



The Buena Vista Planning & Zoning Commission November 1st, 2023 at **7:00 PM**

Commission Members and Staff will meet at the Community Center.
The public is encouraged to join the meeting virtually via Zoom.

The public can join the meeting using the Zoom information below. To participate in Public Comment and/or Public Hearings you may connect to the video conference.

Conferencing Access Information: <https://us02web.zoom.us/j/88435394219>

Listen via phone at **1-719-359-4580** Meeting ID: **884 3539 4219** Passcode: **761978**

AGENDA

REGULAR MEETING OF THE PLANNING & ZONING COMMISSION

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Agenda Adoption
- V. Approval of Minutes – October 18th, 2023
- VI. Public Comment
- VII. New Business
 1. DRAFT Request for Proposal for Comprehensive Plan
- VIII. Staff/Commission Interaction
- IX. Adjournment



**Minutes of the Regular Meeting of the
Buena Vista Planning and Zoning Commission**
October 18th, 2023

DRAFT

CALL TO ORDER

A meeting of the Planning and Zoning Commission was called to order at 7:01 p.m., on Wednesday, October 18th, 2023, at the Community Center by Chair Preston Larimer

Staff Present: Planning Director Joel Benson, Planner I Caroline Mahoney, and Planning Technician Jamie Graves

PLEDGE OF ALLEGIANCE

Larimer led in the Pledge of Allegiance.

ROLL CALL

Benson proceeded with the roll call and declared a quorum.

Attendee Name	Title	Status
Preston Larimer	Chair	Present
Lynn Schultz-Writsel	Vice Chair	Present
Tony LaGreca	Commissioner	Present via Zoom
Craig Brown	Commissioner	Present
Blake Bennetts	Commissioner	Not Present
Thomas Brown	Alternate	Not Present
Thomas Doumas	Alternate	Present via Zoom

AGENDA ADOPTION

Larimer called for approval of the agenda. Commissioner Craig Brown motioned to adopt the agenda as amended and was seconded by Commissioner Schultz-Writsel **Motion #1** passed.

APPROVAL OF MINUTES

Schultz-Writsel motioned to approve meeting minutes from September 20th, 2023, as amended. There were two non-stylistic changes. One change was updating the status of Schultz-Writsel to “present” from “not present”. The second change was to update the street “DePaul” to “Steel”. Larimer seconded. **Motion #2** was unanimously approved.

PUBLIC COMMENT

Public comment was opened at 7:05 p.m.

With no comments, public comment was closed at 7:05 p.m.

NEW BUSINESS

Benson introduced new business by inviting Commissioners to openly discuss the 2021 International Building Code (IBC) and if there were any sections Town should adopt. Fire safety and mitigation were topics of great concern, especially in relation to the increase in annexations, higher density zones, flammable building materials, and the adoption of the 2021 IBC Wildland-Urban Interface by Chaffee County. No decisions were made, but the subject of fire safety will be continued.

STAFF / COMMISSION INTERACTION

Benson introduced Planner I, Caroline Mahoney.

Benson provided project updates for The Crossings, South Main, The Homestead, Carbonate Street, and Topside developments.

Schultz-Writsel requested the Commissioners explore affordable housing and offered to send a link to a podcast to steer the conversation for future discussion.

ADJOURNMENT

There being no further business, Craig Brown motioned to adjourn the meeting at 8:04 p.m. Schultz-Writsel seconded. **Motion #3** was unanimously approved.

Respectfully submitted:

Preston Larimer, Chair

Jamie Graves, Planning Technician

THE TOWN OF
PO BOX 2002 • 210 E. MAIN ST.
BUENA VISTA, COLORADO 81211



BUENA VISTA
P: 719.395.8643 • F: 719.395.8644
WEB: WWW.BUENAVISTACO.GOV

DATE: November 1, 2023
TO: Planning and Zoning Commission
FROM: Joel Benson, Planning Director
RE: Draft RFP for the Comprehensive Plan

Request

Staff request feedback to the proposed comprehensive plan request for proposal before the document is revised and submitted to the Board of Trustees for discussion on timing and process.

