

REQUEST FOR PROPOSALS

CITY OF GREAT FALLS, MONTANA

Planning and Community Development Department

**PROFESSIONAL CONSULTING SERVICES FOR
GROWTH POLICY UPDATE**



Issue Date: December 22, 2023

Proposals to be due by 5:00 PM MST
March 15, 2024

Table of Contents

RFP General Information		Page
I.	Invitation/Needs Statement	1
II.	Background	1
III.	City of Great Falls Guiding Documents	1
IV.	Communications Regarding this Project	1-2
V.	RFP Schedule	2
VI.	Submitting a Proposal	2
VII.	Scope of Work	3
VIII.	Proposal Format	3-4
IX.	Evaluation of Proposals	4
X.	Contract	5
XI.	Addendum to the RFP	5

**REQUEST FOR PROPOSALS
PROFESSIONAL CONSULTING SERVICES FOR
GROWTH POLICY UPDATE**

- I. **INVITATION/NEEDS STATEMENT:** The City of Great Falls is soliciting proposals from qualified consultant teams to perform a full update to the City of Great Falls Growth Policy, which is an official public document adopted and used by the City of Great Falls as a guide for making decisions about development projects, updating the City’s Land Development Code, and developing policy initiatives related to community development. While the Growth Policy should focus primarily on land use, the proposed document should also contain population projections, an economic development strategy, a housing need assessment, an evaluation of local services and infrastructure, environmental constraints, historic resource inventory, and a future land use map.

The City of Great Falls makes this Request for Proposals (hereinafter referred to as “the RFP”) to select a qualified Consulting Firm (hereinafter referred to as the Consultant) to assist the community in developing a revised Growth Policy document that will be presented to the City Commission for adoption.

- II. **BACKGROUND:** The current Growth Policy was adopted by the City Commission on August 6, 2013. Since 2000, the City of Great Falls has been growing steadily at a rate of about 3% per decade. However, recent trends indicate that the City is growing in population more rapidly. Great Falls has been experiencing great strides in redeveloping the downtown as well.

The selected consultant shall work closely with staff to prepare a Growth Policy that includes an in-depth summary of the items described in the “Scope of Services” section of this document. The Consultant may make recommendations in regards to the Scope of Services, propose new items or alterations, and shall generally advise the City regarding the necessary Scope of Services to complete the project. Any Scope of Services recommendations, proposed new items or alterations, or general/specific advice shall be presented and discussed in the Proposal.

III. **CITY OF GREAT FALLS GUIDING DOCUMENTS:**

The following are considered the guiding documents for the project:

- [City of Great Falls Growth Policy Update \(2013\)](#)
- [City of Great Falls Downtown Master Plan \(2012\)](#)
- [Extension of Services Plan \(2020\)](#)
- [Great Falls Area Long Range Transportation Plan](#) (Newly updated plan to be adopted)
- [Great Falls Housing Market Study \(2021\)](#)
- [Great Falls Medical District Final Master Plan \(2007\)](#)
- [Missouri River Urban Corridor Plan \(2004\)](#)
- [The City of Great Falls Downtown Access, Circulation, and Streetscape Plan \(2013\)](#)
- [City of Great Falls Park and Recreation Master Plan \(2016\)](#)

IV. **COMMUNICATIONS REGARDING THIS PROJECT:** Please direct all communications regarding the RFP Process to:

City of Great Falls, Planning and Community Development Department,
Growth Policy Project Manager: Brock Cherry, Director
P.O. Box 5021
Great Falls, Montana 59403
Telephone: (406) 455-8530
E-Mail: Bcherry@greatfallsmt.net

All communications and/or questions concerning this RFP must be submitted in writing via email only. The deadline for questions is listed in Section V (RFP SCHEDULE). The City will prepare written responses, delivered to all Consultants who have requested RFPs, and posted on the City's website by the date listed in Section V.

The Project Manager is the only individual who can be contacted regarding the Project before proposals are submitted. Changes to this RFP will be made by formal written correspondence issued by the City.

