



City of Slater Request for Proposals Comprehensive Plan

I. Introduction and Background.

The City of Slater (hereinafter referred to as “City”), located within Boone and Story County, Iowa is seeking responses to a Request for Proposal for qualified consulting firms for the completion of a Comprehensive Plan (hereinafter referred to as the “Project”). The goal of this process would be the development of a Comprehensive Plan for the City looking out to a horizon year of 2046.

Current Planning Documents:

Recent plans have been adopted/utilized by the City that should be considered or incorporated as part of the Project preparation:

- 2007 Comprehensive Plan
- 2023 Community Visioning Project
- Linn St. (R-38) Design Study
- 2025 Public Art Project provided by Iowa State University
- Snyder & Associates Water Study

II. Objectives.

The project should involve substantial input from the Mayor and City Council, Planning and Zoning Commission, city staff, and interested citizen stakeholder groups. It is envisioned that the Project will include a comprehensive public participation process, employing multiple techniques to ensure an open public dialogue throughout the development of the Project.

The Project will include assembling and analyzing data regarding all of the existing conditions within the City of Slater and utilizing that data to develop policies, actions, and an implementation plan to guide future development and decision-making within the community with a horizon year of 2046. It is expected that the Project will include the following:

1. Community Assessment
2. Demographics/Economic Overview
 - a. Population, housing, and demographic trends, including projections to 2046 in five-year intervals.

3. Employment/Economy
 - a. Employment trends, including projections to 2046 in five-year intervals.
 - b. Economic trends and forecasts, including analysis of retail sales and pull factors.
4. Natural Resources and Stormwater Management
 - a. Incorporate data policies, and action steps related to natural resource protection.
5. Land Use
 - a. Future land use plan, with an appropriate balance of residential and commercial uses. The plan should include policies and action steps for implementation to guide future development and land use decisions.
6. Housing
 - a. Existing Conditions Assessment
 - b. Needs Analysis
 - c. Program Development and Recommendations
7. Business
 - a. Commercial Areas
 - b. Downtown
 - c. Industrial Park
8. Transportation
 - a. New roads capital investment strategy
 - b. Proposed local, county, state street improvements
 - c. Linn St. (R-38) Project
9. Parks and Recreation
 - a. Attainable Park Goals
 - b. Coordination with Land Use Plan
 - c. Connection to Community Goals
 - d. Trailside Sports Complex
 - e. Park Assessment
10. Utilities
 - a. Existing & Proposed Water/Sewer Extension
 - b. Sustainable Infrastructure
11. Public Facilities
 - a. Parks
 - b. Fire/EMS
 - c. Public Work Facilities
 - d. City Hall
 - e. Library
12. Annexation
 - a. Evaluation of Slater and Surrounding Cities Growth Boundary Areas
13. Implementation
 - a. Action Plan Register

III. Consultant Responsibilities and Deliverables.

The selected consultant will work under the direction of the City Administrator and will be responsible for consultation with the Mayor and City Council, Planning and Zoning Commission, interested citizen stakeholder groups, and the public. In addition, the consultant is responsible for the following items:

- General management of the Project
- Drafting and preparation of the plan documents, graphics, mapping, and other support services.
- Data collection, analysis, and presentation.
- Public Input
- Organization and facilitation of public meetings.
- Budgeting project funds
- Regular presentations to the Comprehensive Plan Advisory Committee, Planning and Zoning Commission, and City Council.

Projects and deliveries shall be as follows:

- Maps and associated data shall be provided to the City.
- 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.

It is the City's intent that upon final payment to the consultant, all final Project documents, studies or graphic materials, drawings, plans, and digital files prepared by the consultant shall be deemed property of the City. The consultant shall be permitted to retain copies, including reproducible copies, of the consultant's documents, studies or graphic materials, drawings, plans, and digital files.

IV. Project Schedule.

- April 3, 2026 - Consultant Questions Submission Deadline & Responses to Questions
- April 10, 2026 - Consultant RFP Responses Due
- April 13, 2026 - Consultant Interviews Scheduled
- April 20, 2026 - Consultant Presentations & Selection
- May 18, 2026 - Council Approval – Professional Service Agreement

V. Proposal Submittal Instructions.

Responses to the Request for Proposal must be received no later than 4:00 PM on Friday, April 10, 2026 by sending to City of Slater PO Box 538 Slater, IA 50244 or jerry.moore@slateriowa.org.

Interested firms shall respond in electronic form to this RFP and submit documentation substantiating their qualifications to perform the services required. At a minimum, the RFP shall include:

Project Team & Firm(s) Capabilities

1. List the Lead Project Managers
2. How well does the project team's qualifications and experience relate to this specific project?
3. Explain how the project team's expertise addresses all areas of the project scope and why your firm is the most qualified for the project.
4. List any awards received for comp plan creation?
5. Include references from three (3) similar projects completed by the project team within the last three years. References should include the project name, description of the services provided, contact person's name, agency, address, and phone number.

Project Understanding and Approach

This section should include a clear and concise understanding of the project and major issues. This section should also include a description of the tasks and activities, the methodology that will be used to accomplish the tasks, timeline for completion of the tasks, and a table/matrix identifying which team members will work on each task.

Project Timeline/Availability/Schedule

Provide a brief overview of the anticipated timeline to complete the project including a statement on the availability of key personnel of the firm to undertake the proposed project.

Cost

This section shall include how the project team's approach to the project scope corresponds to the fees to be charged. Include a breakdown of hours, including cost per hour, for each team member related to each portion of work. The proposal should also include professional fees for the total project including a detailed breakdown of anticipated reimbursable expenses.

VI. Evaluation Criteria.

The City will evaluate proposals based on a variety of factors 50 points maximum (10 points each) including:

- Experience with projects of similar size, scope, and complexity.
- Experience in meeting similar project goals.
- Experience in incorporating active public participation in similar projects.
- Proposed project timeline.
- References

Based on the materials submitted, the City may invite any or all firms to make a verbal presentation on their proposal.

VII. Submittal.

One (1) electronic copy of the RFP shall be submitted.

The Submittal shall be limited to 40 pages of material not including front and back cover and section dividers.

Include one (1) electronic copy of two (2) to three (3) deliverables from prior clients demonstrating the candidate's capabilities to accomplish the scope of work indicated above. These deliverables are not included in the 40-page limit for the RFP.

Responses to the Request for Proposal must be received no later than 4:00 PM on April 10th, 2026. Any other submission form will be rejected.

VIII. General Terms and Conditions.

This request is not subject to Iowa public bidding law. The request does not obligate the City of Slater to award a contract to the lowest responsible bidder or any firm, nor to pay any cost incurred in the preparation of the submittals in response to this request.

Questions regarding this request should be submitted in writing to the contact provided no later than April 3, 2026, at 4:00 PM.

All responses submitted to the City of Slater are subject to the Iowa open records laws and requirements.

All data, documents, and other information submitted as a result of this request become the property of the City of Slater.

The City reserves the right to waive any informalities or discrepancies in this request.

The City reserves the right, as its sole discretion, to reject any and all responses.

All information contained in this request, including the project scope, schedules, and selection process, is subject to change by the City.