

Request for Proposal Updating the City of Hauser Comprehensive Plan

Proposal Requirements

1. Introduction The City of Hauser Lake, Idaho (Hauser) is soliciting proposals from consultants or consulting teams with expertise in future land use planning and Comprehensive Plan writing for Hauser Lake.

The selected consultant shall have experience with public involvement and will be required to participate in keeping the public and interested stakeholders informed of the process and be engaged in regular communication with the City.

The proposed plan will build on existing work completed by the county, state agencies, and nonprofit organizations. The proposal should address timelines for plan development, roles and responsibilities of entities, potential funding sources, and options for plan implementation.

2. Scope of Work The goal is to update the Comprehensive Plan to reflect current statistics as well as working with the public to establish the long-term goals of development in the City limits. The plan will build on existing work completed within the current Comprehensive Plan as well as the updated zoning map and agreements established between Kootenai County and Hauser.

Proposal Inquiries and Questions

Question and inquires shall be submitted Cindy Espe, City Clerk no later than May 10th, 2024 via email at the following address: cindyespe@hotmail.com

Proposal Submission

Proposals must be received no later than **2:00 pm, local time, May 10th, 2024**. Proposal shall include an original and electronic copy in PDF format for distribution to the City Council and other interested parties. Proposals must be clear, succinct, and not exceed five (5) pages, excluding resumes.

Proposal shall be clearly marked "**Hauser Lake Comprehensive Plan**".

Proposal Content

1. Project Team The project team/firm must have demonstrated experience and competence in performing the required services in the Scope of Work. The RFP must contain a description of the approach to the project and demonstrated understanding of the project objectives.

Proposal Review

Proposals received in response to this RFP will be evaluated by the City's designated review committee. The review committee will present recommendations to the City Council for their review prior to

contract execution. Each proposal will be objectively evaluated and rated based on the following criteria.

1. Project and Management Approach and Work Plan
2. Work History
3. References

The City will determine the most qualified proposer based on the evaluation criteria. The final scope of service and contract will be negotiated with the most qualified proposer.