

Exhibit 3F
Request for Proposals for Planning Professional Services
REQUEST FOR PROPOSALS
FOR
PLANNING PROFESSIONAL SERVICES

(Required for Professional Services over \$50,000 or as prescribed by local regulation)

RFP No. 23-24-009

Packet No. _____



Project Name	<u>Comprehensive Plan Update</u>
Contracting Agency	<u>City of Truth or Consequences</u>
Address	<u>505 Sims Street</u>
	<u>Truth or Consequences, NM 87901</u>
Telephone	<u>(575) 894-6673</u>
Date	<u>July 3, 2024</u>
Procurement Manager	<u>Mindee Holguin</u>

NOTICE OF REQUEST FOR PROPOSALS

Competitive sealed proposals for planning professional services will be received by the Contracting Agency, the City of Truth or Consequences, for RFP No. 23-24-009.

The Contracting Agency is requesting proposals for professional planning services for a Comprehensive Plan Update, Project No. CDBG # 22-C-NR-I-06-G-103.

Proposals will be received at 505 Sims Street, Truth or Consequences, NM 87901 or can be submitted by email to procurement@torcnm.org (please limit file size to 5 MB) until August 6 at 2:00 pm.

Copies of the Request for Proposals can be obtained by calling Mindee Holguin, Chief Procurement Officer, at (575) 894-6673 or sending an email to mholguin@torcnm.org.

A Pre-Proposal Conference will not be held.

PURCHASING AGENT: Mindee Holguin Date: July 3, 2024

[For Contracting Agency Use Only]

Newspaper: <u>Albuquerque Journal</u>	Publish: <u>July 5&6 and 12&13, 2024</u>	P.O. No. <u>80002</u>
Newspaper: <u>Las Cruces Sun News</u>	Publish: <u>July 5&6 and 12&13, 2024</u>	P.O. No. <u>80003</u>
Newspaper: <u>Sierra County Sentinel</u>	Publish: <u>July 3 and 11, 2024</u>	P.O. No. <u>80004</u>

Note: This Notice is issued pursuant to the requirements of §13-1-104 NMSA 1978 and must be published not less than 10 calendar days prior to the date set for the receipt of proposals (§13-1-1 13 NMSA 1978) and published in a newspaper of general circulation in the area.

1. PROJECT DESCRIPTION

Insert Project Description, Location, Desired Period Of Performance, and Schedule Of Work. Include an appendix for a more detailed project description and scope of work.

The City of Truth or Consequences in Sierra County will update the City’s Comprehensive Plan. The Comprehensive Plan will be focused on the community’s physical development over the next 15-20 years and will be related to the goals and policies of the City of Truth or Consequences. The Comprehensive Plan will be developed with input from all segments of the community and include, at a minimum, the following elements: land use, housing, transportation, infrastructure, economic development, water, hazards, business loop visioning, and implementation.

2. SCOPE OF WORK

2.1 The Offeror shall perform the following professional planning services:

Type of Planning Study:

- Comprehensive Plan ¹
- Strategic or Element Specific Plan _____
- Mapping
- Zoning or Other Land Use Regulation
- Infrastructure
- Other Planning _____

¹ See Exhibit B

INSTRUCTIONS TO OFFERORS

1. DEFINITIONS AND TERMS

Planners may be substituted for five years experience.

1.1 *Addendum* means a written or graphic instrument issued prior to the opening of Proposals which clarifies, corrects, or changes the Request for Proposals. Plural: Addenda.

1.5 *Procurement Manager* means the person or designee authorized by the Contracting Agency to manage or administer a procurement requiring the evaluation of proposals.

1.2 *Consultant* means the Successful Offeror awarded the Agreement/Contract.

1.6 *Request for Proposals or "RFP"* means all documents, including those attached or incorporated by reference, used for soliciting proposals (§ 131 81 NMSA 1978).

1.3 *Determination* means the written documentation of a decision of the procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains (§ 13-1-52 NMSA 1978).

