

## **Comprehensive Plan and Zoning Ordinance Amendments**

### **Request for Proposal (RFP)**

#### **Webster County, Iowa**

Release Date: January 3, 2022

Submission Deadline: February 4, 2022

#### **Comprehensive Plan and Zoning Ordinance Updates – Transportation Corridor Planning**

Webster County, Iowa is seeking qualified consulting firms to submit a proposal to prepare amendments to the Comprehensive Plan and Zoning Ordinance. The Webster County Comprehensive Plan was thoroughly updated in 2009 and serves as a source of information for the County as it provides policy guidelines to enable citizens and elected officials to make informed decisions about the framework for guiding development toward orderly growth. Planned growth will make Webster County more effective in serving its residents, more efficient in using its resources, and strive to meet the standard of living and quality of life every individual desires. In the past decade since, many changes have occurred adjacent to major transportation corridors, including the addition of a number of new businesses and expansions throughout the County.

The project would include analyzing the existing land uses and zoning in the unincorporated areas of the County adjacent to certain transportation corridors - U.S. Highway 20, U.S. Highway 169, Highway No. 7, and County Road P59 by utilizing updated 2020 census data, traffic counts, studying existing and future public facilities and utilities, etc. This update would identify appropriate future land use and potential zoning designations with regulations and/or zoning overlay districts with regulations along these corridors to promote sound comprehensive corridor planning and economic development.

The City of Fort Dodge Comprehensive Plan shall be considered in the update. Working together is important to align the County and City to make sound land use, infrastructure and future development decisions.

#### **Consultant Responsibilities and Deliverables**

- General management of the project
- Drafting and preparation of plan documents (land use/zoning district regulations, graphics, mapping and other support services)
- Data collection, analysis and presentation (with support from County staff)
- Organization and facilitation of public meetings
- Budgeting project funds
- Regular presentations/communications to the Planning and Zoning Commission and Final Presentation to the Board of Supervisors.

Projects and deliverables shall be as follows:

- Maps and associated data shall be in ARCGIS format and shall be provided to the County (the County's GIS data will be made readily available as needed to the consultant).
- Text and report files shall be in MS Word and PDF formats.
- All final reports shall be presented in digital format for archiving and reproduction.

### **Proposal Format**

To facilitate review of the qualifications by Webster County, it is requested that submissions conform to the following format:

1. Cover Sheet: List the name of your firm, and the name, address, email and telephone number of a contact person for questions concerning the proposal.
2. Firm Background: Provide a general description of the capabilities of your firm, including information related to its history, overall size, location of company headquarters, local office location and type of business (partnership, corporation, etc.). Provide the location of the office where most of the work will be performed.
3. References: Provide the name, address, email, and telephone number of at least three (3) municipal/county references familiar with the quality of work done by your firm.
4. Project Team: Provide a project team list or organizational chart identifying the technical team members and sub-consultants proposed for this assignment, their availability, and a brief biography of each team member including specific experience, project roles, and office location where they currently work. Only staff to be directly involved in the execution of the project shall be included, with particular attention given to the project manager and technical staff. Provide project manager's current workload and ability to complete the project and meet all compliance schedule dates.
5. Experience of the Firm: Briefly summarize the Project Team's relevant experience within the last 5 to 10 years. Select up to three (3) relevant projects that are similar in scope and magnitude to this project, and identify the role, if any, of the proposed Project Team members involved. Provide references for each project, including the name, position, physical address, phone number, and email address.
6. Project Understanding and Approach: Based upon the information presented herein, provide a description of the overall approach the firm will take to complete this project. This should include any innovative concepts, ideas, and/or solutions that may be proposed for the project.
7. Project Schedule: Indicate the approximate timelines for the completion of the project milestones. This should include an indication of the personnel capacity to complete the project on time.
8. Cost: Indicate the proposed compensation that clearly identifies all costs to be included in the project with a not-to-exceed fee.

## **Criteria for Review**

The proposals will be evaluated and reviewed by a Consultant Selection Committee of County staff and officials. Listed below are the criteria that will be evaluated by the Committee in making a selection.

1. Evaluation of the firm's ability to successfully complete all requirements as specified in this RFP (30%).
2. Demonstrated experience of the firm, project manager, and proposed project team with similar projects involving the public sector (30%).
3. Demonstrated understanding of the project, ability to successfully complete the expected scope of work, expected site visits, and innovative approaches (20%).
4. Costs (15%); and
5. References (5%).

Each submission received will be scored for the purpose of ranking/rating each firm. Scores will be viewed objectively on criteria and level of effort, and subjectively on experience and the design approach to help the County determine who has submitted the most responsive proposal.

Top ranking firms may be asked for an oral interview and may be ranked again based on set evaluation criteria. If contracts are issued, they will be made to the top-ranking firm based on their proposal and the oral interview, if conducted.

## **Contract**

The contract will include a detailed scope of work with the activities and issues to be addressed, and will identify specific project goals and schedule milestones developed and agreed to by the Consultant and Webster County. This detailed scope of work and the associated fee will be incorporated as part of the contract.

## **Terms and Conditions**

Webster County reserves the right to reject any and all proposals if it is deemed in the best interest of the County. The County assumes no responsibility for costs incurred in responding to this RFP.

All questions regarding this RFP should be directed to:

Jeffrey Johnson  
Planning and Zoning Administrator  
Webster County  
701 Central Avenue  
Fort Dodge, Iowa 50501  
(515) 574-3761  
[Jeffrey.johnson@webstercountyia.org](mailto:Jeffrey.johnson@webstercountyia.org)

All questions must be submitted no later than one week prior to the due date of the RFP submittal. Questions later than one week prior to submittal due date shall not be considered. The Consultant Selection Committee will review the submitted proposals and make a selection based on the criteria

requirements contained in this RFP. Contact with anyone other than as directed above would be considered inappropriate and may cause rejection of a submission.

All qualifications must be submitted no later than 2:00 p.m. (prevailing local time) on February 4, 2022 to:

Jeffrey Johnson  
Planning and Zoning Administrator  
Webster County  
701 Central Avenue  
Fort Dodge, Iowa 50501  
(515) 574-3761  
[Jeffrey.johnson@webstercountya.org](mailto:Jeffrey.johnson@webstercountya.org)

**Provide five (5) hard copies of the proposal and one (1) electronic copy on a USB flash drive.**

#### RFP Requirements

1. Webster County reserves the right to amend the request for qualifications at any time.
2. Failure to supply information requested to accompany proposals may be cause for rejection of the proposal as non-compliant. Webster County reserves the right to request additional information if clarification is needed. Both the request and the response shall be in writing.
3. All parts of the request for proposal, the contents of the Provider's proposal response, and any clarification thereto submitted by the successful offeror shall become part of the contractual obligation and incorporated by reference into the ensuring contract document.
4. Although cost is an important consideration, the County shall not be obligated to accept the lowest cost proposal, but will base its decision on the criteria noted.
5. Expenses incurred in the preparation of submittals, presentations and other incidentals activities related to this solicitation are solely the responsibility of the respondent and will not be reimbursed or otherwise paid.
6. All data, documents and other information provided to Webster County by the consultant because of this RFP, shall become property of Webster County.
7. There will be no contact between the Providers and the County during the proposal process other than the written question and answer process. Thus, Provider visits will not be held, and no pre-proposal meeting will be held. In all cases, no verbal communications shall override written communications or the contents of this RFP.

#### Timeline

RFP Issuance Date	January 2022
Proposal Submission Deadline	February 2022
Internal Review	February 2022
Project Award	February/March 2022