



CITY OF VAN METER, IOWA COMPREHENSIVE PLAN SPRING 2019

Introduction

The City of Van Meter, Iowa, with a 2017 estimate census population of 1,131, is soliciting proposals for a review and update of its 2001 Comprehensive Plan.

City of Van Meter Background

Located in Dallas County, the City of Van Meter is a growing community with a historic downtown, located approximately 20 miles west of Des Moines. It is a safe community with Midwestern values, friendly people and an excellent school district. Van Meter, which is home to Hall of Fame Pitcher Bob Feller, and the Bob Feller Museum, is known for its excellent access to outdoor activities and the Raccoon River, semi-country living, Trindle Park and a unique Pre-Kindergarten through 12th consolidated school campus. The community welcomes countless visitors a year to the Bob Feller Museum and local events such as the Raccoon River Days festival. The City has placed an emphasis on growth and anticipates new opportunities for commercial, light industrial and residential development. The City recently amended its Urban Revitalization Plan and has increased its investment in public safety and infrastructure. Currently, the City is in the midst of the planning process of constructing a new water treatment facility and a combined Public Safety and Library facility.

General Scope of Work

The City is looking for a Consultant to work with the Community to review and update the 2001 Comprehensive Plan which is available at City Hall upon request.

The primary goals of this project are to:

- 1) Produce documents and services required for adoption and implementation of the new Comprehensive Plan which can form the policy basis for the City as well as could lead to updates in regulations.
- 2) Build upon the City's current Comprehensive Plan and take account of its implementation.
- 3) Leverage more recent planning documents to capture and continue the vision of the community and elected officials (this includes Iowa Living Roadways Community Visioning Report - expected 2019, ISG Public Safety and Library facility plans, RDG Community Vitality Studies, etc.)

- 4) Retest, refine, and expand the vision for the community for both short- and long-term planning horizons (20-year planning horizon)
- 5) Analyze existing conditions and project future conditions.
- 6) Civic Engagement – Utilize a variety of engagement platforms and techniques including but not limited to face to face meetings, social media, websites, etc.
- 7) Determine visionary goals based upon significant citizen and stakeholder input.
- 8) Determine practical and implementable short, medium and long-range strategies, objectives, and specific projects that support the goals.
- 9) Identify focused, prioritized growth areas for a range of land uses and including vacant ground development as well as redevelopment opportunities.
- 10) The Plan should account for assigning responsibility and key stakeholders for the execution and management of plan recommendations to ensure implementation and that goals are being met.
- 11) The plan and plan process should help build leadership capacity in the community, be diverse and participatory, transparent, strategic and long term, comprehensive, sustainable, implementable, be the basis of updating regulations, be focused yet visionary, and provide for continual improvement in the community.
- 12) Include subject areas of at least: land use, future land use, economic development, housing, neighborhoods, downtown, historic preservation, sustainability/environment, parks & recreation, transportation (roads, transit, pedestrian/bikeway, etc.), growth management for infrastructure, community facilities and services, and community character.
- 13) Determine future trends in commercial development and account for re-development opportunities of existing older commercial districts.

Deliverables of the Plan

- Format shall be text (MSWord) and Maps (PDF format for most maps as well as graphical format for presentation).
- 8 1/2" by 11" vertically oriented. Three ring binder is preferred but binding is possible if low cost and easy to change out as the plan may be updated.
- Maps shall be standardized in format and size as directed by the City during the final scoping.
- Hard copy and digital formats (including Adobe PDF versions). Final number and quantities to be determined with final scoping. These shall be in formats acceptable to the city to enable low cost reproduction, revision, and direct web and social media posting. High resolution versions shall be expected as well.
- Preparation by the consultant of materials throughout the process is expected to support the intended robust civic engagement and plan development process.

- Digitize new maps into a format acceptable to the city
- Prepare Comprehensive Plan
 - Produce all materials for public presentations
 - Provide digital, web and social media ready updates and drafts for posting – may include separate Plan web site.
 - Produce final copies for review and recommendation by the Planning & Zoning Commission and approval and adoption by City Council.

