



CITY OF MILLS
EST. 1921

704 Fourth Street
P.O. Box 789
Mills, WY 82644

Phone: 307-234-6679
Fax: 307-234-6528

Request for Proposals (RFP) for a City Planner

The City of Mills is seeking a qualified person or firm to contract for all city planning functions. The public interaction with the contractor should have the sense of a “virtual planner”, as though the planner were at City Hall.

The deadline for submittals is **4:00 p.m. August 19, 2022.**

SUBMIT PROPOSAL TO: City of Mills, City Clerk, 704 4th St. / P.O. Box 789, Mills, WY 82644

SCOPE OF SERVICES: The scope will consist of the following minimum deliverables:

- Receive and respond to all citizen and business/development planning inquiries. All calls should be responded to in the same business day and the planner should attempt to take calls live as much as possible.
- Monitor tracking of all land use applications.
- Will provide written staff reports on various land use applications and issues.
- Compose routine and complex correspondence.
- Interact with city employees and the public.
- Be able to hold meetings at City Hall with the public and invite necessary staff.
- Receive all land use applications and ensure completeness of application
- Send timely Notices to the City paper of record of land use actions
- Prepare and oversee the sending of notices to affected land owners
- Provide an electronic communication vehicle that the City can access to determine the planners open/active tasks and progress.
- Inform City Clerk and City Administrator of land use actions that will be going to City Council or the Planning Commission.
- Prepare and Coordinate meetings with the Planning and Zoning Committee.
- Set up/schedule all land use Pre-application meetings and keep records.
- Attend at least one Council meeting a month, one Planning Commission meeting a month, and one Department Head meeting a month.
- Establish public communication strategies for maximum citizen involvement in city planning.



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CITY BACKGROUND

The City of Mills was incorporated in 1921. Currently the population is just above 4,000. Mills operates under the Mayor-Council form of government. More information about the City is available on our website at <http://www.millswy.gov>

PROCESS FOR QUESTIONS

For questions regarding the City's RFP process or the services being sought, please contact Sabrina Kemper, Community Development Director via email at skemper@millswy.gov or via telephone at (307) 439-1254, up to 4:00 p.m. August 19th, 2022.

PROCESS AND TIMELINE FOR SELECTION*

The City's process and timeline for selection of a Consultant are as follows:

- August 19, 2022. - Deadline for RFP submittals
- August 22, 2022 to August 26, 2022 - Consideration of submittals and selection of preferred candidate

Planning Process to start in September 2022

SUBMITTAL REQUIREMENTS

To be considered, interested parties must submit by the deadline three copies of a proposal package that includes the following:

- Letter of interest – must be no more than two pages (note: one page is one side of an 8½” x 11” paper) in length and include contact information and signature.
- Summary of qualifications, experience and availability – must be no more than five pages in length. It should summarize qualifications, relevant experience, and availability to participate in the RFP process and provide the before mentioned **scope of services** to the City. It should also identify key staff members who will be participating.
- Proposed Compensation – must be no more than four pages and include all anticipated expenses and charges to the city.
- List of professional references – must be no more than one page listing most recent professional references and their contact information.