1.7 *Responsible Offeror or Proposer* means an offeror or proposer who submits a responsive proposal and

1.4 *Offeror* means any person, corporation, or partnership that provides professional planning services in this state, which chooses to submit a proposal in response to this Request for Proposals. The Lead Planner for the offeror must have at a minimum ten years experience in land use planning. A Master’s degree in urban planning or equivalent and membership in American Institute of Certified

who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal (§ 13183 NMSA 1978).

1.8 *Responsive Offer or Proposal* means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements (§ 13-1-85 NMSA 1978).

1.9 The terms must, shall, will, is required, or are required, identify a mandatory item or factor. Failure to comply with a mandatory item or factor will result in the rejection of the offeror's proposal.

1.10 The terms can, may, should, preferably, or prefers identify a desirable or discretionary item or factor.

2. REQUEST FOR PROPOSAL DOCUMENTS

2.1 Copies of Request for Proposals

A. A complete set of the Request for Proposals may be obtained from the Contracting Agency (unless another issuing office is designated in the RFP).

B. A complete set of the Request for Proposals shall be used in preparing proposals; the Contracting Agency assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete set of the Request for Proposals.

C. The Contracting Agency in making copies of Request for Proposals available on the above terms, does so only for the purpose of obtaining proposals on the Project and does not confer a license or grant for any other use.

D. A copy of the RFP shall be made available for public inspection and shall be posted at the Administration Building of the Contracting Agency.

2.2 Interpretations

A. All questions about the meaning or intent of the Request for Proposals shall be submitted to the Procurement Manager of the Contracting Agency in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by the Contracting Agency as having received the Request for Proposals.

Questions received less than five days prior to the date for opening of proposals will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

B. Offerors should promptly notify the Contracting Agency of any ambiguity, inconsistency, or error which they may discover upon examination of the Request for Proposals.

2.3 Addenda

A. Addenda will be mailed by certified mail with return receipt requested, by facsimile or hand delivered to all who are known by the Contracting Agency to have received a complete set of Request for Proposals.

B. Copies of Addenda will be made available for inspection wherever Request for Proposals is on file for that purpose.

C. No Addenda will be issued later than 5 days prior to the date for receipt of Proposals, except an Addendum withdrawing the Request for Proposals or one which includes postponement of the date for receipt of Proposals.

D. Each Offeror shall ascertain, prior to submitting the Proposal, that the Offeror has received all Addenda issued, and shall acknowledge their receipt in the Proposal transmittal letter.

3. PROPOSAL SUBMITTAL PROCEDURES

3.1 Number, Form and Style of Proposals

A. Offerors shall provide 6 copies of their proposal to the location specified on the cover page on or before the closing date and time for receipt of proposals.

B. All proposals must be typewritten on standard 8 1/2" x 11" paper and bound on the left-hand margin;

C. A maximum of 25 pages, including title, index, etc., not including front and back covers.

D. The firm's statement of qualifications must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated:

. Letter of transmittal, if any;

- Firm's qualifications (including subconsultants);
- Assigned personnel experience, and expertise on related projects;
- References (minimum of three) on past record of performance;
- Project understanding and familiarity with contracting community issues;
- Work plan in response to scope of work (if attached as appendix to this RFP);
- Work will be performed in New Mexico;
- Ability and resources to effectively manage and complete the work on schedule;
- Campaign Contribution Disclosure form; and
- Other supporting or resource material.

E. Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.

F. Offerors may request in writing nondisclosure of confidential data. Such data should accompany the proposal and should be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. A request that states that the entire proposal be kept confidential will not be acceptable. Only matters that clearly are of a confidential nature will be considered.

G. Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

3.2 Subconsultants

A. The Offeror shall list and state the qualifications for each Subconsultant the Offeror proposes to use for all subcontracted Work.

B. The Offeror is specifically advised that any person or other party, to whom it is proposed to award a subcontract under this proposal, must be acceptable to the Contracting Agency after verification by the Contracting Agency of the current eligibility status, including but not limited to suspension or debarment by the Contracting Agency.