Proposal Evaluation

The Proposal evaluation and selection criteria are as follows in no particular order:

- A. A high level of professional competence and proven track record of accomplishment in the preparation of outstanding Comprehensive Plans.
- B. Demonstration of professional, technical, and legal expertise (Iowa focused) and experience of the principal personnel assigned to the project.
- C. Relative proximity / location of the consultant team to the City, anticipating a high level of direct interaction and communication with City staff and/or public officials will occur.
- D. Experience, knowledge, and expertise with Comprehensive Planning regulations, uses, and laws in the State of Iowa.
- E. Public facilitation capabilities and experience working with the public, steering committees, and stakeholders in diplomatically crafting standards and/or criteria to be incorporated into the work products as well as outstanding and creative experience in civic engagement through a variety of platforms, outlets, and methods.
- F. Clear demonstration of the city’s goals, objectives, and needs of the Comprehensive Plan Update project.
- G. Ability to produce high quality documents and graphics that are user friendly, yet able to be flexibly updated into the future.
- H. Ability to make high quality oral and visual presentations.
- I. Creative and successful use of technology in a Comprehensive Plan Update process as well as civic engagement processes.
- J. Ability to listen, be flexible, and follow and/or implement direction and/or ideas and concepts.
- K. Ability to adapt throughout the Comprehensive Plan Update process for the inevitable changes and, ideas, and items that are raised throughout the process.
- L. Ability of consultant team to demonstrate initiative, motivation, and knowledge of the City of Van Meter and a desire to produce the highest quality Comprehensive Plan for our community.

- M. Cost of preparation in relationship to the services proposed. The lowest cost will not necessarily be the selected proposal and quality of the proposal is a significant factor within the established City budget parameters.
- N. Demonstrated ability of the Consultant to absolutely stay within a negotiated budget amount without cost overruns, change orders, and the like.
- O. Project schedule and duration.
- P. Review of references, experiences, and work product for similar projects and dynamic cities.

The City Administrator shall review the proposals and may decide to interview a select and limited number of consultants in order to make a final determination. The City intends to enter into a contract for a lump sum amount and then, as a first step in the plan process, refine the scope of services into a final form acceptable to the City and consultant. In the unlikely event terms of the scope cannot be reached, the City reserves the right to cancel the contract and withhold any and all payments.

Timelines / Schedule

- 1) Timeline – up to 18-month time horizon
- 2) Spring 2019 – Consultant and City to finalize Scope of Services and enter into Contract.
- 3) The City is desirous of commencing the project as soon as possible.

RFP Content and Format

Proposals shall be limited to 20 pages plus appendix material. Three (3) paper copies and one electronic copy (PDF format, on a memory stick – these materials can be emailed if not over 10Mb in file size) shall be submitted by 4 PM the day of the Submission deadline noted herein. All submission materials shall be retained by the City and not returned. At a minimum the RFP response shall include:

- 1. Letter of transmittal.
- 2. Executive summary.
- 3. Consultant team organizational profile including background and experience of the team and the primary Staff members who are proposed to work directly on the project.
- 4. Previous project experience and summaries, including reference and contact information for a minimum of five (5) relevant projects of similar scope and scale which demonstrate pertinent experience. An additional listing of pertinent projects may be included. The City reserves the right to contact any references provided herein or otherwise obtained.
- 5. Disclosure of any competing interest or potential conflicts of interest in the City including consultant's work for persons or firms who own land or have development interest in the City.