Background

The Planning and Zoning Commission is statutorily responsible for the Comprehensive Plan including implementation strategy, i.e., matching code to the resultant plan. Each 7-10 years the Town is required to carry out a new plan. The most recent was approved in 2015 and started in 2014. This led to the adoption of the UDC. Presently, the Town does not have capacity to carry out its own process and an outside consultant group can reduce issues related to the outsider-insider dilemma. The draft Request for Proposal is submitted to the Commission for feedback before it is discussed among the Board of Trustees.



REQUEST FOR PROPOSALS

2024 Comprehensive Plan

Proposal Submittal Deadline: Monday, March 4th, 2024, by 10am MST

The Town of Buena Vista, CO, hereinafter referred to as 'Town', is seeking a qualified Consultant Partner to lead and prepare a new Comprehensive Plan for 2024 which addresses the many challenges that impact the Town's inhabitants, municipal services & facilities, natural resources, economic vitality, sustainability, growth, history, and community character.

DRAFT

Proposals must be submitted in electronic, PDF format only to:

Joel Benson

Planning Director

jbenson@buenavistaco.gov

719-581-1027

Important Dates

Solicitation Released:

Monday, January 29th, 2024

Project Orientation and Q&A Webinar (optional):

Tuesday, February 13th, 2024, at 10am MST

Proposal Submittal Deadline:

Monday, March 4th, 2024, by 10am MST

A copy of this RFP and any associated exhibits may be obtained from the Town's website:

<https://www.buenavistaco.gov/2228/RFPs-RFQs>

Project Summary

The Town of Buena Vista, Colorado needs a brand-new Comprehensive Plan designed to fulfill an existing, but to-be updated Collective Vision of a rural mountain town. While elements of previous Comprehensive Plans may continue to be represented in this new Comprehensive Plan, the goal is a new document that will be informed by other planning efforts, for example, the Water Resources Master Plan, and Recreation Master Plan, while striking a balance of traditional Town values and evolving identities.

Development of this Comprehensive Plan should gather data from as many and as diverse community members and stakeholders as possible. The scope of work anticipates a multi-faceted focus on community outreach, surveying, interviewing, facilitating focus groups, and holding public meetings, with the intent of tapping into a broad range of local constituents, both seasonal and year-round, with an aim to minimize bias. In-depth engagement from non-traditional audiences such as youth, low-wage earners, seasonal employees, minority communities, renters, ESL persons, and aging residents is crucial.

Buena Vista is both a community and a municipality. Many inhabitants of the larger 81211 zip code of Chaffee County consider themselves a part of Buena Vista and have mailing addresses in Town, even though they can neither vote in municipal elections nor sit on the Board of Trustees and our Planning Commission. Input from this broader community and the seasonal workforce is a key part of this process.

Scope of Work

The selected Consultant Partner will be responsible for the following scope of work (SOW). Co-creation between the Consultant Partner and Town Staff is valued. While the Consultant Partner is creating the bulk of the new work, Town Staff will support the Consultant Partner's efforts through guidance and input garnered via community interactions and champion volunteers, while Town Staff attend to everyday work and priorities.

1. Outreach and Community Awareness Campaign. For Example:
 - a. Survey(s), interview questions, focus group facilitation guides, and other tools for Town Staff to review and approve prior to implementation;
 - b. Details on plans to gather data to further define target audiences as well as using corresponding modern listening strategies for each demographic (e-survey, paper surveying, door-to-door, interview, focus group, invitation to public meeting, etc.);
 - c. Marketing and outreach strategies including social media, digital, radio, and print tools for raising awareness about the listening campaign and garnering participation in the identified strategies;
 - d. Structured marketing and outreach plan with reporting on campaign efficacy; and
 - e. Other tasks as mutually agreed upon between Town Staff and Consultant Partner to achieve desired outcomes listed below.