3.3 Prequalification Process

A business may be prequalified by the Purchasing Agent as an Offeror for particular types of service. Mailing lists of potential Offerors shall include but shall not be limited to such prequalified businesses

(§ 131134 NMSA 1978). For purposes of this RFP, if prequalification is utilized, special instructions will be attached as an exhibit to this RFP.

3.4 Debarred or Suspended Contractors

A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of §§ 13-1-177 through 13-1-180, and §§ 13-4-11 through 13-4-17 NMSA 1978 as amended, shall not be permitted to do business with the Contracting Agency and shall not be considered for award of the contract during the period for which it is debarred or suspended with the Contracting Agency.

3.5 Submittal of Proposals

A. Proposals shall be submitted at the time and place indicated in the Notice of Request for Proposals and shall be included in an opaque sealed envelope marked with the Project title and name and address of the Offeror and accompanied by the documents listed in the Request for Proposals.

B. The envelope shall be addressed to the Purchasing Agent/Procurement Officer of the Contracting Agency. The following information shall be provided on the front lower left corner of the Bid envelope: Project Title, Project No., Request for Proposals number, date of opening, and time of opening. If the Proposal is sent by mail, the sealed envelope shall have the notation "**SEALED PROPOSAL ENCLOSED**" on the face thereof.

C. Proposals received after the date and time for receipt of Proposals will be returned unopened.

D. The Offeror shall assume full responsibility for timely delivery of proposals at the Purchasing Agent's office, including those proposals submitted by mail. Hand-delivered proposals shall be submitted to the Purchasing Agent or his designee and will be clocked in/time stamped at the time received, which must be prior to the time specified.

E. After the date established for receipt of proposals, a register of proposals will be prepared which includes the name of each Offeror, a description sufficient to identify the service, the names and addresses of the required witnesses, and such other information as may be specified by the Purchasing Agent.

F. Oral, telephonic, or telegraphic proposals are

invalid and will not receive consideration.

3.6 Correction or Withdrawal of Proposals

A. A Proposal containing a mistake discovered before proposal opening may be modified or withdrawn by an Offeror prior to the time set for proposal opening by delivering written or telegraphic notice to the location designated in the Request for Proposals as the place where Proposals are to be received.

B. Withdrawn Proposals may be resubmitted up to the time and date designated for the receipt of Proposals, provided they are then fully in conformance with the Request for Proposals.

3.7 Notice of Contract Requirements Binding on Offeror

A. In submitting this proposal, the Offeror represents that the Offeror has familiarized himself with the nature and extent of the Request for Proposals dealing with federal, state and local requirements that are a part of these Request for Proposals.

B. Laws and Regulations. The Offeror's attention is directed to all applicable federal and state laws, local ordinances and regulations and the rules and regulations of all authorities having jurisdiction over the services of the Project.

3.8 Rejection or Cancellation of Proposals

This Request for Proposals may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the Contracting Agency. A determination containing the reasons therefor shall be made part of the project file (§ 13131 NMS A 1978).

4. CONSIDERATION OF PROPOSALS

4.1 Receipt, Opening and Recording

A. Proposals received on time will be opened publicly or in the presence of one or more witnesses and the name of the Offeror and address will be read aloud.

B. The names of all businesses submitting proposals and the names of all businesses, if any, selected for interview shall be public information. After an award has been made, final ranking and evaluation scores for all proposals shall become public information. (§ 131120 NMSA 1978). The contents of any proposal shall not be

disclosed so as to be available to competing Offerors during the negotiation process (§ 131116 NMSA 1978).

4.2 Proposal Evaluation

A. Proposals shall be evaluated on the basis of demonstrated competence and qualification for the type of service required, and shall be based on the evaluation factors set forth in this RFP. For the purpose of conducting discussions, proposals may initially be classified as:

- 1) Acceptable,
- 2) Potentially acceptable, that is, reasonably assured of being made acceptable, or
- 3) Unacceptable (Offerors whose proposals are unacceptable shall be notified promptly).

