

**COUNTY OF NIOBRARA, WYOMING
PLANNING AND ZONING MANUAL REWRITE
AS
NIOBRARA COUNTY PLANNING AND ZONING RESOLUTION OF 2022
REQUEST FOR PROPOSAL**

Niobrara County Board of Commissioners
Attn: Pat Wade, Chairman
424 South Elm Street
P. O. Box 1238
Lusk, WY 82225
307-334-2211
pandz-rfp@niobraracounty.org

TITLE: Planning and Zoning Manual Rewrite as “Niobrara County Planning and Zoning Resolution 2022”
ISSUE DATE: May 17, 2022
ISSUING DEPARTMENT: Niobrara County Board of Commissioners
424 South Elm Street
Lusk, WY 82225
WORK LOCATION: County Wide
PERIOD OF CONTRACT: To Be Negotiated

Your firm is invited to submit a proposal to provide consulting services for the rewrite of the County’s planning and zoning manual. The submittal, consisting of the original proposal (w/sealed bid), eight (8) additional copies, and one electronic version, all marked “Niobrara County Planning and Zoning Resolution 2022 Rewrite,” will be received no later than June 30, 2022.

I. Purpose

The Board of County Commissioners of Niobrara County, Wyoming herein referred to as “the County,” is soliciting sealed proposals from qualified planning consultants, and multi-disciplinary firms or teams for consulting services related to the review, analysis and rewrite of Niobrara County’s Planning and Zoning Manual. The County’s goal is to develop a modern and user- friendly resolution to guide development in diverse environments experiencing a variety of growth patterns.

It is Niobrara County’s intent that this Request for Proposal (RFP) is part of a competitive procurement process which helps to serve the County’s best interests while providing consultants with a fair opportunity for their services to be considered. The County may negotiate with one or more consultants to arrive at a mutual agreeable relationship.

II. Background

County Information

Niobrara County is in the east-central part of Wyoming with the states of South Dakota and Nebraska bordering on the east. The town of Lusk is the county seat, with Manville and Van Tassell also recognized as incorporated towns. According to the 2020 U.S. Census data, the total population of Niobrara County is 2,467 persons. Niobrara County is the least populated of the 23 counties in Wyoming. Approximately two-thirds of the population in Niobrara County live within the towns of Lusk and Manville, while the remaining population lives in rural areas throughout the county.

Property rights remain important today to the residents of Niobrara County. Private ownership and the incentives provided by that ownership are a driving force behind the culture and lifestyle of Niobrara County. Niobrara County covers 2,614 square miles or 1,672,960 acres and is the 16th largest county in Wyoming. Approximately 82% of the land is privately owned, 8% of the land is owned by the federal government, and 10% of the land is owned by the State of Wyoming.

Planning and Zoning Information

Niobrara County does not have a Planning Department. It operates under a volunteer Planning and Zoning Board consisting of five (5) members. In 2004, Niobrara County adopted the Niobrara County Planning and Zoning Manual (https://www.niobraracounty.org/departments/planning_and_zoning/pdfs/Planning%20&%20Zoning%20Final%2004%2023%2019.pdf)

There are several reasons for this RFP: The document is eighteen (18) years old and is outdated. There are currently inconsistencies in the manual resulting from the various revisions over time, and the changing land uses/types of businesses. These variables have made implementation of the County's current planning and zoning manual increasingly difficult.

III. Scope of Services

The following professional planning services and general scope of work is anticipated. However, consultants are encouraged to expand on this description and to suggest alternative approaches they believe will better achieve the County's objectives.

A. General Requirements

1. Proposals should demonstrate each consultant's knowledge of best practices in land use planning, and land use law as well as specific experience in drafting and implementing zoning regulations and conducting thorough processes for participation of stakeholders and general public.
2. Services shall include review and coordination of proposed revisions in accordance with relevant state statutes, and County regulations such as subdivision regulations,

flood plain requirements, and county road standards.

