

REQUEST FOR PROPOSALS

RFP-22-004 COMPREHENSIVE PLAN

The City of Lewiston, Idaho, is requesting proposals for the consulting services to create a new Comprehensive Plan. The Request for Proposals (RFP) packet may be obtained on the City's plan center hosted by Abadan at www.cityoflewistonplans.org. Registration is required to access the document, though there is no cost to potential proposers to register or to download the document.

An optional Pre-Proposal conference will be held on **September 1, 2022 at 10:00 a.m. PDT** via Zoom. You are requested to have thoroughly reviewed the specification packet prior to the conference. Email the Purchasing Division at purchasing@cityoflewiston.org to receive the attendance link.

All questions relating to this RFP must be emailed to purchasing@cityoflewiston.org. The Purchasing Division must receive all questions no later than **12:00 noon PDT on September 13, 2022**. Written responses to questions shall be provided through an addendum, which will be posted on the City's plan center. Proposers may not contact other City of Lewiston officials or employees regarding this RFP.

One (1) unbound original, six (6) complete copies, and one (1) pdf version on a USB drive must be delivered or mailed in a sealed envelope to the City of Lewiston Purchasing Division, 1134 F Street, PO Box 617, Lewiston, Idaho 83501. Proposals must be received by the Purchasing Division no later than **2:00 p.m., PDT, September 27, 2022**. The outside of the sealed delivery envelope must be clearly marked "**RFP-22-004 Comprehensive Plan**." All proposals will be date and time stamped as they arrive in the Purchasing Division. The Purchasing Division will publicly open the sealed proposals on **September 27, 2022 at or about 2:00 p.m.** at City Hall, 1134 F Street, Lewiston, Idaho. The name of each proposer will be read into the public record. The Lewiston City Council reserves the right to accept or reject any or all proposals, to waive any irregularities in the proposals received, and to accept the proposals that are in the best interest of the City.

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the virtual pre-proposal conference or the physical access provided at the proposal opening, please contact Purchasing, (208) 746-3671 x 6212 or purchasing@cityoflewiston.org, at least forty-eight (48) hours in advance of the event.

Publish: August 18 & 25, 2022