



REQUEST FOR PROPOSALS

2025 Comprehensive Plan Update

1. Overview

The City of Post Falls is seeking a qualified urban planning consultant to update its Comprehensive Plan. The goals of this project are to:

1. Reevaluate the goals, policies, and future land use map contained in the current Comprehensive Plan, based on updated community input, to provide clear direction for future development.
2. Integrate the findings from a Housing Needs Assessment (HNA) and Fiscal Impact Analysis (FIA), being conducted by others, into the plan and future land use map, and
3. Better integrate the future land use map and focus areas contained in the current plan.

2. Scope of Work

The successful proposer will work collaboratively with the City to complete the Comprehensive Plan update. The Planning Manager will serve as the point person throughout the update process. Specifically, the scope of work includes:

- Prepare and maintain a project schedule throughout the process;
- Provide an assessment of the current built environment;
- Create GIS maps as necessary;
- Engage the community in a public participation program including public workshops, surveys, and other public outreach efforts to inform the Comprehensive Plan update process;
- Revise the current goals, policies, focus areas, and future land use map based on input from the public, elected and appointed officials, staff members, and other stakeholders;
- Reevaluate the nodes and corridors identified in the current plan;
- Remove the identified "Transitional" Land Use Designation and collaborate with the City to blend the Future Land Use Map into the established Focus Areas with identified and applicable Goals and Policies within the Comprehensive Plan update;
- Work with the City's Fiscal Impact Analysis and Housing Needs Assessment consultants to incorporate relevant information into economic development and housing chapters as well as into the future land use map and focus areas;
- Provide draft copies of the plan to the City in Word format at agreed upon intervals, such as 30, 60, and 90% complete) to allow for timely review and edits.

3. Proposal Requirements

Submitted proposals should include the following:

- **Document Size:** No more than 15 pages.
- **Company Background:** Information about your firm, including years in business, core competencies, and previous experience with similar projects.
- **Approach and Methodology:** Detailed description of the methodology and techniques to be used for the Comprehensive Plan Update, including communication and public outreach strategies to ensure timely and effective communication between the City, public, and your project team. Additionally, provide a description of your plan for coordinating with the City's selected consultant(s) completing the HNA and FIA.
- **Project Timeline:** Estimated timeline from initiation to completion of the project excluding coordination with the other selected consultants. Identify other pending projects that may impact the timeline.
- **Team Qualifications:** Information on the project team and lead, including bios and relevant experience for the project team.
- **References:** Contact information for at least three references from past clients who have undertaken similar projects.
- **Conflicts of Interest:** Identify any foreseeable or potential conflicts of interest resulting from such representation and how you would propose to resolve such conflicts.
- **Cost Proposal:** Detailed pricing structure, including all expected costs and payment terms. Please attach a rate sheet valid for one year including the rates for the project team.

4. Evaluation Criteria and Selection Process

The City will evaluate Proposals based on the following criteria:

- **Coordination:** Ability to coordinate with the city's selected HNA and FIA consultants.
- **Experience and Expertise:** Proven track record in completing Comprehensive Plan Updates.
- **Project Cost:** Reasonableness of the proposed budget in relation to the scope and depth of services offered.
- **Timeliness:** Ability to complete the project within a reasonable timeframe.

The City will review all submissions beginning September 23rd, 2024. Interviews may be conducted by telephone, in person, or by teleconference. The selection committee will evaluate all proposals and make a recommendation to the City Council for formal approval of the consultant. Once approved by City Council, staff will work with the consultant to refine scope of work.

5. Submission Guidelines and Contact Information

The City requests the proposer send a concise proposal addressing the requirements outlined in this RFP. The proposal should supply specific and succinct answers to all questions and requests for information.

Proposals must be submitted electronically or by mail and are due to Jon Manley - Planning Manager no later than 5 p.m. on September 20th, 2024.

<u>Mail</u> Jon Manley Planning Manager 408 N Spokane Street Post Falls, ID 83854	<u>Electronically</u> Jon Manley jmanley@postfalls.gov
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Any questions about this RFP should be directed to Jon Manley, Planning Manager, at jmanley@postfalls.gov or 208-457-3344.

The City reserves the right, without qualification, to select any proposal based on written or oral communication with any or all of the firms or individuals when such action is considered to be in the best interest of the City; reject all proposals; exercise discretion and apply its judgment with respect to any proposals submitted; all proposals will be considered confidential until the final selection of a consultant and will be retained by the City of Post Falls.