

# **Request for Proposal Comprehensive Community Development Plan Niobrara County, Wyoming**

## **Overview:**

The Niobrara County Joint Powers Board is requesting written proposals from well qualified firms (Consultants) to conduct a Comprehensive Community Development Plan for Niobrara County, Wyoming, including the communities of Lusk, Manville, and Van Tassell.

The Plan will include major aspects of Community and Economic Development and result in a development strategy that Niobrara County and its communities can refer to when moving forward in its disaster recovery process and in its efforts to build more resilient and prosperous communities.

## **Background:**

On June 4, 2015, excessive and unexpected rain caused severe flooding in rural Niobrara County, Wyoming. This catastrophic flood resulted in significant damage to businesses, homes, and infrastructure throughout the county.

On June 19, 2015, Wyoming Governor Matthew H. Mead requested a major disaster declaration. On July 7, 2015, a Presidential Disaster Declaration made federal funding available to affected individuals and businesses in Niobrara County.

Several federal agencies (FEMA, EDA, HUD, SBA, and USDA) and other partners including the Wyoming Business Council, which was named the coordinating agency for the State of Wyoming's recovery efforts, collaborated to prepare a Recovery Support Strategy (FEMA DR-4227-WY).

It was recognized by the team that a **Comprehensive Community Development Plan** was vital for the area's growth and development.

This Request for Proposal is in response to the team's recommendation.

## **Scope of Work:**

### **1. Executive Summary:**

- The Consultant shall provide a summary of the Comprehensive Community Development Plan, including an overview of the plan development process.

### **2. Vision:**

- A visioning framework will be provided to serve as a foundation for the future direction of the area and serve to organize the Plan.

### **3. History and Community Character:**

- The Consultant shall set goals to support the Vision and to preserve the historical character of the area while at the same time providing for compatible, attractive and affordable growth and development.

### **4. Resource Inventory & Analysis:**

- Consultant shall review and utilize the "Socio-Economic Profile of Niobrara County, Wyoming" published July, 2017 as well as other pertinent documents which contain population, age, education, employment trends and other demographics for Niobrara County and its communities and make any additions and future projections that may be appropriate and applicable to this Plan.

### **5. Housing and Neighborhoods:**

- Prepare and analyze housing inventory, issues and trends, including abandoned homes.
- Provide information on current and future housing needs, including supply and demand assessments, housing affordability and also identify blighted areas.
- Analyze rental rates, rental availability and current and future rental needs.
- Explore how housing affects business' abilities to attract and retain employees, and identify potential job creation as a result of new housing opportunities in area.
- Prepare a housing action plan and recommendations based on the findings, including housing maps.

**6. Economic Development Plan for the Town of Lusk:**

- In the past, Lusk has completed various plans and programs to support the vibrancy and development of Downtown Lusk. The 2015 flood has presented new challenges for the downtown area, which necessitates the need for a new development plan incorporating Innovative approaches for growth and rehabilitation of abandoned/empty buildings.
- Investigate and recommend strategies and funding sources for the proposed development and rehabilitation of the Downtown core.
- Identify properties for possible business and housing infill and recommend strategies for promoting and funding recommended efforts.
- Explore the feasibility of utilizing and growing the National Trust for Historic Preservation's Main Street program in Lusk.

**7. Tourism:**

Lusk is blessed with traffic from three major highways going through town, including the seasonal traffic traveling to visit the Black Hills and events such as the Sturgis Motor Cycle Rally.

- Analyze the situation and develop a plan to take advantage of the traffic to encourage people to stop, shop, and stay in the area to increase business revenue, including the current assets and attractions and what may be needed in the future to maximize this opportunity.

**8. Land Use and Development:**

- Create a marketing/development plan for the Lusk Business Park and adjacent land.
- Analyze growth patterns in Lusk, Manville, and Van Tassell with projections for future growth, including infrastructure needs, covenants, zoning and any restrictions. Include current and proposed developments west and north of Lusk, the Keeline land strip and others as appropriate.
- Make recommendations for proposed land use and development and illustrate on G.I.S. land maps.
- Establish criteria for renovations and new structures in the downtown core and adjacent to state highways and primary corridors.
- Prepare a Land Use Map for use within the planning horizon. (The land use recommendations will be utilized as a guide for potentially rezoning various districts).

**9. Public Utilities and Services:**

- Analyze and provide an update to the Water, Wastewater & Storm Water, Power, Telecommunication, Broadband and Natural Gas components of the Plan, as well as projections of future residential and business needs and any development constraints.
- Review documents provided by the communities, interview public safety officials and incorporate industry best practices, goals, policies, and implementation strategies for Public Safety, including provisions for ambulance and police services.

**10. Transportation and Circulation:**

- Analyzed and prepare growth transportation patterns and make appropriate street plan recommendations, including a transportation map within the planning horizon.
- Explore the use and cost of “way finding signs” to various community facilities and attractions.

