



## Request for Proposals

### Comprehensive Plan for the City of Filer

#### Purpose

The purpose of this Request for Proposals is to obtain competitive proposals from qualified planning consultant(s) or teams (hereinafter "Consultant"), to complete an update of the existing 2009 Comprehensive Plan for the City of Filer, Idaho. The Consultant will guide the articulation of a community vision, prepare a Future Land Use Map, and meet all requirements of the Idaho Local Land Use Planning Act; to ensure that the City's Comprehensive Plan will serve as an effective guide for decision-makers to evaluate future development and policy initiatives.

#### Background

Filer is a city of approximately 2,888 people located in south central Idaho approximately 7 miles west of Twin Falls, in Twin Falls County, Idaho. The City strives to balance residential and business growth with agricultural preservation and provide an excellent quality of life for its residents. The City of Filer's population is growing with younger people moving into the area.

The Filer area is known to be one of the leading areas in the world for growing garden seed beans. There are several agricultural supported businesses which provide employment for local and area residents. Filer is home of the Twin Falls County Fairgrounds which hosts several events throughout the year bringing thousands of people to Filer. The nearby City of Twin Falls is the destination for provisions and restaurants with an increasing population of over 50,000. Filer citizens and local government believe in redeveloping and bringing Filer to a brighter life where citizens and visitors will be able to enjoy a small town feel while finding activities to be a part of with their families.

#### Planning Focus and Approach

Citizen involvement is the cornerstone of the Comprehensive Plan. A successful plan is identified not just with the elected and appointed officials of the City who adopt it, but with the entire community and its residents who help draft it and want to see it followed and maintained. The Filer Comprehensive Plan should not be considered a static document but rather the result of a continuous process to gather and evaluate information and make informed decisions based upon constantly changing conditions. It is expected that the plan will help maintain collaborative and respectful relationships within the community and surrounding agricultural area and to establish policies and priorities for coordinated development/redevelopment and potential infrastructure expansion while preserving agricultural land and improving water conservation.

The Comprehensive Plan will have elements that overlap and influence one another. There shall be sections addressing the vision and goals, economic development, development of quality residential and multi-residential growth, recreational/park area development, opportunities for routine active

transportation, and general improvements for the protection of the quality of life for current and future Filer residents and businesses.

### Scope of Work

The following represents the minimum elements to be considered in the proposed work plan. The Consultant may provide suggestion not identified in this scope of work that would benefit the process or plan. The City is open to new and innovative ideas that will improve the quality of life of its residents and economy that may not be included in the list below.

1. Assume overall project management; create, monitor, and implement project timeline.
2. Review and utilize existing plans and studies relevant to the project and recommend plans for integration of plans where appropriate. Existing plans include but are not limited to:
  - a. Current City of Filer Comprehensive Plan
  - b. City of Filer Water & Sewer Master Plan
  - c. City of Filer Transportation Plan
3. Develop and implement a public engagement and outreach strategy that includes all sectors of the community and provides for regular communications throughout the plan process.
4. Analyze and incorporate relevant data and trends related to population, employment, and housing forecasts and provide an Existing Conditions Assessment.
5. Assess the existing built environment.
6. Identify important needs and projects of citywide and local significance.
7. Identify opportunities where commercial or light industrial redevelopment can occur.
8. Propose development regulations and other techniques to implement the Comprehensive Plan.
9. Update future Land Use Map and provide other related maps and figures.
10. Develop recommendations that includes an analysis of future utility needs, service needs such as police and fire, and resource needs based on future growth estimates.
11. Identify areas suitable for multi-family, neighborhood commercial or ways to increase residential densities where adequate infrastructure exists.
12. Prepare regular presentation to the Filer City Council.
13. Make recommendations on appropriate changes to the City of Filer zoning code to make it consistent with the developed land use plan as necessary.
14. Project and deliverables shall be in Microsoft Word and PDF formats. All final reports shall be presented in digital format for archiving and reproduction.

