



# Nibley City General Plan **REQUEST FOR PROPOSALS**

11/22/2024

**Nibley City Planning Department**



Proposals must be submitted to [levi@nibleycity.com](mailto:levi@nibleycity.com) by January 7, 2025

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# Request for Proposals: Nibley City General Plan

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## *Introduction*

Nibley City is proposing the development of an update to the City's General Plan. The Nibley City General Plan will provide an update to the existing General Plan adopted in 2016. The General Plan will provide guidance for the implementation and coordination of land use, transportation, housing, parks and open space, water resources and municipal services. The process will be informed by extensive public engagement to formulate the community's vision and a thorough analysis of existing and needed community resources to improve quality of life as the community grows. The Plan will provide actionable strategies to guide the City's formulation of its ordinances, zoning and capital projects. The City is requesting proposals from firms interested in providing these services.

## *Project Objectives*

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- Update Nibley City General Plan in accordance with Utah State Code.
- Provide guidance for the implementation and coordination of land use, transportation, housing, parks and open space, water resources and municipal services.
- Effectively involve the public to formulate the vision for the community.
- Analyze community resources and opportunities to improve quality of life as the community grows.
- Update the Future Land Use Map to reflect the community vision to guide zoning decisions.

## *Scope of Work*

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Nibley City has budgeted \$80,000 for the development and completion of the Nibley City General Plan. The following tasks are to be completed, in addition to others that are necessary to accomplish the project goals and complete the project:

### **1. Project Coordination**

The Consultant will regularly coordinate with the Project Manager and Project Steering Committee. Coordination shall consist of a bi-weekly update call with the project manager and a

monthly status meeting with the steering committee. The update in the coordination activities shall include a progress report on each milestone including the consultant's estimated percent completion of each. The Consultant shall prepare an agenda for each coordination activity and provide the agenda to the City in advance of the meeting. Coordination activities should be designed to both receive direction on the project and to inform the City regarding status and findings of the project.

## **2. Public & Stakeholder Engagement**

The consultant will develop and execute a Public Involvement Plan to organize public outreach efforts, workshops, surveys, interviews, and a project website to solicit input from residents, business owners, and other interested stakeholders. The Public Involvement Plan will include appropriate public and stakeholder engagement to gauge the needs and interests of the community. Activities may include a community-wide survey, interviews with community members and stakeholders, participation in open houses and/or community events. In addition to general public engagement, key stakeholders should be targeted for input, including developers and neighborhood representatives. Engagement activities should focus on formulating the community vision and identify appropriate supportive strategies to achieve the vision.

## **3. Existing Conditions & Existing Plan Review**

An existing conditions analysis will be conducted. To inform this analysis, the consultant will conduct an inventory of City master plans and regional plans and studies to identify opportunities for alignment, collaboration, and implementation within the updated general plan. The consultant will collect relevant data and perform the applicable analysis to produce written and visual materials, including updating population growth projections for the City, using Kem C. Gardner Institute County-wide projections and Cache MPO Travel Demand Model outputs as a basis. The analysis should also include an analysis of existing land uses and existing zoning regulations.

## **4. Development Scenarios**

The consultant will develop and present at least 3 future development scenarios that explore different approaches to managing projected growth, which are evaluated based upon metrics of various community-driven goals. The future development scenarios should take into account accommodating the projected growth within the next 30 years with various approaches to housing density, commercial and industrial development, and supportive infrastructure. The 3 scenarios will be presented graphically in map format and include data about the amount of land dedicated to each land use. Based upon community and stakeholder feedback of the 3 scenarios, the consultant will develop a preferred scenario. The preferred scenario will become the focus of the community's vision.

## **5. Vision, Goal, Strategy and Action Item Formulation**

Based upon the results from the development scenarios exercise, public involvement findings and with guidance from the project Steering Committee, the consultant will develop a community vision statement, with supportive goals, strategies and action items to be incorporated into the General Plan. The vision, goals, strategies and action items should

incorporate best practices tailored to Nibley's local needs. Action items should include specific guidance about recommended ordinance updates and recommendations to be incorporated into Nibley City Master Plans of public facilities.