**11. Establish Overall Goals, Objectives, and Implementation Strategies/Action Plans**

The Consultant will work with the Niobrara County Joint Powers Board, Wyoming Business Council, Local Disaster Recovery Manager, Planning and Zoning Commissions, other elected officials, community members, business owners and technical staffs as necessary to aid in the development of this Plan.

**Niobrara County, Wyoming Joint Powers Board Responsibilities**

- Assign a project representative to coordinate the communication between the Board and the Consultant on the Plan.
- Make available to Consultant existing data on file for success of the Plan.
- Respond to all questions in a timely manner.
- Advise Consultant immediately of any new developments that may impact the Plan.

## **Submittals**

- Provide a list (minimum of five) of representative projects, similar in scope, complete with details and outcomes.
- List key personnel to be assigned to the Project, outlining their experience on projects of similar size and scope.
- Provide a comprehensive list of client references on past projects of a similar size and scope. Include names, addresses, contact names, contact titles, telephone numbers and e-mail addresses for each reference.
- Demonstrate Consultant resources available to meet the Project schedule.
- Provide an anticipated Project schedule commencing with a notice to proceed.
- Discuss the services the Consultant expects to perform in-house and those which will be sub-contracted to complete the Project.
- Demonstrate Consultant understanding of the Project with submission of action plans including intended outcomes.
- Include a schedule of fees for services described in the Scope of Work and an estimate of the total cost of the work.
- The proposal shall be signed by an official authorized to bind the offer and be valid for a period of 120 days from the proposal due date.

## **Request for Proposal Questions**

Please direct any questions, the need for additional information, or clarification of the RFP to Dell Atkinson, Local Disaster Recovery Manager, at 307-689-8422 or [dellatkinson@gmail.com](mailto:dellatkinson@gmail.com).

***Envelopes shall be marked:***

**Niobrara County, Wyoming Joint Powers Board  
Comprehensive Community Development Plan Proposal**

**424 South Elm Street**

**P.O Box 420**

**Lusk, WY 82225**

**Attention: Dell Atkinson – Local Disaster Recovery Manager**

The proposal shall include ten (10) hard copies and a CD containing the proposal in a PDF format and an additional CD in a Word format.

## **Selection Process**

The proposals will be evaluated by the Niobrara County Joint Powers Board. Two or three qualified firms will be selected for potential interviews. If the Joint Powers Board determines interviews are warranted, it will conduct the interviews.

The Niobrara County Joint Powers Board reserves the right to reject any and all proposals and/or make a selection without interviews, or hire multiple consultants. For purposes of this proposal, the anticipated Project schedule is as follows, and may be subject to change:

- Proposals due to the Niobrara Joint Powers Board: Friday, December 1, 2017
- Evaluation and potential interviews: Tuesday, December 15, 2017
- Recommendation to award Project: Friday, December 22, 2017
- Contract finalization and notice to proceed: Friday, January 5, 2018
- 1<sup>st</sup> Progress Report Meeting in Lusk Tuesday, March 20, 2018
- 2<sup>nd</sup> Progress Report Meeting in Lusk Tuesday, June 19, 2018
- 3<sup>rd</sup> Progress Report Meeting in Lusk Tuesday, August 21, 2018
- Final Report Due with Presentation in Lusk Tuesday, November 6, 2018

The Consultants shall be required to meet periodically with the Joint Powers as noted above to review progress, obtain direction, clarification, and updates on the Project.

## **Disclaimer, Rights, and Ownership**

The Niobrara County Joint Powers Board is not liable for any cost incurred by Consultants responding to the RFP, prior to entering into a definitive agreement for services. No property interest, of any nature, shall accrue until a definitive agreement has been executed by both parties.

Any and all exceptions to items in the RFP must be noted and explained in the response. Failure to make exception to any item shall be considered as both the ability and the intention to fully comply with the item.

Proposals submitted may be reviewed and evaluated by any person considered necessary to the decision making process at the discretion of the Niobrara County Joint Powers Board. All proposals must be valid for a period of 120 days from the proposal due date.

News releases, articles, brochures, advertisements, prepared speeches, and other information and releases concerning this RFP, or any subsequent definitive agreement or activity related thereto, may not be made without the prior written approval of the Niobrara County Joint Powers Board.

The Niobrara County Joint Powers Board shall have complete and unrestricted rights to use all drawings, maps, documents and materials prepared by Consultants in connection with its performance of the services described or referred to herein. Said documents shall become the property of the Niobrara Joint Powers Board and are not to be used on other projects except with previous written permission of the Niobrara Joint Powers Board.

The Niobrara County Joint Powers Board does not waive its sovereign immunity or governmental immunity by soliciting this RFP or entering a definitive agreement, and fully retains all immunities and defenses provided by law with regard to any action based on this RFP or definitive agreement. The Niobrara County Joint Powers Board reserves the right not to select any Consultant, goods or services resulting from this RFP.

All work shall be performed in compliance with the State of Wyoming statutes.