## Submission Criteria

The City of Filer will evaluate consultant experience, qualifications, knowledge of the community, and capabilities for developing and implementing a Comprehensive Plan. The desired qualifications are outlined below. Responders are required to submit a written narrative corresponding to each of the following section items:

1. **Firm Overview:** Provide a brief overview of the firm (and any subcontractors), including qualifications to execute the contract, company mission, or statement of beliefs, and familiarity with Filer and Magic Valley.
2. **Qualifications:**
  - a. **Personnel Qualifications:** Identification of lead project manager and their contract information.
  - b. **Name/title, proposed project role, hourly rate, anticipated time commitment to the project, and short biography of each team member including certifications and education.**
3. **References:** Include a list of at least three municipal clients for which you have conducted comprehensive planning, visioning, community engagement and/or land use analysis.
4. **Proposed Work Plan and Schedule:** Provide a proposed work plan with a schedule, divided into phases identifying key tasks, milestones, approximate dates, project deliverable, and resource needs. Highlight specific approaches, methods, and assumptions for each task as appropriate.
5. **Engagement Plan:** Provide an overview of your approach to community engagement including anticipated activities, approach to collaboration with city staff, and efforts to engage diverse populations.
6. **Cost Proposal:** Cost proposal including a detailed breakdown of cost by task outlined in the work plan.

Responses to the RFP shall not exceed 10 pages in length (not including a cover letter) and shall be bound on 8 ½ x 11-inch paper, single spaced, minimum 11-point font.

Responses should be indicative of the level of the firms commitment. The City will evaluate the qualifications, references, overall fit with the City of Filer, as well as the proposed work plan and schedule to determine the most qualified firm.

The City of Filer reserves the right to reject any and all submittals, to compare relative merits of the respective responses, and to choose a firm, which in the estimation of the City, will best serve the interests of the City and its citizens. The selection process will consist of the following phases:

1. **City staff will evaluate all submittals. The initial review will determine conformance to submission requirements and whether response meet minimum criteria established. Review will include the Consultant's acceptance of RFP terms and completeness of submission.**

2. City staff will check references as provided.
3. City Council will identify its preferred firm and authorize City staff to enter into negotiations. Upon completion, a professional services agreement will be presented to the City Council for consideration.

#### Tentative Timeline

- RFP Issued – October 3, 2023
- RFP Submittal Deadline – November 6, 2023
- Review of Submittals – November 13, 2023
- Contract Approval by City Council – November 20, 2023
- Anticipated Project Start Date – January 2024
- Anticipated Project Conclusion/Plan Adoption Hearings – Spring 2025

#### Submittal Instructions

Responses to the Request for Proposals must be received no later than 5:00 p.m. on Monday, November 6th, 2023. Responses received after this deadline will not be considered. Consultants should send 6 hardcopies along with one digital PDF copy. Mail, email, hand, or special delivery:

City of Filer  
Attention: Emily Daubner  
Comprehensive Plan RFP  
PO Box 140  
Filer, Idaho 83328  
[cityclerk@cityoffiler.com](mailto:cityclerk@cityoffiler.com)

#### Evaluation Criteria

The criteria that will be used to evaluate the responses are:

1. Qualifications and Experience – 30%
  - a. Firm has the expertise and has performed similar satisfactory work in other Idaho municipalities
  - b. Demonstrated understanding of the City's requests
  - c. References from current / past clients
2. Methodology/Services Approach – 40%
  - a. Provided a work plan and schedule that addresses the scope of work presented above
  - b. Included tasks to be performed throughout different stages of the project
3. Capacity to Perform – 20 %
  - a. Key personnel assigned to project demonstrated management and technical skills
  - b. Demonstrated understanding of the scope of work
  - c. Ability to dedicate necessary resources to the project
4. Proposed Cost – 10%

Evaluation Factor	Points	Proposed Company			
<b>QUALIFICATIONS &amp; EXPERIENCE (30%)</b>					
a. Work with other Idaho Municipalities	25				
b. Understands City's Requests	25				
c. References of Current/Past Clients	25				
<b>Subtotal - Qualification and Experience</b>	<b>75</b>				
<b>METHODOLOGY/SERVICES/ APPROACH (40%)</b>					
a. Work Plan & Schedule	50				
b. Tasks to be Performed in Stages of Project	50				
<b>Subtotal - Methodology/Serivces/Approach</b>	<b>100</b>				
<b>CAPACITY TO PERFORM (20%)</b>					
a. Key Personnel assigned to project for management and technical skills	10				
b. Understanding Scope of Work	25				
c. Ability to dedicate necessary resources for Project	15				
<b>Subtotal - Capacity to Perform</b>	<b>50</b>				
<b>PROPOSED COST (10%)</b>					
a. Proposed Cost	25				
<b>Subtotal - Proposed Cost</b>	<b>25</b>				
<b>Total Evaluation Points</b>	<b>350</b>				

Reviewer Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_