



REQUEST FOR PROPOSALS (RFP) GRAND COUNTY, UTAH

for

**LAND USE & DEVELOPMENT MANAGEMENT
CODE REWRITE**

Proposals due by:

March 20, 2026 at 4:00 p.m.

Electronic Submissions only:

Submitted via the U3P Public Procurement Platform
utah.bonfirehub.com

Technical inquiries are to be addressed by using the
U3P Utah Public Procurement Platform

INTRODUCTION AND PURPOSE

Grand County, Utah (the “County”) invites qualified planning and land use consulting firms (“Proposers”) to submit proposals to **comprehensively rewrite** the Grand County Land Use Code (the “Code”). The County seeks a modern, clear, internally consistent, and legally defensible land use code that implements the County’s General Plan, supports predictable development outcomes, and is tailored to the County’s unique rural, resort, and environmental context.

The rewritten Code shall improve usability for staff, elected officials, applicants, and the public; align with the current Utah State Code; and reflect best practices in contemporary land use regulation while remaining practical for a rural county with limited administrative capacity.

2. BACKGROUND

Grand County is located in southeastern Utah and encompasses a diverse range of land use contexts, including incorporated municipalities, unincorporated communities, agricultural lands, public lands, resort areas, and environmentally sensitive landscapes. The County currently administers land use regulations that have evolved over time through incremental amendments, resulting in complexity, redundancy, and internal inconsistencies.

The County desires a full rewrite of the Land Use Code rather than a piecemeal amendment process.

3. PROJECT OBJECTIVES

The primary objectives of this project include:

- Produce a clear, user-friendly, and enforceable Land Use Code
- Ensure consistency with the adopted Grand County General Plan
- Ensure compliance with current Utah State Code (Title 17, Chapter 79, and related statutes)
- Simplify and streamline development procedures
- Improve clarity of zoning districts, uses, standards, and procedures
- Strengthen legal defensibility and reduce ambiguity
- Support predictable outcomes for applicants and decision-makers
- Provide a format that is easy to amend and maintain over time
- Address Grand County–specific land use conditions, including:
 - Rural and remote development patterns
 - Resort, recreation, and tourism-related land uses
 - Agricultural and resource-based uses
 - Environmentally sensitive lands and scenic resources
 - Existing overlay zones, special areas, and public lands interfaces
 - Simplify the conditional use permit process

4. SCOPE OF WORK

This RFP is structured as a two-phase project. Proposers shall submit a proposal addressing both phases, with the understanding that Phase 2 authorization is contingent upon successful completion of Phase 1 and formal County approval.

Phase 1 – Code Audit, Framework, and Policy Direction

- Project kickoff meeting with County staff
- Comprehensive audit of the existing Land Use Code, zoning map, and related ordinances
- Identification of internal conflicts, redundancies, outdated provisions, and legal vulnerabilities
- Review of the adopted Grand County General Plan and applicable sub-area or special area plans
- Evaluation of existing zoning districts, overlay zones, and special regulations
- Preparation of a Code Audit and Framework Memorandum, including:
 - Key issues and constraints
 - Recommended code organization and format
 - Proposed zoning district structure and use table approach
 - Recommended treatment of overlays, special areas, and environmental constraints
 - Policy questions requiring Planning Commission or County Commission direction
- Presentation of Phase 1 findings at Planning Commission and County Commission work sessions

Phase 1 Deliverables:

- Code Audit and Framework Memorandum
- Annotated Table of Contents for the rewritten Code
- Summary presentation materials

Phase 2 – Land Use Code Drafting and Adoption Support

- Phase 2 shall commence only upon written authorization from the County.
- Drafting of the full Land Use Code consistent with approved Phase 1 direction
- Development of zoning district purpose statements, use tables, and standards
- Drafting of development standards that are objective, measurable, and enforceable
- Drafting of administration and procedures consistent with Utah State Code
- Preparation of administrative draft, public review draft, and final adoption-ready Code
- Participation in Planning Commission and County Commission meetings and public hearings

Phase 2 Deliverables:

- Updated Land Use and Development Management Code

5. DELIVERABLES

At a minimum, the Consultant shall provide:

Phase 1 Code Audit and Framework Memorandum

- Annotated Code Outline and Organizational Framework
- Administrative Draft Land Use Code
- Public Review Draft Land Use Code
- Final Adoption-Ready Land Use Code
- Redline/strikeout comparison to the existing Code

Maps and Graphics Requirements

- The Consultant shall prepare clear, publication-ready maps and graphics, including:
- Updated zoning district structure diagrams
- Overlay zone and special area graphics
- Process flowcharts for development review and approvals
- Tables, figures, and diagrams illustrating procedures and standards

Maps and graphics shall:

- Be suitable for inclusion directly within the Code
- Be delivered in editable format (e.g., Adobe Illustrator, GIS-compatible, or equivalent)
- Be coordinated with the County's existing GIS and mapping conventions

Phase 2 Land Use Code

- Updated Land Use and Development Management Code with all appurtenant indexes, forms, and diagrams.

