



HYRUM CITY
REQUEST FOR PROPOSALS

For

Hyrum City General Plan Update

Date of Issuance: January 23, 2025

RESPONSES MUST BE RECEIVED NO LATER THAN

February 20, 2025 *BEFORE 5:00 PM (MST)*

The primary contact for questions regarding this RFP is Tony Ekins, all questions should be submitted electronically to Tony at the email below prior to the time and date specified in the RFP.

DELIVER ELECTRONICALLY TO:

Hyrum City
Attn: Tony Ekins
City Planner

tony.ekins@hyrumcity.gov

REQUEST FOR PROPOSALS TO UPDATE GENERAL PLAN

Notice is hereby given that Hyrum City is seeking proposals from firms qualified to provide professional services for an update to its General Plan.

HYRUM CITY BACKGROUND

Hyrum City was settled by Pioneers from the Church of Jesus Christ of Latter-day Saints in 1860. Named for the brother of Joseph Smith, Hyrum was settled at a time when local leaders envisioned a neighboring city in the area, now known as “College Ward”, would be called “Joseph”.

Following a growth spurt in the early 1970s, Hyrum’s population leveled off at about 3,900 people. Over the next 40 years the population inched upward slowly until the next wave of new growth started in the 20-teen years. High growth rates continue today with an estimated population of 11,346 in 2023.

Surrounded by farms and countryside, Hyrum remains a “rural” community in nature. People list the rural atmosphere high among the chief reasons why they locate in Hyrum. Quiet neighborhoods with a blending of country living mixed with urban convenience make Hyrum an ideal community in many ways. The local economy boasts a thriving meat plant, an industrial park as well as multiple trails, parks and other various recreational opportunities. The priority of community leaders remains to provide for continued, orderly commercial and residential growth, with support from an updated general plan and appropriate zoning.

While the meat packing plant, the butter processing facility, and increasing industrial growth promote the economy of Hyrum, there are challenging components that need to be addressed in the General Plan Update. Increasing housing costs have contributed to a significant need for manufacturing plant employee housing. Management of industrial growth and evaluating housing options are among the priorities to be addressed in the General Plan Update.

Hyrum City is currently updating the culinary water and wastewater master plan documents, and will shortly begin an update of the transportation master plan to be completed concurrent with or prior to the General Plan Update. In 2023 Hyrum City updated the Moderate Income Housing section of the General Plan to comply with current State requirements. Adjustments to this section may be minimal, depending upon the planning direction established in the land use and other areas of the plan update. Although the current plan contains much that continues to be relevant, there is a need to remain proactive in a comprehensive plan that will guide development in accordance with an updated City vision.

Project Description / Scope of Work

The General Plan is a visionary document that creates the framework for land development codes and development standards, and that guides and informs decision making throughout the organization. The expectation is that this process and resulting plan will help the City to better plan for future development patterns and craft appropriate professional and practical solutions for those patterns to benefit all of Hyrum 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.

It is essential that this plan has 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. As such, the final product must be:

- Easy and intuitive for the public to access, understand, and use (avoidance of planning jargon is preferred).
- Concise, illustrative, consistent with itself, and strategy based.
- Designed to be integrated with the City’s website and/or GIS mapping programs.
- In compliance with LUDMA.

The General Plan must contain:

- A community vision statement which adequately and accurately captures the desired future of the City.
- A historic summary and current demographic snapshot of the community with expected future growth projections.
- An executive summary.
- A cutting-edge land use section capable of guiding the growth of Hyrum City in a financially sustainable, place-making/neighborhood connecting way, that protects current and future transportation corridors; by including the following components:
 - An updated Future Land Use Map that includes and respects transportation corridors from the City’s Transportation Master Plan and other long-range planning tools as appropriate.
 - Consideration of environment, water protection, open space protection, and agricultural protection areas.
 - Land Use Goals and Strategies that consider recommendations for density-based zoning.
 - Community Design strategies for residential, commercial, central business district, mixed-use, and industrial development.
 - Housing strategies that will lead to a healthy mix of housing types and sizes, including but not limited to attached/detached auxiliary apartments, senior housing, and workforce housing options.
 - Affordable housing plan & strategies to include the State required Moderate Income Housing Plan.
 - Water use and preservation as required by State law.
 - Walkability/cycling/public transportation strategies.
 - Planning and Economic Development practices and considerations for land uses.
 - A consideration of gathering places and/or activity centers, including a Downtown City Center.
 - Analysis, maps, goals, and strategies to address the connection of Land Use with Transportation, Economic Development, Parks and Recreation, Open Space, and Public Services and Facilities
- Clear implementation strategies with specific recommended actions or next steps.
- Additional items as may be required by State law.

Existing or expected documents that can be referenced or used to assist in preparing the General Plan update include: The Hyrum City General Plan (2023), current land use zoning map, Moderate Income Housing Report, and pending master plans for potable water, sanitary sewer, and transportation facilities. Additionally, applicable Cache County planning documents related to or impacting Hyrum City should be reviewed and considered.