B. The Contracting Agency shall have the right to waive technical irregularities in the form of the Proposal of the Offeror that do not alter the quality or quantity of the services (§ 131132 NMSA 1978).

C. If an Offeror who otherwise would have been awarded a contract is found not to be a responsible Offeror, a determination that the Offeror is not a responsible Offeror, setting forth the basis of the finding, shall be prepared by the Purchasing Agent/Procurement Manager. The unreasonable failure of the Offeror to promptly supply information in connection with an inquiry with respect to responsibility is grounds for a determination that the Offeror is not a responsible Offeror (§ 131133 NMSA 1978). Businesses not been selected shall be so notified in writing within twenty-one days after an award is made (§ 131120 NMSA 1978).

D. Selection Process: (§ 131120 NMS 1978)

1) The evaluation of proposals will be performed by an evaluation committee composed of representatives selected by the Contracting Agency. The committee shall evaluate statements of qualifications and performance data submitted by at least three businesses in regard to the particular project and may conduct interviews with and may require public presentation by all businesses applying for selection regarding their qualifications, their approach to the project and their ability to furnish the required services.

2) If fewer than three businesses have submitted a statement of qualifications for a particular project, the committee may:

- a) rank in order of qualifications and submit to the local governing body for award those businesses which have submitted a statement of qualifications; or
- b) recommend termination of the selection process and sending out of new notices of the proposed procurement pursuant to § 131104 NMSA 1978.

4.3 Negotiations (§ 131122 NMSA 1978)

A. The Contracting Agency's designee shall negotiate a contract with the highest qualified business for the services contemplated under this RFP at compensation determined in writing to be fair and reasonable. In making this decision, the designee shall take into account the estimated value of the services to be rendered and the scope, complexity and professional nature of the services.

B. Should the designee be unable to negotiate a satisfactory contract with the business considered most qualified at a price determined to be fair and reasonable, negotiations with that business shall be formally terminated. The designee shall then undertake negotiations with the second most qualified business. Failing accord with the second most qualified business, the designee shall formally terminate negotiations with that business.

C. The designee shall then undertake negotiations with the third most qualified business.

D. Should the designee be unable to negotiate a contract with any of the businesses selected by the committee, additional businesses shall be ranked in order of their qualifications and the designee shall continue negotiations in accordance with this section until a contract is signed with a qualified business or the procurement process is terminated and a new request for proposals is initiated.

E. The Contracting Agency shall publicly announce the business selected for award.

4.4 Notice of Award

After award by the local governing body, a written notice of award shall be issued by the Contracting Agency after review and approval of the Proposal and related documents by the Contracting Agency with reasonable promptness (§ 131100 and § 131108

NMSA 1978).

5. POST-PROPOSAL INFORMATION

5.1 Protests

A. Any Offeror who is aggrieved in connection with a solicitation or award of a Agreement may protest to the Contracting Agency's Purchasing Agent and the Chief Administrator/Clerk in accordance with the requirements of the Contracting Agency's Procurement Regulations and the state Procurement Code. The protest should be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the facts or occurrences giving rise thereto (§ 131-172 NMSA 1978).

B. In the event of a timely protest under this section, the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (§ 131173 NMS A 1978).

C. The Purchasing Agent or his designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning a procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (§ 131174 NMSA 1978).

D. The Purchasing Agent or his designee shall promptly issue a determination relating to the protest. The determination shall:

- 1) State the reasons for the action taken; and
- 2) Inform the protestant of the right to judicial review of the determination pursuant to § 131183 NMS A 1978.

E. A copy of the determination issued under § 131175 NMS A 1978 shall immediately be mailed to the protestant and other Offerors involved in the procurement (§ 131176 NMSA 1978).

5.2 Execution and Approval of Agreement

The Agreement shall be signed by the Successful Offeror and returned within an agreed upon time frame after the date of the Notice of Award. No Agreement shall be effective until it has been fully executed by all of the parties thereto.

