

REQUEST FOR PROPOSALS FOR Comprehensive Plan Update

The City of Louisville is accepting proposals from qualified consulting firms to prepare a 10-Year Comprehensive Plan Update. Please review the following pages for complete information on the request for proposal process.

Timeline of Activities and Proposal Format

- The proposal shall be submitted per the RFP as a single PDF document on a USB drive or emailed per the instructions below.
- The City of Louisville will receive proposals in response to this RFP until 5 pm on March 10, 2023.
- Primary Contact

Lisa Ritchie, Planning Manager
lritchie@louisvilleco.gov

- Questions regarding the RFP must be submitted via email to lritchie@louisvilleco.gov by February 22, 2023.
- Answers will be posted by February 27, 2023.
- Interviews are anticipated the week of March 20, 2023
- Final Selection is anticipated week of March 27, 2023

REQUEST FOR PROPOSALS FOR THE CITY OF LOUISVILLE COMPREHENSIVE PLAN UPDATE

Section 1. Summary of Request

The City of Louisville, Colorado is seeking proposals from a team of highly qualified and experienced consultants to update the City's Comprehensive Plan (Plan). The consultant team will work closely with city staff, elected and appointed officials, community members, and stakeholders in developing a new 10-year Plan for the City. The City will expect an emphasis on coordinated, innovative, and actionable policies to strategically achieve the City's vision, with a focus on sustainability and EDI (equity, diversity and inclusion).

The City will be engaging in two supporting efforts that will inform, but are separate from, the development of the Plan itself. The first is a housing needs assessment and strategy (Housing Plan) that will be completed in 2023 and will need to be closely coordinated with the Plan update. The Housing Plan will inform Plan policies, including those on housing, land use, sustainability, and EDI. The second effort is a City Council workshop focused on "Municipal Futures" where the Council will be engaging with a consultant on a one-day retreat to develop principles around a future vision of Louisville, and develop City Council skills at deliberating, negotiating, and reaching positive consensus. This will occur prior to, or in the early stages of, the Comprehensive Plan process.

It is important that the consultant team demonstrates an ability to understand local conditions and context, communicate in an effective and credible manner, and successfully facilitate meaningful community input that effectively informs the planning process.

The City's Planning Manager and Community Development Director will co-manage the project and will advise and direct the consultant group to ensure the project stays on task and meets City expectations.

Section 2. Background

The City's current Comprehensive Plan was adopted in 2013 and was followed by additional planning documents that supplemented the plan, including two area plans and a transportation master plan. The following links include relevant planning and policy documents to assist with preparation of the proposal and that will influence the development of the Comprehensive Plan update.

- [2013 Comprehensive Plan](#)
- [South Boulder Road Small Area Plan](#)
- [McCaslin Boulevard Small Area Plan](#)
- [Transportation Master Plan](#)
- [Highway 42 Framework Plan](#)
- [Highway 42 Comprehensive Plan Amendment](#)
- [Future 42: Connecting People and Places Study](#)
- [Downtown Framework Plan](#)
- [Commercial Development Design Standards and Guidelines](#)
- [Industrial Development Design Standards and Guidelines](#)

- [Historic Preservation Master Plan](#)
- [South Boulder Road Connectivity Plan](#)
- [Sustainability Action Plan](#)
- [EDI Task Force Final Report](#)
- [PROST Master Plan](#)

Section 3. Proposal

Provide a proposal outlining consultant qualifications and responsibilities, and a detailed scope of work that includes specific tasks, schedule, major milestones, and deliverables. The consultant team should have a high level of experience and expertise in relevant fields, including but not limited to, land use and urban design, transportation planning, engineering, open space and parks planning, municipal services, economics and market analysis, geographic information systems, mapping and graphics development, public engagement, and legal considerations in policy and land development codes. The desired timeframe for the planning process is 12-18 months.

The following is intended to provide a general outline of what the City anticipates as the major elements of the planning process. Submitters are encouraged to develop a scope and proposal that they believe will lead to best outcomes based on the City's goals and intent of the comprehensive planning process.

The scope of work should address the following:

Existing Conditions and Trend Assessment

- Review of background information, including the City's historic development patterns and influences, demographic trends, regional and state influences, and city policies and plans. The outcome of this task is to understand the context, influences, regulations and policies in place today, along with trends that will influence policy in the future and to identify opportunities and barriers to meeting the future vision of the City.