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 Hyrum City. 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

PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall be submitted on 8.5x11 page size, except that the schedule and/or cost proposal may be on 11x17 format (included in the page count), and shall not exceed 10 pages. Proposals may include a cover sheet with the name of the firm, project title, and submittal date. A single page (one side) cover letter and an appendix containing professional resumes are required. The proposal cover, cover letter and appendix with resumes are excluded from the page count. Font shall be 11 pt or larger.

Each proposal shall include at a minimum the following information:

1. Primary Contact. Provide the name and title of the person who will be the primary contact and manager for the contract, plus contact phone number(s), email and mailing address.
2. Acknowledgements. The consultant shall provide a statement confirming that it has the available capacity within its current personnel and workload to complete this scope of work within the proposed timeline. The consultant shall also provide a statement noting any conflicts of interest that may exist with other clients or projects currently underway.
3. Company Overview and Team Member Qualifications. Provide an overview of the firm(s) providing the General Plan update with an organization chart of staff who will be assigned to the project. Describe the talents the team members bring to the project, including how their knowledge and experience will benefit the process. This section should include the project managers ability and plan to maintain the project schedule, communication, and cost control processes.
4. Firm & Staff Qualifications/Experience. Provide a summary of three (3) projects or related work that the firm(s) has recently completed. Include similarities in scope of work and other relevant information as it pertains to this RFP. List key personnel and role for each example who worked on the related project and their role for the Hyrum General Plan update, as well as client reference contact information and a link to the completed product, if available. A list of additional similar projects beyond three may be provided without the inclusion of summaries or references.
5. Approach & Methodology. Review the scope of services and provide a detailed approach and methodology for completing the services and providing the deliverables requested. This section should include components of Smart Growth and sustainable development principles related to municipal operations.
6. Schedule. Provide a detailed schedule corresponding with the Approach and Methodology. The schedule shall include but is not limited to proposed milestone dates, public meetings, and review and comment periods. It is anticipated that the General Plan update may take up to 12 to 15 months to complete. The proposal will in part be evaluated on the detail and completeness of the proposed

schedule.

7. Fee Proposal. The Team must submit a fee proposal for the project, including:
 - An estimate of time to be spent by respective staff assigned to positions for each phase of the work.
 - The hourly billing rate for each position.
 - A cost breakdown for each phase.
 - An estimate of reimbursable expenses to be included in the project.
 - Total proposed fee, which will serve as a not-to-exceed amount to be invoiced hourly as work is completed.
8. Appendix. The appendix shall include professional resumes of key personnel as deemed appropriate by the Consultant.

Evaluation & Selection Criteria

All proposals received shall be evaluated by a City selection committee. Teams may be contacted for interviews if determined necessary by the selection committee. If required, the purpose of any interview is to allow the Team to expand on the proposal and provide an opportunity for the selection committee to seek clarifications from the Team.

The Team will be selected based upon the following:

Strength and Experience of Team

The selection team will evaluate the expertise and experience of the Firm and Team members as their background and experience relates to this project in size, complexity, quality, duration, etc. This section will also be evaluated with respect to the project manager's plan to maintain schedule, communication, and cost control. Interviews, if required, will allow Team members to expand on information in the proposal of for selection committee members to inquire about qualifications in more detail.

Project Approach and Methodology

Based on the information provided in the Proposal, and if required information presented in the interview, each Team will be evaluated as to their plan to execute the project. The selection Team will also evaluate the degree to which risks to the success of the project have been identified and a reasonable solution has been presented.

Schedule

The Team's schedule will be evaluated as to how well it meets the objectives of the project. The Team shall identify in the RFP the project schedule identifying major work items with start and stop dates that are realistic and critical for the success of the project. The City desires a completed project by the end of March 2026.

Past Performance / Project References

Past involvement with rapidly growing jurisdictions and experience preparing general plans that are concise, illustrative, and action oriented.

Project Cost

While total cost will be a consideration in the decision, a Team will be chosen substantially based upon the strength and experience of the Team, past project examples, and the planned approach to meeting the project objectives.

Question and Answer Period

Questions can be asked via telephone or email of the primary contact until 5 PM on February 13, 2025.

Submittal Instructions

Submit an electronic copy of the proposal containing the information described in the RFP in .pdf format emailed to Tony Ekins at tony.ekins@hyrumcity.gov.

The deadline to submit a proposal is 5:00 PM MST February 20, 2025.

Proposals must be delivered to the email specified above by the deadline to be considered by the evaluation committee. It is the responsibility of the submitter to ensure that the proposal has been received prior to the deadline specified herein.

Amendments to the Request for Proposal

The city reserves the right to amend the RFP by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments to this RFP will be sent via email to all firms who respond to this RFP. If revisions are of such a magnitude to warrant, in the city's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.