3. Present the proposed installments and maps for public information and comment during County's approval process.

B. Drafting the Planning and Zoning Resolution 2022 Rewrite

1. Review the resolution and outline provisions that must be adjusted to fulfill the goals and policies of the Planning and Zoning Resolution 2022.
2. Divide the drafting process into manageable installments based upon content and processes agreed upon by the County. For example, the installments may be divided among provisions and administration, zones and uses, criteria, procedures and wind and cellular towers.
3. Include the following in the proposed resolution, as applicable:
 - a) Standards establishing specified land use zones in the unincorporated area of Niobrara County, and regulations therein of buildings and structures according to their construction and the nature of and the extent of the uses of the land.
 - b) Revisions to lists of permitted uses to include new uses, to delete outdated uses, and to provide alternatives to static lists of uses. This should also apply to conditional uses.
 - c) A single set of procedures for making land use decisions that promote efficiency and predictability. Must meet the criteria in statutes for public hearings.
 - d) Use of graphics, tables, and charts to explain development requirements and standards.
 - e) Special attention should be paid to commercial and industrial zoning classes, renewable energy regulations, communication tower regulations, and definitions.
 - f) Standards for the administration and enforcement of the provisions contained in the Resolution, and fixing penalties for the violations thereof.

C. Public Hearing and Adoption

1. The rewrite needs to have heavy public involvement. If feasible, include a minimum of three (3) public input meetings that shall be held in Niobrara County. More public meetings may be held, if necessary. Develop a public involvement strategy consisting of workshops and outreach.
2. Coordinate meetings with stakeholders to gather feedback. What is working well and what is not working well, and what approaches would be favored in the planning and zoning manual rewrite.
3. The proposal price shall be based on at least four (4) joint work sessions with the Board of County Commissioners and the Planning and Zoning Board
4. Each "Installment" would need formal presentation with the Board of County Commissioners and Planning and Zoning Board. The proposal price shall be based on

at least four (4) joint Board of County Commissioner and Planning and Zoning Board meetings. (Open to ideas on this item)

5. Provide 10 hard copies and .pdf of the proposed resolution at each public hearing.

D. Post-Adoption Deliverables and Implementation

1. Provide a digital file of the adopted resolution in Microsoft Word, Adobe Portable Document format (PDF), and an internet-ready format.
2. Provide a digital file of any adopted maps in a ESRI file geodatabase with feature classes in NAD83(2011).
3. Provide digital copies of the application forms (used by applicants). The application forms shall be provided in Microsoft Word, fillable Adobe PDF, and internet-ready formats.

IV. Anticipated Schedule

The following represents a tentative outline of the process currently anticipated by the County:

- Request for Proposal issued May 17, 2022
- RFP information meeting June 7, 2022
- Receive written proposals June 30, 2022

Niobrara County Commissioners will hold an informational meeting on June 7, 2022 at 1:30 P.M. We will go over the issues that we currently have, the items that need more focus, general information about this process. We will answer any questions that you may have. This meeting can be attended in person or via Zoom conference. Please email Becky Freeman, Niobrara County Clerk, at bfreeman@niobrara.org for more information about this meeting.

V. Proposal Submission Requirements:

- A. The Commissioners will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
- B. The submittal, consisting of the original proposal (w/sealed bid), eight (8) additional copies of proposal, and one electronic version, all marked “Niobrara Planning and Zoning Resolution 2022 Rewrite” by 10:00 A.M., local time, on or before June 30, 2022, to be eligible for consideration.

All documents and proposals shall be submitted to:

Niobrara County Commissioners
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- C. The bid cost involved in the completion of the required tasks shall be included, but the cost shall be submitted separately in a sealed envelope. Cost must be broken down to show the cost for each task and detail. Use the IRS standard mileage rate and Wyoming Per Diem rate for this bid.
- D. By submitting a proposal in response to this Request for Proposal, the consultant represents it has read and understands the Scope of Services and has familiarized itself with all federal, state, and local laws, rules, and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
- E. All proposals received in the Niobrara County Clerk's Office on time shall be accepted. All late proposals received by the Niobrara County Clerk shall be returned to the consultant unopened. Proposals shall only be open to public inspection only after award of a contract.

VI. Proposal Response Format:

- A. Consultants shall submit a written proposal that represents the consultant's qualifications and understanding of the work to be performed. Your proposal should provide all the information considered pertinent to your qualifications for this project.
- B. The consultant should include in their proposal:
 - Table of contents – All pages are to be numbered
 - Introduction
 - Executive Summary
 - Response to Scope of Services – Consultants shall provide a detailed response.
 - Company profile - Show the ability and skill of the consultant and staff to perform the services required.
 - References – Provide a minimum of three (3) references, who could attest to the consultants past performance similar to those requested herein.
 - Implementation Schedule – Provide detailed information on your proposed schedule for completing the project.
 - Fee Schedule – Consultants shall provide detailed fee schedule of all services requested under Scope of Services. Pricing should include at a minimum hourly rate for all staff assigned to the project. Pricing should also include all items such as professional time, travel, or any other project related expense.

*The County reserves the right to reject any or all proposals and to waive any informalities.