2. Data Collection, Analysis, and Summary of Findings
 - a. The Consultant Partner shall collect, synthesize, and analyze all data – both quantitative and qualitative – into a final report which clearly identifies at least the following:
 - i. An overview detailing the outreach and listening methodologies used, audiences targeted, quantitative metrics of people reached, responses gathered, attendees to meetings and focus groups, etc. This should include an explicit section on the specific strategies employed to reach traditionally under-represented populations (youth, low-income, aging population, renters, seasonal employees, ESL Persons, minority groups, etc.);
 - ii. Community demographic profile;
 - iii. SWOT analysis and report;
 - iv. Common themes as they relate to the Collective Vision Statement and any minor recommended changes to Collective Vision;
 - v. Detailed summary of the top ten topics which surfaced the most in the data, categorized according to key objectives and policies as they relate to the Collective Vision. This should include a brief overview of each, adding depth of detail beyond titles like 'affordable housing' or 'water';
 - vi. Comprehensive analysis and summary of existing conditions including, but not limited to, town-wide infrastructure and services, environmental and conservation considerations, historical preservation and near-term development assessment, including review of existing development plans;
 - vii. Integration of the recommendations of the *Water Resource Master Plan and Recreation Master Plans*, with particular attention on the impacts of those recommendations on the Collective Vision;
 - viii. Recommendations for Economic Development Strategies;
 - ix. Relational comparisons to other Rural Mountain communities;
 - x. Actionable recommendations, a.k.a. "Next Step Kits", to address current and future issues that will result in positive outcomes for the Town in a way that aligns with the Collective Vision;
 - xi. An appendix with complete source data from all outreach and listening activities; and
 - xii. Any other sections or information mutually identified between Town Staff and the Consultant Partner.

3. Deliverables
 - a. At least one Comprehensive Plan Draft with feedback from the Board of Trustees on each draft;

- b. Final Comprehensive Master Plan to be delivered in print (qty: 10 spiral bound copies) and electronic formats;
 - i. The Comprehensive Plan shall include the following content sections/content areas:
 1. Executive Summary;
 2. Introduction/Overview of the current state of the Town and current and emerging issues;
 3. Collective Vision Statement;
 4. Summary of public input;
 5. Theme-based content that identifies the needs, challenges, and opportunities available to the Town;
 6. Thorough map for prioritization of alternatives, outlining specific alternative actions, one at a time, to be taken by the Town and Town Staff over a period of ten years and the amount of funding needed to complete those actions;
 7. References to existing Master Plan chapters and related/referenced documents, reports, and information as needed; and
 8. References to information used to create the Comprehensive Master Plan;
- c. Any large format maps will be provided in PDF format;
- d. All documents related to survey responses, graphics, schedules, appendices, addenda, and narrative to be collected and delivered in electronic format;
- e. Spreadsheets and charts to be delivered in Excel format, including supporting data for all tables and graphs; and
- f. Presentation of final report (in person) to the Planning & Zoning Commission and the Board of Trustees.

Desired Outcomes

Successful proposals will demonstrate how they will achieve the following outcomes for the Town of Buena Vista:

- Demonstrable success in community outreach and listening – minimum of 800 unique responses or participants across outreach and listening strategies from a diverse range of constituencies;
- Timely and accountable delivery of services from Consultant Partner;
- Final report that is comprehensive and thorough, with minimal bias that provides a firm foundation for The Town's future decision making.

Proposals

To evaluate and select the appropriate Consultant Partner, the Town is requesting proposals that will help the Town compare 'apples to apples'.

Proposals must include the following:

1. Description of the Consultant Partner's proposed project team, including any proposed sub-consultants, detailing relevant work experience, contact information, role in the project, and degree of involvement (e.g., daily contact vs supervisory);
2. Description of the Consultant Partner's experience with the proposed type of project elsewhere, with emphasis on relevant work in rural mountain communities in Colorado:
 - a. Name and location of at least three completed, relevant projects with a description of each;
 - b. Completion date of sample projects and any published summative reports from those projects; and
 - c. Reference contact information for the lead municipal staff member of each project;
3. A detailed outline of a work plan;
4. Schedule for project from RFP award notification and contracting to the final report delivery and presentations;
5. The proposed fee for all goods and services including calculations for arriving at that fee and proposed payment schedule;
6. Include an up to date W9; and
7. Other considerations, if any.