5.3 Notice to Proceed

The Contracting Agency will issue a written Notice to Proceed to the Consultant.

5.4 Offeror's Qualification Statement

Offeror to whom award of a Agreement is under consideration shall submit, upon request, information to prove that their financial resources, production or service facilities, personnel, and service reputation and experience are adequate to make satisfactory delivery of the services described in the Request for Proposals (§ 13182 NMSA 1978).

6. CAMPAIGN CONTRIBUTION DISCLOSURE AND PROHIBITION

6.1 Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234 any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

See Exhibit A – Campaign Contribution Disclosure Form.

6.2 The form shall be filed with the Grantee as part of the competitive sealed proposal, or in the case of a sole source or small purchase contract, on the date on

which the contractor signs the contract.

6.3 A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

6.4 A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing or value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

6.5 A solicitation or proposed award for a proposed contract may be canceled pursuant to §13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to §13-1-181 NMSA 1978 if:

A. A prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or

B. A prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

6.6 As used in this section:

A. *Applicable public official* means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal;

B. *Family member* means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law;

C. *Pendency of the procurement process* means the time period commencing with the public notice of

the request for proposals and ending with the award of the contract or the cancellation of the request for proposals;

D. Prospective contractor means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code, § 13-1-28 NMSA 1978, or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or small purchase contract; and

E. Representative of the prospective contractor means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

7. OTHER INSTRUCTIONS TO OFFERORS

Monthly progress reports will be required for the duration of the project.

None

GENERAL TERMS AND CONDITIONS

1. GOVERNING LAW

The Agreement shall be governed exclusively by the laws of the state of New Mexico as the same from time to time exist.

2. INDEPENDENT CONTRACTORS

The Consultant (planning professionals) and his/her agents and employees are independent Contractors and are not employees of the Contracting Agency. The Consultant and his agents and employees shall not accrue leave, retirement, insurance, bonding, use of Contracting Agency vehicles, or any other benefits afforded to employees of the Contracting Agency as a result of the Agreement.

3. BRIBES, GRATUITIES AND KICK-BACKS

Pursuant to §13-1-191 NMSA 1978, reference is hereby made to the criminal laws of New Mexico (including §30-14-1 §30-24-2, and §§30-41-1 through 30-41-3 NMSA 1978) that prohibit bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further, the Procurement Code, §§13-1-28 through 131199 NMSA 197 8, imposes civil and criminal penalties for its violation.

4. STANDARD FORM OF AGREEMENT BETWEEN CONTRACTING AGENCY AND CONSULTANT

The form of agreement required by the funding agency or issued by the Contracting Agency will be used for this project. Copies are available and may be reviewed upon request.

5. FEES

A lump sum fixed fee for Basic Service will be negotiated with the Offeror selected. Construction Observation, if appropriate or required, will be calculated on a Payroll Cost times a multiplier. Additional Services will be calculated on a Payroll Cost times a multiplier, or as appropriate or agreed upon.

6. FUNDING

This solicitation is subject to the availability of funds to accomplish the work.

7. PROFESSIONAL LIABILITY INSURANCE

The Offeror will be required to carry professional liability (errors and omissions) insurance.

EVALUATION CRITERIA

Criteria and Point Values

Each proposal must address each of the following criteria and may be awarded points up to the amount listed.

	<u>Suggested Points</u>	<u>Points this RFP</u>
1 Firm qualifications	[25]	_____
Proposal addresses the qualifications of the firm and any proposed subconsultants.		
2 Planning Experience	[15]	_____
Assigned personnel experience and expertise on related projects.		
3 References and Past Record of Performance	[15]	_____
Three references and past record of performance with local governments such as control of costs, quality of work and ability to meet schedules.		
4 Familiarity with the Contracting Agency	[10]	_____
Proximity to or familiarity with the area in which the project is located.		
5 Work Plan*	[20*]	_____
Work plan in response to scope of work, attached as appendix to this RFP.		
6 Work to be Completed in New Mexico	[0]	_____
The amount of planning work that will be produced by a New Mexico business within this state.		
7 Project Management	[15]	_____
Ability and resources to effectively manage and complete the work on schedule		
Total Points = (without item 5, Work plan)	80	_____
(if item 5, Work plan is included in response to scope of work)	100	_____
The TOTAL BUDGET available for this project is	\$	_____

