



Madison County  
Request for Proposals  
Compressive Plan Update

134 Main Street  
Rexburg, Idaho 83440  
208-356-6259

# Madison County Comprehensive Plan Update RFP

## 1. Intent

1.1 The Madison County is seeking proposals from qualified consultants for professional services to review, assess and finalize an internally written Update to the Madison County's Comprehensive Plan. Consultants should have familiarity with Idaho Land Use Laws and experience working with communities within Idaho. Responses are solicited for this Project in accordance with the terms, conditions, and instructions set forth in this RFP.

## 2. Current Conditions

2.1 The Madison County has approximately of 54,000 according to latest census estimates. Madison County is home to Brigham Young University-Idaho with an average on campus population of around 20,000 students in the County during each of its three yearly semesters. Madison County experienced consistent growth over the past two decades, and County leaders anticipate this growth to continue at a similar rate. Growth was fairly flat from 2010 through 2020, when a growth surge was experienced due to Covid relocation pressure. In late 2022 and early 2023, growth appears to be leveling off again.

## 3. RFP Overview

3.1 The Madison County is seeking to update its Comprehensive Plan, this updated plan shall include all required elements by the State of Idaho's Local Land Use Planning Act. Consultants shall review and utilize the internally prepared "Update to the Madison County's Comprehensive Plan", as well as other adopted plans and studies.

Once completed, this plan will support the County's land use policy through the next 10-15 years. It will include clear concise vision, goals, land use direction, and actionable implementation items that will aid in successful implementation of the plan over its 10-15 year lifetime.

Finally, this RFP specifically asks for consultant technical support to outline methods for encouraging active participation in the engagement process

## 4. Scope Of Services

4.1 Project Kickoff. The consultant will meet with the client team to develop a schedule, work plan, and review project management.

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4.2 Document & Plans. The consultant in collaboration with County Staff will review the draft Update to the “Madison County’s Comprehensive Plan” and other materials provided by the County and provide analysis and organized revisions.

These documents include (but may not be limited to):

- i. Madison County Comprehensive Plan
- ii. Madison County Development Code
- iii. Comprehensive Plan & Zoning Maps
- v. Madison Transportation Plan

4.3 Health and Demographics. The consultant will research and provide an analysis of, and provide future strategies to address, the Madison County’s socioeconomic demographics and community health profile using available local and national data sources. A demographic profile utilizing the Economic Profile System as developed by Headwaters Economics, and any other essential and available data.

4.4 Built Environment. The consultant will provide an analysis of County Staff provided:

- i. Existing land uses, housing stock, infrastructure, growth, and development patterns
- ii. Vacant and buildable lands
- iii. Growth patterns identified and projected in the County’s Transportation Analysis Zones
- iv. Assess current adequacy of any planned Capital Improvements

4.1 Existing & Future Conditions Report. The consultant will provide an existing and future condition report to summarize circumstances and scenarios based on the best available data, as well as the documents, plans, maps and studies (as identified above). The consultant will provide an analysis detailing whether or not the policies and goals identified in the draft “Update to the Madison County’s Comprehensive Plan” is consistent with the vision of the County and with the data.

## 5. Engagement

5.1 The consultant will participate in public outreach and help develop a strategy to engage stakeholders such as County departments, the Planning & Zoning Commission, the Madison County Board of County Commissioners, business and community members, developers, and health organizations. The following proposed events and activities are subject to change based on a mutually agreed upon public engagement plan.

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5.2 County Commissioners/Planning Commission Joint Meetings. The consultant will help facilitate and present at a joint Planning Commission and County Commissioners kickoff to give an overview of the process, answer general questions and hear any initial input. Later in the process as the plan is taking shape, contractor will also present in a second joint session to the council and commission work meeting.

5.3 Surveys. The consultant will design and facilitate an online survey, as approved by the County, and build it within an identified platform for the County to distribute. Contractor will compile and graphically represent the results of the public feedback.

5.4 Public Open House. The consultant will facilitate a public open house where participants will have the opportunity to review the draft plan and provide feedback. The consultant will provide materials for and attend an open house to allow the community to provide input on the plan's emerging recommendations.

### **6. Plan Preparation and Adoption**

6.1 The consultant will work with County Staff to organize the plan's structure and content, and to prepare the final draft of the Comprehensive Plan.

6.2 Draft Comprehensive Plan. The consultant will work with County Staff to prepare a draft for presentation at a joint meeting to the Planning Commission and County Commissioners.

6.3 Final Comprehensive Plan. The consultant will work with County Staff to prepare a final plan based on direction by the Planning Commission following the public hearing. The final task will be to present the plan to the Madison County Commissioners for adoption by a resolution prepared by County staff.

### **7. Administrative Items**

#### 7.1 Project Calendar

- i. RFP Advertised and issued: Monday, March 1, 2023.
- ii. RFP Due: Tuesday, March 22, 2023.
- iii. RFP Evaluation Completed by: Friday, April 1, 2023.
- iv. Interviews with finalist firms no later than: Thursday, April 10, 2023.
- v. Selected firm begins work no later than: May 1, 2023

#### 7.2 Questions Regarding the RFP

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- 7.2.1 The primary RFP contact for the project is: Gary Armstrong
- 7.2.2 All general correspondence and any questions about this RFP must be submitted in writing to him at [garmstrong@co.madison.id.us](mailto:garmstrong@co.madison.id.us)
  - i. The last date for questions will be 12:30 pm Mountain Time on Monday, March 13, 2023.
  - ii. Respondents should not contact anyone other than the designated County contact. Any attempts to contact County staff regarding this RFP other than via the approved process may be grounds for the County to reject your submission.
- 7.3 RFP Due Date and Submission
  - 7.3.1 RFPs are due by 5:00 p.m. Mountain Standard Time on Wednesday, March 22, 2023. RFPs received after the deadline will not be considered.
  - 7.3.2 RFPs must be submitted electronically or via priority or certified mail.
  - 7.3.3 Seven (7) hard copies and one (1) complete electronic version are required for any RFP submitted in hard copy format.
  - 7.3.4 Limit RFP responses to no more than 10 pages.
  - 7.3.5 Faxed RFPs will not be accepted.
  - 7.3.6 Respondents assume the risk of the methods of dispatch or delivery chosen. Office hours for receipt of mailed or expressed RFPs are Monday through Thursday, 7:30 am - 5:30 pm (MST), and Fridays 7:30 am – 12:30 pm (MST).
  - 7.3.7 Electronic RFPs must be submitted by email to [garmstrong@co.madison.id.us](mailto:garmstrong@co.madison.id.us).
    - i. All electronic files must be submitted in editable format in order to facilitate evaluation and planning. Word, Excel, GIS and PDF formats are acceptable. Total email attachment size must not exceed 25 MB; however, multiple emails with attachments is acceptable if the subject line contains a number identification, e.g. “1 of x”, “2 of x”, etc.
- 7.4 Applicable Statutes
  - 7.4.1 The County is a public entity. As a result, this RFP is subject to a variety of public procurement requirements, including but not limited to federal and state records disclosure statutes referenced above and the following:
    - i. Local Business obligations
    - ii. Minority Business obligations
    - iii. Veteran-Owned and Service-Disabled Veteran-Owned Small Businesses
- 7.5 Human Rights/Affirmative Action

## **Madison County Comprehensive Plan Update RFP**

- 7.5.1 Respondents shall comply with all applicable state and federal rules and regulations relating to affirmative action and equal opportunity. The Madison County is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.