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## Community Development

**Date:** November 2, 2018

**To:** Planning and Development Consultants and Firms

**From:** Glen L. Black

**Re:** Request For Proposal, City of Delta Comprehensive Plan

### **Request For Proposals For Professional Services**

#### Comprehensive Plan Review and Update

The City of Delta, Colorado, invites all qualified Planning and Development Consultants and Firms to submit a proposal for professional services for the Review and Update process of the Comprehensive Plan. The City's existing Comprehensive Plan was adopted in 2008. It contains many elements which appear to still be relevant today including: Land Use, Transportation, Economic Development, Housing, Parks, Recreation, Trails and Environmental Protection, and Infrastructure. Copies of the existing Plan are available on the City's webpage at <http://www.cityofdelta.net/compmasterplan.html>

### **Scope**

Proposals should outline the process for committee selection, public meetings, presentations and final report.

Please include in this proposal:

- Time frame for entire process
- Total proposed cost
- Hourly rates for personnel to be involved
- Travel and time charges the City would be billed
- Any anticipated equipment charges and rates
- Resumes, project lists, and references for similar projects

The City reserves the right to select consultants for projects which best serve the City in regards to availability, experience, performance and cost. The City also reserves the right to reject all proposals without disclosing the reason therefore. The selected Firm must enter into a Professional Services Agreement and meet any necessary insurance or bond requirements.

Please submit proposals to the Community Development Department by 3:00 pm, November 28, 2018 if you are interested.