Market Analysis

- The City desires to have a market analysis completed to understand economic influences on the development of the City. The market analysis should also include a leakage analysis. The outcome of this task is to understand market influences on city land use and economic vitality policies and inform new programs and policies in the Comprehensive Plan update.

Development of City Vision and Core Community Values

- The 2013 Comprehensive Plan includes a Vision Statement and 14 Core Community Values that inform the current plan. These have evolved over time with each successive Comprehensive Plan update and serve as the foundation for the plan policies. The outcome of this task is to review, and revise as needed, the Vision Statement and Core

Community Values. Public engagement will be an essential part of this task.

Public Engagement

- The outcome of this task is to ensure that multiple perspectives and voices are able to participate and inform the Comprehensive Plan update. The proposal should include a plan for broad public outreach and engagement at all stages of the plan development and adoption process, and engagement with the City Council and many of the City's boards and commissions. The engagement effort should focus on reaching those people and groups not normally involved in city planning efforts.
- The Planning Commission is specifically tasked with recommending the final plan to City Council. Other boards that should be engaged include the Cultural Council, Historical Commission, Historic Preservation Commission, Library Board of Trustees, the Open Space Advisory Board, Parks and Public Landscaping Advisory Board, Recreation Advisory Board, Sustainability Advisory Board, Youth Advisory Board and Revitalization Commission. There may be opportunities for combined engagement opportunities with some of these boards and commissions.
- The most competitive proposals will:
 - Demonstrate an understanding of the City's demographics and context and the means and methods proposed will include outreach strategies that are responsive to this place.
 - Include specific outreach efforts that will engage with a broad swath of stakeholders with an emphasis on underrepresented or hard-to-reach groups.
 - Begin with public engagement and incorporate public input into all stages of plan development.
 - Track all outreach efforts over the course of the project and clearly demonstrate the impact(s) of public engagement on the final product.
 - Include online and in-person engagement opportunities.

Plan Development and Adoption

- The outcome of this task is to provide relevant information and drafts of the plan and/or plan elements for review and input, as well as relevant technical reports and analysis, which may include but is not limited to transportation system analysis and fiscal impact analysis. The task will include creation of a final plan draft for review and input, and adoption of the final plan.
- This should be an iterative process that is responsive to community and staff feedback to reflect desired outcomes. The plan should be well organized and written to be accessible to the general public. The plan should include recommended policies, changes to land use and

recommendations addressing municipal infrastructure and services to implement the City's desired vision for the next 10-years. The plan should include implementation steps that are prioritized based on community desire, need, and resources available.

Additional Information Requested in the Proposal

- Provide consultant hourly rates and cost proposal to complete the project with detailed costs associated with different phases and tasks. While cost effectiveness is important to the City the selection will not be based solely on cost. Anticipated budget depending on final scope is between \$300,000 and \$350,000.
- Provide a minimum of three client references from similar projects, including a contact name, title, phone number, email, and a summary of services provided.

Section 4. Standard Terms and Conditions

When preparing a proposal for submission in response to this RFP, consultants should be aware of the following terms and conditions which have been established by the City of Louisville:

- This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals. The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
- The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City.
- The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
- The following criteria will be used to evaluate all proposals:
 - The consultant's interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Louisville.
 - The reputation, experience, and efficiency of the contractor.

- The ability of the contractor to provide quality services within time and funding constraints.
- The general organization of the proposal: Special consideration will be given to submittals which are appropriate, address the goals; and provide in a clear and concise format the requested information.
- Such other factors as the City determines are relevant to consideration of the best interests of the City.

Section 5. Additional Required Submittals

- Provide the completed disclosure statement below and return with your proposal.

Thank you, we look forward to reviewing your proposal.

DISCLOSURE STATEMENT

Vendor must disclose any possible conflict of interest with the City of Louisville including, but not limited to, any relationship with any City of Louisville elected official or employee. Your response must disclose if a known relationship exists between any principal of your firm and any City of Louisville elected official or employee. If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose such a relationship may result in cancellation of a contract as a result of your response. This form must be completed and returned in order for your proposal to be eligible for consideration.

NO KNOWN RELATIONSHIPS EXIST _____

RELATIONSHIP EXISTS (Please explain relationship)

I CERTIFY THAT:

1. I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein are accurate and true as of the date; and
2. My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.
- 3.

Printed or Typed Name

Title

Signature