## **6. Draft Future Land Use Map**

Based upon the results from the development scenarios exercise and in coordination with the Steering Committee, the consultant will develop and recommended future land use map. The map should provide general guidance for the configuration of future land uses and provide a description of each land use, including ranges of uses and densities within each area.

## **7. Compile Plan for Adoption**

All components of the Nibley City General Plan will be compiled into one cohesive document for adoption consideration. At minimum, the General Plan shall include:

- A land use element in accordance with State Code.
- A transportation and traffic circulation element in accordance with State Code.
- A residential development element, including recommendations for updates to the moderate income housing plan.
- A water use and preservation element.
- A commercial and economic development element.
- A parks and open space element.
- A utilities and municipal services element.

The Draft General Plan should complement and provide guidance to the City's Master Plans, but not replace each Master Plan.

## **8. Produce Final Plan**

Nibley City Staff will present the Plan to Planning Commission and City Council for adoption consideration, including conducting required public hearings. The consultant will incorporate any edits to the Plan, based upon the Planning Commission recommendation and City Council adoption.

## ***Proposal Content***

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Nibley City is seeking a concise proposal that addresses all the requirements outlined in this RFP. Proposers must send a digital copy to [levi@nibleycity.com](mailto:levi@nibleycity.com) . The proposal must not exceed ten (10) single-sided pages, excluding personnel resumes, and must include the following sections:

1. Information - Provide the following information:
  - a. Name of the qualified firm
  - b. Complete address
  - c. Contact person

- d. Telephone number
  - e. Internet address
  - f. E-mail address
2. Proposed Completion Schedule – Include a Proposed Completion Schedule for each proposed task.
3. Project Approach – A concise description of how your team will work with the City to achieve its goals described in the “Scope of Work” section of this RFP, along with a list of additional duties to be completed, along with any additional detail and tasks that would need to be completed but are not included herein.
4. Project Experience – Highlight project experience of similar nature including examples of innovative work products (i.e., maps, cross sections, etc.)
5. Personnel
  - a. List the professional and support positions that would be primarily responsible for this study.
  - b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one.
  - c. If applicable, list professional sub-consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
6. Estimate of costs (in a separate document) – The cost structure for services shall include:
  - a. A not-to exceed total cost of \$80,000
  - b. Costs per task and subtask
  - c. Staff hours, itemized to include tasks / sub-tasks, estimated hours, the rate per hour, and total costs
  - d. Supplies and materials
  - e. Travel
  - f. Subcontractor(s), (if necessary)

## *Selection Process and Criteria*

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A Selection Committee will review the proposals received in response to this request. The Committee may reject any proposal without further consideration for failure to conform to the requirements of this RFP. Following the review of the proposals, a firm will be selected or, if no firm is acceptable, the City may reject all proposals and cancel or reissue the RFP. Selection of a firm is also dependent on the negotiation of a mutually acceptable contract with the highest scoring proposal. If a contract cannot be negotiated, the City and Committee may negotiate with the next highest scoring proposal(s), cancel, or reissue the RFP.

## Selection Criteria

The Selection Committee, in choosing a firm to assist in the study, will use the following criteria:

1. Experience: (20 points) Firms will be evaluated according to their current and past experience and the individuals assigned to this project. The experience will cover current and past efforts and their quality in creating City General or Comprehensive Plans and other related projects.
2. Qualifications of Staff Assigned: (20 points) The professional qualifications and time availability of the staff assigned to manage and conduct the study will be reviewed.
3. Approach: (30 points) The proposal will be reviewed for completeness, organization, innovation, adherence to the described scope, additional duties added to the scope, and soundness of the technical procedure to the project.
4. Project Management: (20 points) A statement of schedule and significant milestones will be reviewed along with the experience and reliability in performing and managing similar work in past projects.
5. Project Value: (10 points): A score on the value of the project, based upon proposed scope of work, personnel hours and rates will be assessed. The City reserves the right to choose a lower scoring proposal to meet Nibley City budget requirements for the project. The proposed cost should not exceed \$80,000.

## Timeline

Questions due in writing	January 2, 2024, 5:00 PM MST
Proposals Due	January 7, 2025, 5:00 PM MST
Contract Awarded (estimated)	January 28, 2025

## Questions

Please send any formal questions in writing to [levi@nibleycity.com](mailto:levi@nibleycity.com) .