstanding features, qualifications, or relevant experience. Discuss your current job commitments and how your company can complete the work discussed in this RFQ during the specified time frame.
- **Examples** – Provide examples of previous services of similar nature.
- **Personnel Qualifications and Contractor Experience** – Identify lead and support personnel and include resumes of such personnel with listings of relevant experience and areas of expertise. Identify similar projects or services completed within the last 3 years.
- **List of References** - Proposals must include references of clients for which the responding individual or firm has provided similar professional services within the last three years.

- **Required Documents** – Include any certifications, professional association memberships, or awards that would serve to establish the individual's or firm's expertise in the field.
- **Proposed Contract** – Please submit a proposed contract for professional services for consideration.
- **Suggestions or Improvements** - If the proposing individual or firm feels that the scope of services as described in this RFQ and attached appendices may be improved upon by additions, deletions, or changes, those changes should be clearly stated in the submittal.
- **Conflicts of Interest** – List any potential conflicts of interest.
- **Project Management and Schedule** - Provide an explanation of the individual's or firm's ability to provide Planning and Zoning application and plan review in a professional, competent, organized, and timely manner with effective client communications. Provide estimates of plan review turn-around times. Describe if plan review submittals must be submitted electronically, on paper, or both and the method for delivery or submission.
- **Reporting Functions and Communication** - Describe the individual's or firm's ability to generate reports on plan reviews, required plan changes to comply with adopted codes, and to successfully communicate with the client and permit applicants.
- **Knowledge of Teton County Land Development Regulations** – Describe any relevant professional experience or knowledge that the responding firm or individual has working with the Teton County Land Development Regulations.

**Pricing** – The fee shall be placed in a separate file from the original proposal and should include the proposed staff hourly rates, or plan review fee based on application type or size of the project, or other fee structure, and any additional costs or rates to be charged.

#### ***Section II: Evaluation and Selection Process***

- A. Each person or firm will be evaluated based on the requirements outlined in the section below. Teton County reserves the right to reject any or all proposals.
- B. Proposals will be reviewed and evaluated by a committee organized by Teton County Planning & Building Services Department.
- C. **Scoring:** 10 – Excellent; 7.5 – Good; 5.0 – Satisfactory; 2.5 – Marginal; 0 – Unsatisfactory

	Criteria	Rating		Weight		Score
1	Experience of key individuals, including certifications			5		
2	Experience of firm & work examples			4		

3	Ease of communicating with the firm and using the firm's plan review submission process			3	
4	Proven capacity to deliver the project requirements in timely manner			4	
5	Knowledge of the Teton County Land Development Regulations			5	
				Sub-Total	
	Proposed Fee Proposal			3	
	Presentation/Interview			4	
				TOTAL	

**Fee proposal-** The Fee proposal will be scored after the first 5 items have been scored and evaluated by the committee.

**Presentations:** As a result of the evaluation phase, presentations/interviews by finalists may be required.

**Recommendation for Approval:** Presentations will be evaluated and rated on a scale of 1 to 10, ten rating the highest. The Presentation score will be added to the Evaluation score to determine the firm to be recommended for approval by the Board of County Commissioners. The County reserves the right to withhold award of contracts.

**Commencement of activities:** Plan review activities are to begin as soon as practically possible following signature of the Contract.