



## REQUEST FOR PROPOSALS

### City of Storm Lake Comprehensive Plan Update

**Proposal Due Date: July 7, 2021**  
**Published Notice of Request for Qualifications**

#### **Storm Lake Comprehensive Plan Update**

The City of Storm Lake is now accepting requests for qualifications for consulting services from qualified firms to provide an update to the City's Comprehensive Plan.

Request for Proposal documents are available from the City Clerk, 620 Erie Street, PO Box 1086, Storm Lake, IA 50588 or by email request: [cityclerk@stormlake.org](mailto:cityclerk@stormlake.org).

The City of Storm Lake reserves the right to reject any or all responses; or to accept or reject the whole or any part of the response; or to waive any informality or technicality in the interest of Storm Lake. All responses must be submitted before the **Submittal Deadline** which is **12:00 PM on July 7, 2021**.

For further information, please contact Keri Navratil, City Manager, at telephone 712-732-8000 or email [navratil@stormlake.org](mailto:navratil@stormlake.org).

Published on [www.stormlake.org](http://www.stormlake.org) on June 7, 2021.



**City of Storm Lake  
Request for Proposal  
June 7, 2021**

**Introduction**

The City of Storm Lake is seeking proposals from qualified firms to provide the City with consulting services related to the development of a Comprehensive Plan and potentially a Zoning Code Update if deemed appropriate.

The City of Storm Lake is a community of 14,000 (est) people located in Northwest Iowa.

All requirements and conditions of submitting a proposal are included in this Request for Proposals document.

**Project Overview**

The City of Storm Lake's previous Comprehensive Plan was completed in 2013 and the City's current Zoning Code was completed in 2013 with minor adjustments since that time.

In 2005 the City of Storm Lake began a comprehensive economic development project to create a diverse economic base in the community. This project was a total investment of over \$35 million in capital investment funded completely by government financing. The project included the development of a resort complex with 100 rooms, conference facilities, a full service restaurant, and indoor and outdoor waterparks (King's Pointe Resort: [www.kingspointeresort.com](http://www.kingspointeresort.com)). The facility is owned by the City of Storm Lake and the outdoor waterpark is the community swimming pool but is truly a waterpark with interactive water slides and thrill slides along with other traditional municipal pool components. Additionally, Project ALWAYSIS included the redevelopment of the Sunrise Pointe Golf Course and Sunrise Campgrounds. The project also included the development of a family playground, beach, and great lawn area.

Project ALWAYSIS, has spurred economic development in the community and new commercial and industrial development is currently happening within the community. Growth has included the development of two new industrial and highway commercial parks. These projects are in a Tax Increment Financing District (TIF) or Urban Renewal area. Current development is taking place now in both areas.

The City has experienced commercial growth including the development of new businesses, new shops in the central business district, and new housing growth, including a planned 176 unit housing development. A new Feed Mill project is underway and will be completed soon.

Additional developments are also recently completed or underway including the recent completion of a new Early Childhood school complex. Buena Vista University, a private university located in the City, is also planning renovations and additions to its campus which will enhance the growth of the community.

The City of Storm Lake has a new comprehensive GIS system in place. As such, the City desires to have all maps and other compatible data including but not limited to a new zoning map and gateway areas to be made available to the City in GIS data for a system based on ERSI software as well as hard copy.

To continue progress and ensure future community viability, the City feels that an update to the existing Comprehensive Plan and Zoning Code is needed to ensure that the City is providing the appropriate services to its citizens and encouraging the right type of growth in the right areas.

In doing this the city desires to meet the following goals and objectives:

- Include new state and federal initiatives in the Comprehensive Plan including but not limited to: Green Infrastructure/Development, Sustainability, and Smart Planning Principals
- Review and make changes to existing gateway standards that will facilitate growth while ensuring desired objectives
- Update the Zoning Code to ensure compliance with State and Federal laws
- Include pedestrian and bicycle transportation in an efficient and effective overall transportation plan
- Provide the beginning stages for revitalization of the central business district including the potential review and start of development towards a Main Street historic district in the central business district area
- Identify and include the Storm Lake Municipal Airport in the Comprehensive Plan and Zoning Regulations
- Identify ways to provide effective signage and way finding throughout the community to include community entrance signage

### **General Guidelines**

All proposals shall meet at a minimum the following requirements to be considered by the City of Storm Lake for this solicitation.