V. **RFP SCHEDULE:** The following is the anticipated schedule for the RFP Process:

Issue RFP:	December 22, 2023
Last Day to Submit Questions:	5:00 PM MST on February 9, 2024
Written Responses to Questions:	February 23, 2024
Due Date of Proposals:	5:00 PM MST on March 15, 2024
Proposal Ranking Scores sent to Consultants and Interviews Scheduled:	March 29, 2024
Interviews and Consultant Selection:	April 5, 2024
Fee Negotiations:	Finalized by April 19, 2024
RFP Agreement is Awarded:	May 7, 2024
Notice to Proceed:	May 10, 2024
Plan Adopted:	December 2025

VI. **SUBMITTING A PROPOSAL:** The Consultant shall submit seven (7) hard copies; and one (1) electronic copy in PDF format on a thumb drive. All proposals shall be bound, sealed, and properly labeled with the name of the Consultant. Proposal packages may be hand delivered or mailed (mail must arrive by the submittal deadline) to the following:

Proposal for City of Great Falls Growth Policy
Planning & Community Development Department
P.O. Box 5021
Great Falls, Montana 59403

Sealed proposals must be received at the above address by the time and date indicated in Section V (RFP Schedule). Proposals received after the scheduled time and date will not be considered. All supporting materials and documentation must be included with the proposal. The responsibility for timely delivery lies solely with the Consultant. Faxed and E-Mailed proposals are not acceptable.

The City reserves the right to reject any and all Proposals, to waive any irregularities in a Proposal, or to accept the Proposal(s) which, in the judgment of the proper officials, is in the best interest of the City. The City reserves the right to accept a part or parts of a proposal unless otherwise restricted in the RFP or issue a subsequent RFP. The City does not guarantee that any Proposal will be awarded as a result of this RFP. In the event that an Agreement award is made but the Agreement is not executed, the City does not guarantee that the Agreement will be re-awarded.

VII. **SCOPE OF WORK:** If selected, the consultant will be expected to complete the following scope of work items, including but not limited to:

1. An inventory and analysis of existing planning documents to determine how their data and policies should be included in the Growth Policy.
2. Development of a webpage to allow the public to participate in plan development and track project progress.
3. Development of a robust, creative public participation plan.
4. Implement statutory requirements included in [Montana Senate Bill 382](#) and the Montana Code Annotated (MCA), as well as local planning issues that are specific to the Great Falls community, including but not limited to:
 - a. **Housing** - Identify and analyze existing and potential housing needs for the projected population.
 - b. **Local services and facilities** – Determine the existing and anticipated levels of public safety and emergency services necessary to serve the projected population.
 - c. **Economic Development** – Assess existing and potential commercial, industrial, small business, and institutional enterprises.
 - d. **Natural Resources, environment, and hazards** – Include inventories and maps of natural resources, including but not limited to agricultural lands, agricultural water user facilities, minerals, sand, and gravel resources, forestry lands, and other natural resources.
 - e. **Land Use and Future Land Use Map** – Include a future land use map and a written description of the proposed general distribution, location, and extent of residential, commercial, mixed-use, industrial, agricultural, recreational, and conservation uses of land and other categories of public and private uses.
 - f. **Historic Preservation** – Include an inventory of local historic resources and policies to protect and enhance such resources.
 - g. **Malmstrom** – Integrate policies in the Plan with policies to enhance the mission of the Air Base.
 - h. **Great Falls Public Schools** – Integrate policies in the Plan with School District policies to plan for long term facility needs.
 - i. **Implementation** – The land use plan and future land use map must include an implementation section that:
 - i. Establishes meaningful and predictable implementation measures.
 - ii. Provides meaningful direction for the content of more detailed land use regulations and future land use maps.
 - iii. Requires identification of those programs, activities, or land use regulations that may be part of the overall strategy.

VIII. **ADDITIONAL SCOPE OF WORK IF POSSIBLE:** The City and other Community Partners are interested in having these additional tasks and services provide if available and depending on additional project cost:

1. Regarding Great Falls Public Schools
 - a. Potential School Boundary Adjustments, including recommendations of schools/facilities

that should be combined.

- b. How community development and land design influence GFPS hiring, retention, or specific functions such as bussing.
- c. Provide a coordination framework for future land acquisitions in new development areas for GFPS development.

