



City of Chubbuck
Comprehensive Plan Update
Request for Proposals

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Chubbuck, ID 83202
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208-237-2430

*Proposals due Thursday, May 11, 2023 by 5:00 PM Mountain Daylight Time
to Don Matson, Planning Manager, at dmatson@cityofchubbuck.us*

INTRODUCTION

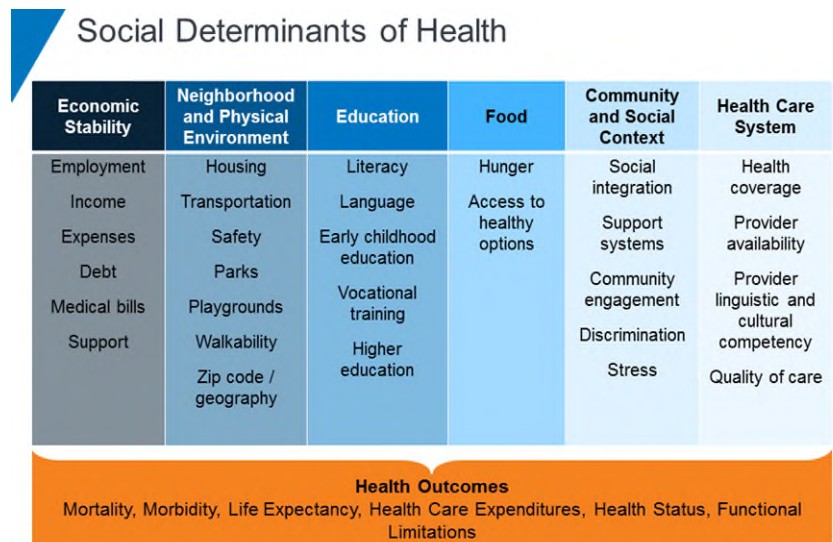
The City of Chubbuck, Idaho is seeking proposals from qualified professional firms to lead the process in updating its Comprehensive Plan, *Our Valley, Our Vision* in 2023. The City seeks a plan that inspires and captures the vision of the community, provides innovative and promising solutions for residents, businesses, and officials, and clearly outlines goals, policies, and implementation tools and strategies.

In recent years the City of Chubbuck has established new goals to improve the public realm and alternative modes of transportation. The final product will include a robust evaluation of current comprehensive plan policies and will propose:

- updated future land uses and population projections,
- transportation and other public facilities to serve the future population,
- holistic approaches to current and future community health and public interaction,
- foresight for economic resiliency – both for the public and for development patterns throughout the city, and
- a long-term community scorecard or monitoring report process for measuring implementation and success of the plan for the community.

COMMUNITY HEALTH AND THE COMPREHENSIVE PLAN

The City of Chubbuck has received a Comprehensive Plan Grant from the Blue Cross of Idaho Foundation for Health (BCIFH) to fund part of this effort. Planning grants from the BCIFH include components that focus on different *Social Determinants of Health*.



Each chapter of the updated Comprehensive Plan will address relative social determinants in Goals, Objectives, and Policies. As an integral part of the plan the consultant team will conduct detailed analyses through qualitative and quantitative methods to develop a performance monitoring metric, e.g., the *New American*



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Scorecard, to verify whether the various plan components are helping improve the community over time. This will cover multiple topics beyond the *Social Determinants of Health*.

GOALS FOR THE PROJECT

1. Using a variety of standard and innovative means, engage the public efficiently and in a meaningful manner, reaching a variety of community segments.
2. Develop an updated plan that includes:
 - a. Recommendations for issues that may be on the horizon but not yet included in city plans or codes, including the *Social Determinants of Health*.
 - b. Recommendations for new land use patterns with practical and effective solutions for land development and effects on city infrastructure and services, including future street improvements.
 - c. Recommendations of changes to the Functional Class Road System to serve and correlate with recommended land use patterns.
3. With input and buy-in from department leaders, mayor, and council provide actionable goals, objectives, appropriate policies, and 5 year strategies, for the city and individual department initiatives.
4. Consider objectives and plans of other agencies in development of the Comprehensive Plan.
5. Recommend imaginative and achievable strategies to implement the plan through the year 2040.
6. Develop a quantitative and qualitative scorecard or performance monitoring system of the plan and its policies to track community improvements over time.