6. Cost Estimate – The Consultant shall provide a detailed cost estimate for completing the entire project including a lump sum dollar figure for all consultant and sub-consultant services, fees, and charges as well as document and graphics preparation, reproduction, and delivery. The basis of the total budget shall be on the required tasks identified in your proposal. The budget should include all anticipated costs. The contract is expected to be constructed in a single total fee arrangement for all items.
 - a. ALTERNATE COSTS– The Consultant is requested to provide an estimate of cost for the following features which may be considered as add-ons to this project:
 - i. GIS mapping incorporation with the establishment of a City specific platform and incorporation of all current City maps.
 - ii. Capital Improvement plan that focuses on the redevelopment and investment in the infrastructure of the original part of the City
 - iii. Water/Sewer service capacity study as it relates to growth and future development
7. Suggested schedule of anticipated tasks and general proposed timeline (in weeks and months) with key tasks and target dates.
8. Civic Engagement preliminary plan. The selected consultant will be required to develop a multi-pronged public participation plan that actively engages elected and appointed officials, various stakeholder and advocacy groups, neighborhoods, the general citizenry, and City Staff in the pursuit of Plan development.
9. Project management including:
 - a. Project organizational chart for the key staff to be assigned for the team. Clearly identify who will be the project manager and day to day contact person as well as those who will make significant contributions. Describe each team member’s role and office location.
 - b. Location of office from which the management of the project will be performed
 - c. Summary/matrix of key personnel’s shared experience.
10. Response to the goals and objectives of the plan as noted within this RFP.
11. Response to the Plan deliverables as noted within this RFP.
12. Disclose any alleged significant prior or ongoing contract failures, contract breaches, and civil or criminal litigation or investigation pending which involves the consultant or sub-consultants or in which the consultant has been judged guilty or liable or which may affect the performance of the services to be rendered herein. This should be documented for any circumstances arising or ongoing over the last 3 years minimum.
13. Appendices – supplementary material that shall not be counted against the 20-page limit.

PROPOSALS SHALL BEAR THE FOLLOWING INFORMATION ON THE OUTSIDE OF THE PACKAGING:

1. Proposal for City of Van Meter Comprehensive Plan Update
2. Lead Consultant Company Name
3. Listing of Company Name of any sub-consultants

Proposal Deadline

Consultants shall submit their proposal by 4 p.m. January 31st, 2019 to:

Attn: Kyle Michel
City Administrator
City of Van Meter
301 Mill Street
PO BOX 160
Van Meter, IA 50261
kmichel@vanmeteria.gov

Questions concerning this RFP should be directed to Kyle J. Michel at kmichel@vanmeteria.gov

Special Conditions

- 1) City is open to suggestions other than those listed in this proposal which consultants believe would be of value to producing the best Comprehensive Plan Update for the City of Van Meter within the established budget.
- 2) The projected budget for the project is capped at \$70,000. A low bid shall not be a guarantee of award. The City seeks the best response possible in keeping with this RFP within stated budget parameters for this important project.
- 3) The city intends to select a consultant and proceed to contracting for an agreed upon lump sum amount. The first phase of the contract will involve determining the final scope of work as acceptable to the city but allowing for creativity from the consultant team within the parameters outlined.
- 4) The City of Van Meter shall not be liable for any costs incurred for the preparation of this RFP.
- 5) The City reserves the right to reject any and all proposals, to waive any nonmaterial irregularities or information in any Proposal, and to accept or reject any item or combination of items. The City further reserves the right to cancel the contract if a final scope of services cannot be acceptably agreed to between the selected Consultant and the City.
- 6) The City reserves the right to inspect the business reputation, or other qualifications, of any firm and to reject any proposal, irrespective of quoted prices, if it is determined to be lacking in any of the essential components to assure acceptable standards of performance. The City reserves the right to obtain financial data or other supplemental information concerning the consultant or any sub-consultant.

- 7) Proposals submitted shall constitute a binding offer from the consultant and sub-consultants. Acknowledgement of such shall be indicated by the original signature of a Principal legally authorized to execute contractual obligations and shall also signify acceptance of all terms and conditions including compensation, as set forth in this RFP.
- 8) Firms shall clearly and completely identify any variations between its proposal and the City's RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms and/or conditions.
- 9) All proposals received shall become the property of the City. All proposals shall become a public record and shall be regarded as public records except for those parts of each proposal which are defined by the proposer as business or trade secrets, provided that such parts are clearly marked as "trade secret", "confidential", or "proprietary."
- 10) Submit with your proposal your certificate of Equal Employment Opportunity or your firm's own Affirmative Action Plan.