



**TAHOE  
REGIONAL  
PLANNING  
AGENCY**

**Mail**

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**Location**

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**Contact**

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[www.trpa.org](http://www.trpa.org)

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# **REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES**

Tahoe Regional Planning Agency  
Seeks Consultation Services  
to Assist Agency Staff in Updating the  
Regional Plan Code of Ordinances

February 22, 2010

*imagine. plan. achieve.*

## **BACKGROUND:**

The Tahoe Regional Planning Agency (TRPA) is in the process of updating its Regional Plan for the first time since 1987. The Plan includes Goals and Policies, Plan Area Statements (zoning), and the Code of Ordinances. The current Code was also adopted in 1987. Though there have been a variety of Code amendments since 1987, the Code is scheduled for a targeted overhaul concurrent with the Regional Plan process. This process is scheduled for completion by the end of 2011.

The overhaul of the TRPA Code will be accomplished in two stages. The first stage involves cleaning up the existing Code. Today's Code is often characterized as difficult to navigate, overly long, hard to understand, ambiguous to interpret, and ill-organized. The Code needs to be redrafted in some areas to make it consistent, concise, readable, unequivocal and clear. It needs to be re-organized in some areas so that related provisions in disparate sections will either be cross-referenced properly or grouped together.

The second stage involves drafting new code language based on the new Regional Plan Goals, Policies and Implementation Measures. Since the Regional Plan Update process is not yet advanced to the point where policy direction has been finalized, it is premature to begin this second stage of the Code update.

## **PROJECT OBJECTIVES:**

TRPA is seeking proposals from qualified professionals to assist staff in the first stage of updating the TRPA Code of Ordinances. The TRPA Code can be reviewed at [www.trpa.org](http://www.trpa.org) (see TRPA Regulations/Code of Ordinances). Agency staff has identified and targeted a set of Code provisions that require immediate attention. The primary project tasks for this stage of the process are as follows:

- Review and edit targeted sections of the existing Code for consistency, conciseness, readability, and clarity.
- Organize related provisions in disparate sections by cross-referencing or grouping.
- Provide editorial, legal, and organizational review of draft Code language.
- Conduct staff interviews to identify additional areas where Code language could be improved and work with TRPA staff to generate solutions.
- Properly record, track, and justify changes to ensure the integrity of the process.

## **DESIRED EXPERTISE:**

The successful consultant will have the following skills and experience:

- Ability to draft consistent, concise, readable, unequivocal, and clear Code language

- Ability to redraft existing Code language to make it consistent, concise, readable, unequivocal, and clear
- Ability to organize related provisions in disparate sections so that they will either be cross-referenced properly or grouped together
- Must be able to present work and defend changes to staff and at public meetings
- Must be able to communicate with Agency staff to collaboratively solve problems, generate solutions, and fully understand issues
- Must be available on a regular basis to finish work at an accelerated pace
- Must be detail-oriented and able to track all proposed changes in an understandable and systematic manner
- Must have experience in technical writing, particularly in the fields of land use law, planning, and regulatory document preparation
- Must be creative and able to synthesize complex ideas into simple phrases without losing the meaning

### **SCOPE OF WORK:**

#### **WORK TASKS**

- Interview TRPA staff to gain a full perspective on the scope of the problem.
- Work with staff to ensure that the solutions proposed are consistent with the intended meaning of the current language.
- Draft new Code language for those sections targeted for revision
- Record, track, and justify changes to ensure the integrity of the process

#### **Deliverables:**

1. Targeted set of Code updates
2. Final report that tracks and provides rationales for all changes proposed – due no later than July 30, 2010

### **REQUEST FOR PROPOSAL SCHEDULE:**

Date of Announcement:	Monday, February 22, 2010
Deadline for Response:	5:00 p.m., Monday, March 15, 2010
RFP Proposals Opened:	Tuesday, March 16, 2010
Code Exercise/Interviews:	Monday, March 22, 2010 to Monday, April 12, 2010
Contract Award Notification:	No later than Monday, April 19, 2010

Late proposal submissions will not be considered and will be returned unopened to the sender.