Evaluation and Award Process

Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. The Town reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the firms submitting a response, or to cancel any part or all of this RFP for any reason at any time.

Funding

DOLA EIAF Tier I grant funds may be used to pay for these services. As such, [DOLA EIAF guidelines](#) must be met.

Oral Presentation/Interviews

Teams submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal or attend (virtually if needed) an interview with Town Staff. Interviews are optional at the discretion of Town Staff and may or may not be conducted.

PLEASE NOTE the **optional pre-submittal Zoom meeting on Tuesday, February 13th at 10am**. Zoom details are as follows:

<https://us06web.zoom.us/j/6167636701?pwd=dDR3bldCRzRVMjhEaGV5SHZYZmxpdz09>

Meeting ID: 616 763 6701

Passcode: y5Ssbm

One tap mobile

+17193594580,,6167636701#,,,,*554022# US

Selection Criteria

In reviewing submitted proposals, the following criteria are among those that will be considered:

- Completeness of Proposal;
- The demonstrated experience and capacity of the Consultant Partner team in successfully planning and completing projects of similar type and scale, on time and within budget in similar rural mountain communities;
- The proposed fee for all services;
- Evidence of reading the attachments to this RFP as shown in the Supporting Documentation section below;
- The Town may reject any or all bids for any reason; and
- **Incomplete proposals will not be considered. Late proposals will be rejected.**

Supporting Documentation:

[2015 Comprehensive Plan](#)

[2021 Water Resources Master Plan](#)

[2016 Recreation Master Plan](#)

[2019 Recreation Facilities Master Plan](#)

[2022 Parks and Trails Inventory](#)

[2017 Economic Development Master Plan](#)

[2020 River Park Master Plan](#)

[2023 Rodeo Grounds & Chicago Ranch Master Plan](#)

[Additional Town Master Plan Documents](#)

Contracts

The Consultant Partner shall be required to sign a written contract with the Town within ten business days of notification of selection.

Once the contract is executed by both parties, the Consultant Partner will be instructed to commence providing the work as outlined in the executed contract. All information, plans, documents, photos, and other materials of any kind acquired or developed by the Consultant Partner pursuant to this project shall be the property of the Town of Buena Vista, CO.

The contract shall include at least the following:

1. The requirement for the Consultant Partner to maintain professional liability, worker's compensation, and motor vehicle insurance in an amount satisfactory to the Town and covering assigned personnel who will be engaged on the project, together with the requirement for the Consultant Partner to provide a certificate of insurance, give advance notice of cancellation, and name the Town as an additional insured;
2. An indemnification clause that indemnifies, protects, and holds the Town harmless against the negligence and willful misconduct of the Consultant Partner, its employees, and its subcontractors;
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 Town of Buena Vista, and that, in the event of cancellation or termination, such products will remain in the possession of the Town of Buena Vista;
4. An acknowledgment that the Consultant Partner will be compensated as an independent contractor and will be responsible for providing F.I.C.A., Worker's Compensation, Unemployment Compensation & Liability to all employees assigned to the Town's project; and
5. Such other provisions as deemed necessary for the protection of the Town's best interests.

Project Schedule

The Consultant Partner shall begin work upon contract approval and complete all tasks no later than March 31, 2025. A completed interim draft of the Comprehensive Master Plan shall be delivered to Town Staff at least two months prior to the project completion date to allow time for final review and revisions. The Consultant Partner will provide a final draft of the Comprehensive Master Plan, reflecting final revisions and including supporting documents, for the Planning Commission's public hearing process and will make any additional changes until the Comprehensive Plan is adopted.

Consultant Partner 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 Town of Buena Vista, CO and its representatives authorization to contact any of my existing or previous clients (or a team member's clients) for the purpose of obtaining an independent evaluation of me or my team member's performance. I certify under the penalty of perjury that this bid is in all respects bona fide, fair, and made without fraud or collusion with any other person, corporation, company, or other entity.

_____ Date _____
(Signature Required)

_____ Date _____

_____ Date _____