Digital deliverables shall be provided in Microsoft Word and searchable PDF formats, with graphics provided as separate editable files.

6. TIMELINE

The County anticipates a compressed project duration of approximately four to five (4–5) months from Notice to Proceed. Proposers shall include a detailed schedule demonstrating the ability to meet this timeframe.

Key expectations include:

Phase 1 completion within approximately 6–8 weeks of Notice to Proceed (June 30, 2026)

Phase 2 completion within approximately 10–12 weeks following Phase 1 authorization (September 22, 2026)

Clearly identified review periods for staff, Planning Commission, and County Commission

7. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals shall include the following sections:

- Cover Letter
- Firm Qualifications and Relevant Experience
- Project Team and Roles
- Proposed Approach and Methodology
- Public Engagement Strategy
- Project Schedule
- Cost Proposal and Fee Breakdown
- References (minimum of three)

8. COST PROPOSAL

Proposers shall submit a lump-sum fee proposal for Phase 1, with a separate not-to-exceed fee proposal for Phase 2.

The County reserves the right to:

1. Authorize Phase 1 only
2. Negotiate scope and fee prior to Phase 2 authorization
3. Modify or reduce Phase 2 scope based on Phase 1 outcomes

9. EVALUATION CRITERIA

The evaluation team will consist of members of the County Commission, Planning Commission, and staff. Proposals will be evaluated using the following criteria:

Experience with land use code rewrites

Understanding of Utah land use law and the Grand County context

Proposed two-phase approach and schedule

Qualifications of the project team

Quality of maps, graphics, and code visualization approach

Cost proposal structure

9A. SCORING SHEET

Evaluation Criterion Weight Score (1–5) Weighted Score

- | | |
|------------------------------------|------------|
| • Relevant Code Rewrite Experience | 25% |
| • Utah Law & Grand County Context | 25% |
| • Two-Phase Approach & Schedule | 20% |
| • Project Team Qualifications | 15% |
| • Maps, Graphics & Visual Clarity | 10% |
| • Cost Proposal Structure | <u>5%</u> |
| | Total 100% |

10. PROCUREMENT SCHEDULE

RFP Issued: February 27, 2026

Questions Due: March 6, 2026, **4:00 pm**

Responses to Questions Issued: March 13, 2026, **6:00 pm**

Proposals Due: March 20, 2026, **4:00 pm**

Interviews (if needed): March 26, 2026

Notice of Award: April 7, 2026, **8:00 pm**

11. GENERAL CONDITIONS AND PROCUREMENT REQUIREMENTS

The following provisions reflect standard Grand County procurement requirements and shall apply to this RFP:

A. County Rights and Reservations

Grand County reserves the right to reject any or all proposals, or any part thereof, and to waive informalities or technical defects if deemed to be in the best interest of the County.

The County reserves the right to request clarification or additional information from any proposer.

The County may cancel this RFP or issue revisions by addendum at any time prior to the proposal due date.

The County is not obligated to award a contract as a result of this RFP.

B. Proposal Preparation Costs

All costs incurred in preparing proposals and participating in the procurement process are the sole responsibility of the proposer. The County shall not be liable for any costs incurred by proposers prior to contract execution.

C. Public Records and GRAMA

All proposals submitted shall become the property of Grand County and may be subject to public disclosure in accordance with the Government Records Access and Management Act (GRAMA), Utah Code Title 63G, Chapter 2.

If a proposer believes that portions of its proposal qualify as protected or controlled records under GRAMA, such portions shall be clearly identified and submitted in accordance with Utah law. The County makes no representation that such information will be protected from disclosure.

D. Conflict of Interest

Proposers shall disclose any actual or potential conflicts of interest. The County reserves the right to disqualify any proposer whose conflict of interest is deemed unacceptable.

E. Compliance with Laws

The selected consultant shall comply with all applicable federal, state, and local laws, regulations, and ordinances, including, but not limited to, Utah procurement statutes and land-use laws.

F. Contractual Agreement

The successful proposer will be required to enter into a professional services agreement with Grand County. The County's standard contract terms shall apply, and any exceptions requested by the proposer must be clearly identified in the proposal.

G. Independent Contractor

The consultant shall perform all services as an independent contractor and not as an officer, employee, or agent of Grand County.

H. Non-Discrimination

The consultant shall comply with all applicable federal and state non-discrimination laws and regulations.

12. SUBMITTAL INSTRUCTIONS

Proposals shall be submitted electronically to the U3P Portal at **utah.bonfirehub.com** by the date listed on the Procurement Schedule.

13. QUESTIONS

All questions concerning this RFP shall be submitted to the Public Q+A section of the U3P Portal by the date listed on the Procurement Schedule.

14. LINKED DOCUMENTS

Land Use Code:

<https://www.codepublishing.com/UT/GrandCounty/>

Future Land Use Plan for Spanish Valley:

<chromeextension://efaidnbmninnibpcjpcglclefindmkaj/https://www.grandcountytah.net/DocumentCenter/View/23881/GrandCounty-Spanish-Valley-Future-Land-Use-Plan-Adopted-Dec-2024?bidId=>