**ADDRESS ALL RESPONSES TO:**

Tahoe Regional Planning Agency  
Attention: Jerry Wells, Deputy Executive Director  
Physical Address (FedEx/UPS Delivery):  
128 Market Street  
Stateline, NV 89449  
Mailing Address (US Mail only):  
P.O. Box 5310  
Stateline, NV 89449-5310

All proposals must be submitted in a sealed envelope plainly marked “Code of Ordinances RFP Response” and “DO NOT OPEN – Sealed Bid Enclosed,” name and contact information of bidder, and addressed to the attention of Jerry Wells, Deputy Executive Director.

**Minimum Required Proposal Contents:**

1. Definition of the Project: Indicate your understanding of the objective of Updating the Code of Ordinances.
2. Project Approach: Provide a general description of the approach you would take to achieve the over-all project objective and the objectives of each major task.
3. Work Program: For each major task, discuss key methodologies and techniques to be used in completing the task.
4. Project Management and Key Personnel: Indicate the proposed management structure and organization, including subcontractors, if any, who will be working on the project. Include billable hourly rates of all proposed personnel. TRPA expects that the consultant will have at least one member of its team located near or within the Lake Tahoe region in order to provide effective and timely project oversight and coordination.
5. Qualifications: State applicant’s qualifications, including those of any proposed subcontractors. Emphasis should be placed on experience revising planning documents, including regional plan regulatory documents. Past experience working in a regulatory and/or planning context, advanced degree in English, J.D., or AICP certification desirable.
6. Schedule and Cost: Include a specific schedule for each major task including estimated hours itemized for each task. Include an overall budget for the entire project, which is broken down by task.

7. References: Please provide a table listing references with current phone numbers.
8. In addition, the top-ranked Applicant(s), based on a review of each RFP response, will be asked to complete a Code writing exercise prior to final consultant selection.

Please submit three (3) hard copies and one electronic copy of the RFP response on CD in pdf format.

### **NOTIFICATION AND SELECTION PROCESS:**

The selection process will be completed within 30 days following the close of the deadline. The process for selecting the Applicant is as follows:

1. General evaluation criteria will include content, project approach, qualifications, quality, references, cost, and timing.
2. Initial screening of Applicants to determine level of knowledge, experience and qualifications.
3. Evaluate responses of those Applicants determined to have the desired qualifications and experience.
4. Evaluation of the responses to the Code writing exercise submitted by the selected top-ranked Applicants.
5. On the basis of the overall evaluation, Applicants may be invited to an interview. The interview will include, but is not limited to, a brief presentation on approach to accomplishing the scope of work, questions relating to the qualifications of the Applicant, previous related experience, and understanding of the project objectives and the experience of the individuals assigned to execute the actual work. It is possible that the selection of a Consultant will be based solely on the written RFP response and completion of the Code writing exercise.
6. The Applicant selected will be notified and asked to submit a final scope of work to TRPA based on the RFP, the consultant's proposal for services, and specific job specifications. TRPA will provide a standard contract for the Applicant's review and acceptance. Should the Applicant and TRPA be unable to agree to the terms of the contract, TRPA will reserve the right to disqualify the Consultant and select another Consultant. Should this process not result in the hiring of a Consultant, the RFP may be reissued.

## **OTHER CONTRACT DETAILS:**

### **FOR QUESTIONS:**

TRPA Contact: Jerry Wells at 775-589-5303 or [jwells@trpa.org](mailto:jwells@trpa.org).

- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency
- Costs to prepare this proposal will not be reimbursed
- Selected consultant(s) will be expected to sign a TRPA Consultant Services Agreement
- All subcontractors, if any, used by the selected consultant will require prior written consent of TRPA and will be subject to all provisions stipulated in the TRPA Consultant Services Agreement
- All submittals are public information. Restrictions on any information submitted will render a bid non-responsive.