

Scope of Work: Professional Planning Training

Planning & Development Department

El Paso County

The County of El Paso's Planning & Development Department seeks to further enhance its staff professional development by selecting a firm to provide professional training services to the Department. The training aims to ensure that staff has access to the latest ideas, methodologies and best practices in their related field to ensure members excel in the discharge of their duties in the service of the County.

The following tasks may provide service to approximately 30+ individuals, including all 22 staff members in the Planning & Development Department, as well as related County staff within the other divisions of County Public Works. The following tasks provide further insight for the Firm's consideration in developing a proposal.

Task 1: Training Modules (Virtual, In-Person, Hybrid)

The firm should provide, at a minimum, 12 training sessions to be held over a variety of land-use and planning topics (to include the topics listed below). The training sessions should be approximately four hours in length and will be programmed and scheduled in coordination with the County Director of Planning & Development. The format is at the discretion of the firm, however, the training modules should strive to provide for a balance of lectures, discussion, group work and on-site field research (as permitted). The following training topics shall be covered:

- Planning History & Theory
- Planning Law
- Transportation
- Housing & *Colonia* Development
- Green Infrastructure (Low-Impact Development)
- Stormwater Infrastructure
- Urban Renewal
- General Platting & Subdivision Practice
- Comprehensive Planning
- Parks, Open Space & Recreational Planning
- Urban Design & Historic Preservation
- Public Engagement & Community Involvement

Firm shall provide all training materials, to include relevant manuals, textbooks, films and other materials to all staff attending training. Training will include all staff in the Planning Department in addition to other County employees interested in the particular module—firm should account for this in determining cost estimate for each module.

Firm shall work to introduce guest speakers in each module to supplement the core module material. Experts in each respective field should be considered to offer varying viewpoints from development patterns seen in the American Southwest, State of Texas and County of El Paso. Each module should strive to provide supplementary speakers in addition to the work to be completed by the Firm.

Task 2: Provide Technical Assistance

for Professional Development (Planning Review Staff Only)

Firm shall provide technical assistance to each staff member to 1) establish a base line of the individual's professional development goals (in conjunction with the Director and each individual employee) and 2) establish an action-oriented plan for each individual to meet those objectives, to include additional licensing and certification (as appropriate). Firm should rely on curriculum and exam best practices, including those utilized by, for example, the American Planning Association, Congress of New Urbanism and other related industry standards.

Task 3: County & Municipal Review Coordination

As development continues to increase within the unincorporated area, there is a growing need to closely coordinate with various municipalities throughout the county. As development is subject to the County Subdivision Order as well as applicable municipal ordinances for developments located within a respective extraterritorial jurisdiction. In order to streamline processes, the Firm will work to enhance this coordination, primarily with the City of El Paso but may include other municipalities, by 1) analyzing plat and subdivision rules, regulations and requirements for each agency, 2) providing a memorandum to the Director with proposed areas of opportunity to enhance coordination with action-orientated recommendations based on the Firm's analysis and 3) facilitating a one-day workshop between the County and various municipalities to discuss recommended action-items to further enhance coordination between both agencies.