



City of Gilbert

Request for Proposals
Comprehensive Plan
and
Capital Improvement Plan

Contact:

Sonia Arellano Sundberg

City Clerk

(515) 233-2670

sonia@cityofgilbertiowa.org

Submission deadline: September 30, 2024, 4:00 p.m.

Request for Proposals:

Gilbert Comprehensive Plan and Capital Improvement Plan

OBJECTIVE:

The City of Gilbert, Iowa is seeking proposals to prepare a new Comprehensive Plan, that would replace the current Comprehensive Plan approved by City Council in 2016 as well as create a new Capital Improvement Plan.

The desire is to create detailed plans that focus on Gilbert's growth and development over the next decade.

The selected firm will be expected to produce final copies of the Comprehensive Plan and the Capital Improvement Plan which should include maps and necessary graphics. The Capital Improvement Plan should also list possible funding opportunities for planned projects.

SCOPE OF WORK:

The primary goals of these projects are to:

1. Identify relevant issues to be addressed in the Comprehensive Plan and Capital Improvement Plan respectively.
2. Briefly outline the nature of each issue and the challenge or opportunity it presents to the community; and
3. Recommend appropriate actions to address each issue.

Concerns to be addressed:

1. Residential Development, including:
 - Maintaining and enhancing existing residential neighborhoods
 - Annexation opportunities for development
 - Infrastructure improvements needed.
2. Commercial Development, including:
 - Downtown revitalization
 - New development areas
 - Infrastructure improvements needed.

3. Industrial Development, including:
 - Annexation opportunities to support future industrial development.
 - Infrastructure improvements needed.
4. Parks, Recreation and Community facilities, including:
 - Sport Complex Area
 - Maintaining and enhancing existing parks and trails
 - Trail development
 - Maintaining and enhancing pond areas
 - City library facility
 - Community room facilities
 - Infrastructure improvements needed.
5. Transportation, including:
 - Major streets
 - Gateways
 - Bridges
 - Traffic control
 - Infrastructure improvements needed.
6. Public Utilities.
7. Other Relevant Issues.

PUBLIC and CIVIC INVOLVEMENT:

The public involvement process will include the following:

- Community survey
- Advisory Committee with a minimum of three (3) meetings
- Planning Commission meeting; minimum of one (1) meeting.
- One (1) City Council briefing
- One (1) City Council Hearing

The Civic Involvement Process will include the following:

- Consultation with pertinent City Staff responsible for Zoning, Library, Parks, Streets, Water, Wastewater and Storm Water facilities.
- Consultation with various community organizations, including, Gilbert/Franklin Township Fire Department, Gilbert Parks & Recreation Board, Gilbert Youth Sports, Gilbert Soccer Club, Gilbert Lions Club.

PROJECT DELIVERABLES:

Project deliverables include:

1. Separate written reports for the Comprehensive Plan and Capital Improvement Plan. Plans must include suitable text, maps, and graphics in an 8.5" x 11" format.
2. Concise summary of the on-line survey results.
3. Concise summary of the Public and Civic Involvement process.
4. Preparation of presentation materials for open houses, Planning Commission, and City Council meetings; and
5. Participation in Planning Commission meetings, City Council meetings, as well as at least three (3) meetings with the Advisory Committee and one (1) meeting with community organizations.

SCHEDULE:

September 30, 2024,	Proposals are due.
October 14-18, 2024,	Possible interviews, if required by City Council.
October 21, 2024,	Selection of Firm (s) and Approval of City Council.
November 2024	Projects begin in order Firm deems most efficient.

RFP CONTENT and FORMAT:

Proposals shall be limited to 10 pages, in pdf format. Brevity will be appreciated.

Proposals shall be submitted by email to Sonia Arellano Sundberg at sonia@cityofgilbertiowa.org before submission deadline of September 30, 2024, at 4:00 pm.

All submission materials will be retained by the City of Gilbert.

The City may, at its own discretion, choose not to accept any of the proposals submitted.

At a minimum, the proposal should contain:

1. A brief transmittal note.
2. List of consultant team member(s) and a summary of their relevant experience.
3. Summary of previous relevant project experience, including a link to one example of a comprehensive plan that your firm has recently prepared.

4. List of three (3) pertinent client references with contact information.
5. Statement of understanding regarding the nature of the projects and the role of the firm in the planning and delivery process.
6. Statement explaining why your firm is best suited for the projects.
7. Brief statement explaining your firm's anticipated timeframe for completion of each project.
8. Statement explaining what resources your firm will make available to the projects.
9. Disclosure of any potential conflicts of interest, if any.

SUBMISSION DEADLINE:

Please submit your proposal electronically to:

Sonia Arellano Sundberg
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For further information please contact Sonia at (515) 233-2670.

The deadline for submission is September 30, 2024, at 4:00 p.m.