Proposals must be submitted no later than July 7, 2021 by 12:00 PM Central Time. Proposals shall be submitted in the following manner:

- One electronic copy of the entire proposal in PDF format by the deadline of 12:00 PM Central Time on July 7, 2021. Proposal shall be emailed to [cityclerk@stormlake.org](mailto:cityclerk@stormlake.org). Proposals emailed to any other email address will not be accepted.
- One complete paper copy identified as an “original” copy and signed by a person authorized by the company to commit the agency to the proposal presented to the City of Storm Lake. The paper version of the proposal shall be received by the City of Storm Lake no later than 12:00 PM on July 7, 2021 or the proposal will not be accepted. Original copy can be sent by United States Postal Service, UPS, FEDEX, or any other carrier. The proposal may also be dropped off in person at City Hall, 620 Erie Street, Storm Lake, Iowa 50588. If mailing the proposal please mail to PO Box 1086, Storm Lake, Iowa 50588. All proposals shall be to the attention of Mayra Martinez, City Clerk.

The City of Storm Lake will not be responsible for late or misdirected mail or shipping.

The City desires to use a simple agreement that references the proposal as the terms that will guide the work through completion. The proposal shall include a copy of the draft agreement that your firm desires to use, the draft agreement should be clearly identified in the proposal.

The City will make partial payments or a lump sum payment based on the desire of the consultant; however, the City will not make payments on any work that is not completed. Consultant shall be responsible for invoicing City for payment. Payment on all invoices shall be made within 30 days of the receipt of the invoice and no penalty for non-payment shall be charged until a payment is over 60 days past due. The City does offer electronic payment to its vendors.

Proposals shall address all areas in a clear and concise manner and conform to the following outline:

Section 1 – Company Overview (limited to two pages)

Section 2 – Ability to achieve desired results of the City of Storm Lake project

Section 3 – Project approach and process used to achieve desired results, including addressing the following specifics:

- Many times these processes can drag on and the final document doesn’t get adopted – how will your process ensure that the work remains on schedule and the plan gets adopted?
- Outline the key components of your process that involve public input and comment and how you can ensure that this project will have input from a group that is fully representative of the community.
- Your firm’s ability to provide data both in paper and electronic format including in GIS data format for use within the City of Storm Lake’s GIS system. Inability to provide data in the GIS format will eliminate your firm from the selection process.

Section 4 – References – please include a total of five references of agencies that you have done similar work for and include as a separate attachment two digital copies of two previous City Comprehensive Plans that the staff outlined in your proposal as individuals who will be working on the Storm Lake project have completed

Section 5 – Project Cost Proposal – Please outline all costs associated with your proposal including any costs for travel, printing, etc. The City prefers a Not-to-Exceed contract payable based on hourly rates. The Project Cost Proposal shall include detailed cost information along with a sum for the following major areas:

- Phase 1 – Comprehensive Plan
- Phase 2 – Zoning Code Update (to be subject to additional contract at the City’s discretion)

Section 6 – Project Timeline – Outline the process and timeline that your company proposes to use for this project. Timeline must include all major milestone dates including but not limited to the following:

- On site field work date
- Final Report submittal date must be no later than December 31, 2022

Section 7 – Staff Resumes – please provide resumes for all key staff who will be involved in the project

Section 8 – Draft Agreement

**Selection Timeline**

|                                  |                  |
|----------------------------------|------------------|
| Notice of Request for Proposals  | June 7, 2021     |
| Proposals Emailed to Firms       | June 7, 2021     |
| Deadline for Response            | July 7, 2021     |
| Interviews (If Needed)           | July 13-15, 2021 |
| Selection Recommendation by City | July 19, 2021    |
| Council Approval of Selection    | August 2, 2021   |
| Notice to Proceed Issued         | August 2, 2021   |

Depending on the quantity and quality of the proposals received the City of Storm Lake may elect to conduct interviews of the top proposal firms in Storm Lake. Should that be a direction the City desires to go the above schedule could be pushed back 2-3 weeks to allow for interviews and additional follow up.

**ANY AND ALL QUESTIONS REGARDING THIS PROPOSAL SHALL BE SUBMITTED TO KERI NAVRATIL, CITY MANAGER EITHER BY EMAIL ([NAVATIL@STORMLAKE.ORG](mailto:NAVATIL@STORMLAKE.ORG)) \*PREFERRED\* OR BY PHONE 712-732-8000.**

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