

## **REQUEST FOR PROPOSALS TO PREPARE GENERAL PLAN UPDATE**

Notice is hereby given that the City of Naples (City) is seeking proposals from firms qualified to provide professional services for preparation of an update to its General Plan.

### **NAPLES CITY BACKGROUND**

Naples City abuts Vernal City, the county seat in Uintah County, about 175 miles east of Salt Lake City and 20 miles west of the Colorado border. As of the 2010 census, the city population was 2,000. Naples, much like Uintah County, has a dominating economic cluster with the oil, gas and mining industries.

### **GENERAL PLAN SCOPE**

This plan must address state-mandated elements within the General Plan including Land Use, Transportation, and Moderate-Income Housing.

- a. Planning research and analysis may include:
  - Review of existing conditions – facility inventory, census data, statistics, growth trends
  - Future conditions – projected growth, planned facilities
  - Implementation techniques
- b. Potential Deliverables:
  - Planning element summaries
  - Charts, maps, tables, and graphics

It is essential that this plan have practical utility for the citizens, elected officials, and staff professionals, and must therefore be functional, accessible documents constructed for active use by the public and professionals. Largely, to be successful this plan should:

- Consider the typical policies and goals, as well as identify related and specific projects with a proposed scope and budget; and,
- Be succinct and easily navigated with appendices for detailed or project specific information.

The expectation is that this process and resulting plan will help the City to better understand its own and others development patterns and become a leader and facilitator in crafting professional and practical solutions for those patterns to benefit of all Naples City residents. And while the updated public comment and direction will help to reinvigorate the planning process, of equal if not greater value will be the creation of a dynamic and living document, and a pattern of active engagement.

### **ELEMENTS OF THE GENERAL PLAN**

Develop a General Plan with effective, innovative formats. At a minimum, the General Plan should meet minimum state requirements and included the vision, goals, and policies for the required planning

elements. Implementation techniques including specific projects, scope, and potential budgets should also be included for each planning element. The General Plan will require recommendation by the Planning Commission and adoption by the City Council.

- a. General Plan activities may include:
  - Summary of existing and future conditions
  - Implementation plan
  - Updated charts, maps, tables, and graphics
  - Presentations for appointed and elected officials
- b. Potential Deliverables:
  - Innovative, web-based, electronic plan
  - Platform with specifics for continuous implementation and updates
  - Version 1 (Draft for Naples City and staff review) General Plan
  - Version 2 (Final Draft for public review) General Plan
  - Version 3 (Final) General Plan

**Project Coordination** – Development of these documents will require ongoing coordination with Naples City staff.

- a. Project coordination may include:
  - Establish Steering Committee/Advisory Committee
  - Regular communication
  - Meetings
  - Workshops
  - File-sharing
- b. Potential Deliverables:
  - Agendas, meeting materials, meeting minutes/synopsis
  - Schedule
  - File-sharing formation
  - Method for ongoing coordination (community, stakeholders, City officials, others)

**Public Involvement** – Public involvement efforts should identify effective public input methods. Providing constructive ways for the public to participate in the planning process will help identify a shared vision, priorities, goals, projects, and strategies for desired growth and development within Naples City.

- a. Public input methods may include:
  - Steering committee/Advisory committee meetings
  - Open houses
  - Listening stations (mobile meetings at community events)
  - Workshops and Focus Groups
  - Stakeholder interviews
  - Community surveys
  - Media – press releases, social media

- Web-based tools
- b. Potential Deliverables:
  - Public involvement plan
  - Maps
  - Flyers
  - Survey questionnaire
  - Public input and stakeholder interview summaries
  - Meeting materials
  - Web-based tools

## **PREPARATION, SUBMITTAL, AND SELECTION OF PROPOSAL**

### **Anticipated Project Key Dates**

RFP Distribution	November 19, 2019
RFP Deadline	December 30, 2019
City Council Selection Date	January 10, 2020

### **Submittal Instructions**

Submit five (5) print copies of the proposal containing the information described in the RFP and one electronic copy in .pdf format on a flash drive.

The deadline to submit a proposal is 2:00 PM MST December 30, 2019.

Proposals must be delivered by the deadline to Naples City Offices at 1420 East 2850 South Naples, UT 84078.

### **Selection of Proposal**

The successful firm will be selected in accordance with Naples City procurement policy. Naples City reserves the right to reject any or all proposals at its discretion. This RFP is dependent on final grant funding.