SCOPE OF WORK

1. Project Administration

The consultant team, with city involvement, will manage project meetings, goals, budget, outreach, and plan development. The team will also participate in public hearings and the plan's adoption.

- a. Conduct project kick-off with staff, review work plan and expectations. Review:
 - i. Existing conditions, goals, opportunities
 - ii. Roles and responsibilities, plan development policies, implementation strategies, logistical issues
 - iii. Project introduction/study session with LUDC and City Council
- b. Work plan details, timeline, deliverables, and number of meetings by various type
 - i. Project management – It may be assumed that most project management meetings will be by remote connection such as Zoom.
 - ii. Public meetings – Consultant team to manage public meetings and be a sounding board for public input and sentiment.
- c. Review and have a working knowledge of city plans and existing conditions.
 - i. Identify and request additional relevant city data to inform the plan.
 - ii. Identify plans and data from other agencies for the City to provide to the consultant.
- d. Develop agendas, maintain minutes of staff, committee, and outreach meetings.
- e. City will select members of steering committee. Consultant may provide input to city on committee membership and other committees that may be organized.
- f. Develop or provide input on branding for the plan and planning process to encourage participation. Provide input to City on web hosting for materials, input, etc.
- g. Maintain project budget tracking and compliance with contract and grant funding

2. Public Participation Plan

Prepare a public participation plan to engage different community cohorts in a variety of settings and effective methods to encourage participation. Efforts should be authentic, adaptive and meet residents where they are.

- h. The participation plan may include-
 - i. A visioning plan for public input
 - ii. Use of various electronic media for input and ongoing public information
 - iii. Technology and social media engagement shall be friendly to mobile devices as the primary digital outreach tool
 - iv. Ensure meaningful input from youth and young adults
 - v. Traditional public involvement activities
- i. Focused outreach, including methods to gain local understanding of appropriate *Social Determinants of Health*.
 - i. Involve all ages – children and elderly – and socio-economic status
 - ii. Applicable elements for a community scorecard will require both quantitative and qualitative data
 - iii. Identify priorities of public and city goals
 - iv. Financial and staffing ability, and other sources, to maintain momentum and long-term outreach
- j. Identify the type and number of meetings and other activities.
 - i. Conduct public input efforts and meeting(s) per public participation plan – social media, other outreach and methods
 - ii. Prepare outreach materials, hard copy and/or electronic presentation materials
 - iii. Plan may include events staffed by city using materials prepared by consultant team
- k. Interview and/or meet with stakeholders and interview partner agency representatives.
- l. Include remote connections for some meetings, interviews, and other input where needed.
- m. Engage residents, stakeholders, and businesses with both standard and thought-provoking questions.
 - i. Focus groups or targeted input may be used to ensure representation of various neighborhoods, demographic groups (including non-English speakers), and businesses
- n. Collect, compile, and summarize public input collected via interviews and electronic media
 - i. Identify priorities and goals of community to include in plan

3. Develop Comprehensive Plan Update

The Idaho Local Land Use and Planning Act (LLUPA) requires 17 elements in a comprehensive plan. Each of these were address in *Our Valley, Our Vision*. Since the plan adoption in 2002 the city has updated key elements of the Comprehensive Plan and adopted supporting documents:

- Parks, Paths, and Schools
- Community Design
- Future Land Use Designations
- Functional Class Road System
- Urban Service Boundary
- Sewer System
- Chubbuck Village Specific Plan (new chapter)

Some of these will be updated through the planning process, particularly future land use patterns, the functional classification road system, and determinants of health. Many of the goals, objectives, policies, and strategies in the plan remain relevant – it is anticipated they will be carried forward into the update. Other parts of the plan such as demographics, regional planning influences, and market and development trends need revisions. Since 2002 the city has also implemented changes to development codes and other policies, including a form-based code for the Chubbuck Village area.