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the

public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Prospective contractor**” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: Mayor Rolf Hechler, Mayor Pro-Tem Amanda Forrister, Commissioner Destiny Mitchell, Commissioner Ingo Hoepfner, Commissioner Merry Jo Fahl

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

Comprehensive Plan Minimum Requirements

1 A Comprehensive Plan must include at a minimum the following elements:

Land Use, including (1) an analysis and mapping of existing land patterns and an inventory of the amount, type and intensity of uses by land category; (2) an analysis of trends in the supply and demand of land by land use category, including a projection of the distribution, location and extent of future land uses by land use category over a twenty-year period; (3) goals, objectives and policies that address maintaining a broad variety of land uses, including the range of uses existing in the contracting agency when the plan is adopted or amended; and (4) specific actions and incentives that the contracting agency may use to promote planned development or otherwise encourage certain identified development patterns and the locations where such development patterns should be encouraged.

Economic Development, including (1) a description of existing job composition and trends by industry and locational characteristics, such as access to transportation or proximity to natural or human resources, that influence the economic development potential of the contracting agency; (2) goals, objectives and policies for promoting economic development; and (3) a description of the actions that the contracting agency will take to implement economic development goals, objectives and policies;

Infrastructure, including (1) a description and assessment of the location, type, capacity and condition of existing infrastructure, including emergency services, sewage, drainage, local utilities and other types of facilities; (2) goals, objectives and policies for promoting the efficient provision of infrastructure, including a description of proposed levels of service; and (3) a description and assessment of proposed facility expansion and improvements designed to support planned uses and implement infrastructure goals, objectives and policies;

Water, including (1) description and assessment of the sources of water supply; (2) the demand for water by residential, commercial, institutional, industrial and recreational sectors; (3) assessment of the unaccounted for water losses due to leaks, theft or other reasons; (4) goals, objectives and policies for promoting the efficient use of water and for managing periods of drought; and (5) an analysis of the demand for water that will result from future growth projected in the plan, when added to existing uses, and how the demand for water that will result from future projected growth will be served by current water supplies, water conservation, or a plan to obtain additional water supplies or increase water use efficiencies;

Transportation, including (1) description and assessment of the location, type, capacity and condition of existing transportation facilities, such as freeways, arterial and collector streets or other modes of transportation as may be appropriate; (2) goals, objectives and policies for encouraging safe, convenient, efficient and economical transportation, including facilities for bicyclists and pedestrians, and a description of proposed levels of service and funding mechanisms; and (3) a description and assessment of proposed location, type and capacity of proposed transportation facilities designed to implement transportation goals, objectives and policies and a description of funding mechanisms that will be used to fund proposed transportation improvements;

Housing, including (1) an analysis of existing housing supply and demand and forecasted housing needs; (2) goals, objectives and policies for the improvement of housing quality, variety and affordability and for provision of adequate sites for housing and housing opportunities for all segments of the community; and (3) a description of the actions that will be taken to implement housing goals, objectives and policies;

Hazards Mitigation, including (1) an analysis of the risks of wildfire, floods, extreme weather conditions, accidents, terrorism, and other hazards; (2) goals, objectives and policies for hazard mitigation; and (3) a description of the actions that will be taken to mitigate hazards; and

Implementation of the plan's goals, objectives, policies, standards, and/or guidelines

The lead planner for a comprehensive plan must have at a minimum ten (10) years experience in land use planning. A Master's degree in urban planning or equivalent and membership in the American Institute of Certified Planners (AICP) may be substituted for five (5) years experience.