2. Land Use Value Economic Analysis

Value Per Acre Analysis involves an evaluation of the current land uses and zoning districts in the City. This assessment helps to understand how these land uses and zoning districts contribute to the taxable value of the property. It is vital for the City to comprehend whether the existing land uses generate enough revenue to support the infrastructure and services required for sustainable growth and development.

IX. PROPOSAL FORMAT: All respondents are required to follow the format specified below:

1. Cover Letter – Please include the following in your two-page maximum cover letter:
 - Identify team members (partner(s) and sub-consultants); and include the title and signature of the primary firm’s principal in charge of the project. The signatory shall have official authority to speak for the firm.
 - Describe why your team is the best-qualified firm to perform this comprehensive planning project.
 - Identify the location and address of your office location(s) (firms or teams with multiple office locations must indicate the office that will be responsible for completing the scope of work).
 - Describe those conditions, constraints or problems that are unique to the scope of work that may adversely affect either the cost or work progress of the study.
2. Team Qualifications – Provide qualifications, capacity, and availability of the project and technical personnel of the team to complete the Scope of Work.
 - Identify all personnel for this project, their area of expertise, registration, special training, and office location. Identify how much of each person’s time will be spent on the project.
 - Provide resumes of the above personnel, including specific related project experience; identify when applicable project experience for each person was obtained. (Can be put in an Appendix.)
 - Provide a specific outline and description of the support services proposed to complete the entire project from start to finish, including subcontractors.
3. Previous Projects – Provide examples of similar projects – minimum three preferred. Please include the following:
 - Name, date, and location of project.
 - Names of team members who worked on the project.
 - Brief description of project – scope and outcome.
 - Sample content, layout, graphics, etc.
 - Client contact information.
 - Range of contract values.
4. Methods and Work Plan (Response to Scope of Work) – Describe your methods and plan to complete the Scope of Work. Include how you will create a public participation plan that fully engages the community and stakeholder groups. Minor deviations from the suggested scope

of work are allowable if the methodology will result in a better product.

5. Schedule – Provide an outline of your anticipated schedule for completing the Scope of Work, beginning with issuing a notice to proceed to submit the final work product.

X. **EVALUATION OF PROPOSALS:** A Consultant Selection Committee will be convened to evaluate, rate, and rank the proposals. The highest-ranked proposal will guide selecting the preferred consulting firm for the project. Proposals will be evaluated and ranked in accordance with the following factors, which are weighted as shown:

1. **Project Understanding/Responsiveness of Work Plan:** The consultant’s knowledge and understanding of the goals of this project, the Great Falls area, and general growth trends will be assessed. Responsiveness to the RFP and the content of the Proposal will be closely considered.

Total Points available: 400

2. **Capability and Capacity of Firm:**

- Ability to meet all technical requirements.
- Capability of the firm to meet project timeline.
- Qualifications and experience of project team.
- Quality of public participation proposal
- Background and quality of past work in the field of comprehensive planning

Total points available: 300

3. **Record of Past Performance of Firm in Previous Projects:** Please provide a list of similar municipal clients for which your firm provided similar services as described in this RFP. Include contact information (name, position, address, telephone number, and email) of persons the city may contact to verify work completed and performance.

Total points available: 100

The selected consultant will be asked to submit a Proposal, Work Plan, and Budget. Negotiations with preferred consultant will include discussions concerning proposal elements work scope, and cost. If an agreed upon scope, timeline, and cost cannot be reached; negotiations will begin with the next-ranked consultant. The City of Great Falls, upon reaching agreement on a final work plan and fee, will consider the contract, with a staff recommendation for award.

XI. **CONTRACT:** The contracting parties will be the City of Great Falls and the Consultant selected to provide the services as described herein. The contract will be a Professional Services Agreement using the City’s standard format. The Consultant must meet and provide the necessary insurance requirements, or obtain an approved deviation from the City Legal Department. The Consultant will have an opportunity to request modifications to the Contract. Proposed modifications will be reviewed by the City Legal Department.

XII. **ADDENDUM TO THE RFP:** If any addendum is issued for this RFP, it will be posted on the City website, and distributed to those who have requested this RFP. The City reserves the right to cancel or amend the RFP at any time.