- a. Prepare a document representing the elements as required by LLUPA. Some elements required in LLUPA need only be addressed in one location, the body of the document or in appendices to the plan such as the *Existing Conditions Report*. The report is not a part of the scope of work but will serve as an appendix to the plan.
- b. Review current policies, both in the existing Comprehensive Plan and other plan documents provided by the city. Include existing, modified, and/or new community goals, development policies, and strategies to address various current and future challenges and opportunities.
 - i. It is not anticipated that the project will include revisions to these other documents. The consultant may, however, observe issues or opportunities and provide comments to the city. See also item 9 below.
 - ii. Include opportunities for and obstacles to health and safety regarding walkability and address the *Social Determinants of Health*.
 - iii. Include qualitative and quantitative data for tracking over time, such as for the *New American Scorecard*.
- c. Analyze whether the right land uses are planned at appropriate locations, with attention to appropriate amount and distribution of intensity and density. Include strategies such as
 - i. Provide workforce housing opportunities
 - ii. Multi-family housing development standards, such as the provision of recreation on site, external or internal connections to paths/trails, design standards to improve transitions between lower and higher density developments, etc.
 - iii. Identify and attract target populations for regional labor needs
 - iv. Identify current and future needs for lifestyle choices to maintain community, attract target populations
 - v. Identify current and future needs to maintain and improve community atmosphere and healthy environment in current and future higher density development.
- d. Produce a preferred alternative/draft plan for review to receive input and direction. Elements/chapters may be drafted and reviewed individually to make the process management for both consultants and reviewers.
 - i. Identify which drafts may appropriate for posting to the website for public review and comment.
 - ii. Consultant's creativity and unique ideas are encouraged in the development of the plan and the document structure/organization.
- e. Provide all related graphics, tables, appendices, etc.
- f. Draft and final plan to be compatible for web-based presentation and reference by the public.
 - i. Include appropriate formatting for mobile devices
- g. Potentially include issues or elements recommended by steering committee.
- h. The consultant may observe issues or opportunities relative to the plan that are not identified as part of this scope of work. The consultant may suggest their inclusion within the scope and limits of the budget. Identification of such issues for future action by the City is also encouraged, such as updates to sections of city code.

4. Adoption of Comprehensive Plan Update

Adoption of the plan, per City code, includes at least one hearing before the LUDC, after which the Commission makes a recommendation to the City Council. The Council considers the LUDC recommendation at a public meeting for adoption. After approval of the plan amendment, it will be enacted by resolution of the City Council; staff will prepare the resolution.

- a. Introduce project team and with staff, present project goals, timeline, etc. to LUDC and City Council early in process. Conduct short study session with each.
- b. Prepare an executive summary of the final draft for information to public, officials, and other interested parties.
- c. Provide final plan documents with including maps, etc., suitable for printing (such as pdf) and for displaying on the web.
 - i. Emphasize information provided visually with photos, tables, maps, etc.
 - ii. As a policy document it must be technically accurate and concise. As a public document it must be user-friendly and easily understood.
- d. With staff support, present the final documents to the LUDC and Council.
 - i. Consider comments from the public hearing and direction from the LUDC, and update draft prior to presentation to Council. Updates may also be required from Council.
 - ii. Present draft to any other bodies as identified in the work plan.
 - iii. Depending on circumstances, an additional/continued public hearing or presentation to the LUDC or City Council may become necessary. Allow for contingency in work plan, such as to attend remotely to clarify updates or receive comments.

RFP FORMAT AND CONTENT

The RFP shall comprise a maximum of 15 pages. The components are as follows:

1. Executive Summary (max 2 pages – 5 points)
 - a. Review and demonstrate a basic understanding of City plans and existing conditions
 - b. Demonstrate basic understanding of project goals and City needs
 - c. Introduction to project lead, including experience related to similar projects
 - d. Ability to begin work within 30 days after Council approval/notice to proceed
 - e. Ability to complete project within approximately 18 months
 - To meet public involvement goals of the BCIFH grant, an adjusted schedule may be proposed.
2. Knowledge of, and demonstration of experience in, community planning that addresses components of the *Social Determinants of Health* relevant to this effort (max 2 pages – 10 points)
3. Demonstrate qualifications and experience of staff and firm to complete the project (max 4 pages – 30 points)
 - a. Knowledge of Idaho laws regarding local planning
 - b. Experience working with small and mid-sized cities
 - Prefer some experience with local governments in eastern and southern Idaho region
 - c. Qualifications of project lead and key staff on the project team
 - Include experience, education, and training, especially related to similar projects
 - d. Prefer some regional presence, office or staff location in eastern and southern Idaho



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4. Synopsis of 3 similar projects completed in the last 3 years, including schedule and budget – provide links if possible (max 2 pages – 10 points)
 - At least one example must include a community health component(s) similar to the *Social Determinants of Health*
5. Proposed work plan and budget per major task (max 5 pages – 40 points)
 - a. Innovative approaches to different tasks
 - b. Work plan components addressing the *Social Determinants of Health*
 - Identify how the work plan meets appropriate health goals, including specialized public outreach
 - c. Budget including contingencies, direct expenses, additional data gathering, etc.
 - d. Public outreach plan
 - Innovation to reach people where they are
 - Balanced input from underrepresented populations
 - e. Adoption and implementation plan
 - Include presentations to LUDC and Council
 - Preparation of final document (20 copies)
 - f. Schedule and anticipated project timeline to complete the draft plan, and timeline for plan adoption
6. Scoring Synopsis

Section	Max Pages	Points
Executive Summary	2	5
Knowledge and Experience in Planning with Social Determinants of Health	2	10
General Team Qualifications	4	20
Work Examples	2	10
Work Plan and Budget	5	40
Total	15	85

SUBMITTAL, SELECTION, AND CONTACT

1. Questions regarding the RFP:
 - a. The project administrator is Don Matson, Planning Manager. Questions may be submitted by email to dmatson@cityofchubbuck.us, and are due no later than Thursday, April 27 at 5:00 PM Mountain Daylight Time (MDT).
 - b. Replies to questions will be posted on the [Planning Division](#) page of the City website, in the order received, with all replies posted no later than Friday, April 28 at 11:00 AM MDT.
 - c. Respondents should not contact anyone other than the designated project administrator. Any attempts to contact City staff regarding the RFP other than via the approved process may be grounds for the City to reject the respondent’s proposal.
 - d. The City reserves the right to reject any or all proposals.
2. Submittal Deadline:
 - a. Proposals must be **received** by email no later than Thursday, May 11 at 5:00 PM MDT. Email proposals to Don Matson at dmatson@cityofchubbuck.us.
 - b. PDF format is strongly encouraged. Multiple emails with attachments may be acceptable if the subject line includes identification such as “File 1 of X.”
 - c. City staff will acknowledge receipt of each submittal email.



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3. Selection Procedure:
 - a. Procedures for selection will be in accordance with Idaho Statute §67-2320 and the scoring process described above.
 - b. Applicants will be notified of the results by Friday, May 19 at 11:00 AM MDT.
 - c. If finalists are selected for interviews:
 - The City will choose whether to hold interviews in person or by video conference.
 - Selection to be complete within 7 days after interviews.
4. Contract negotiations, with scope of work, work plan, and budget, to be complete within 30 days after consultant selection.
 - a. Contract to be approved by Council before issuing a notice to proceed.

CHUBBUCK INFORMATION, ORIGINS, AND GROWTH

Chubbuck is a growing city with a population of 15,570 per the 2020 Census, an increase of 12% from 2010 to 2020. It lies north of Pocatello, the county seat of Bannock County, and at the intersection of two interstate highways, I-15 and I-86. The city is relatively young, incorporating in 1949. It originated with a concentration of businesses near the intersection Yellowstone Avenue/US Highway 91 and Chubbuck Road, and the city did not develop with a traditional downtown featuring short blocks and sidewalks.

Growth in the first 15 years of the city was described as “rapid and somewhat disorganized,” from less than 200 residents growing ten-fold to about 2,000. In the mid-1960s “serious planning for the community” became a priority to guide development and a more efficient extension of city services. As the city has continued to grow residents and leaders have sought increased livability, transportation mode choice, efficient development, and economic diversity.

The City will provide city and regional data to the selected consultant team as well an *Existing Conditions Report* comprising Census and city-source data by neighborhood, GIS/spatial data, and other city and regional data and plans. A copy of the City’s grant application to the BCIFH is available by email; contact Don Matson at dmatson@cityofchubbuck.us.

Additional information in current plans and documents relative to this effort can be found on the websites of the City of Chubbuck and partner agencies:

1. [City of Chubbuck Comprehensive Plan Our Valley, Our Vision](#)
 2. [City of Chubbuck Strategic Plan](#)
 3. [City of Chubbuck public GIS maps](#)
 4. [Chubbuck Municipal Code Title 18: Land Use](#)
 5. BTPO Metropolitan Transportation Plan 2040 [Appendix A: Existing Conditions Report \(2019\)](#)
 6. BCIFH – [Building a Healthy Idaho](#)
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