



REQUEST FOR PROPOSALS

Fiscal Impact Analysis

1. Overview

The City of Post Falls is seeking Planning Services for the completion of a Fiscal Impact Analysis (“FIA”) supported by Spatial GIS information to better understand fiscal impacts created by different growth patterns. In the broadest terms, this study will complete and analyze a variety of development trends that could assist in analyzing the fiscal sustainability of future community growth. The results of this study will be used to inform land use policies to be incorporated into an upcoming update to the City’s comprehensive plan, which is planned for 2025.

2. Objective and Scope of Work

The successful proposer will work collaboratively with the City’s Planning Manager to complete the requested assessment to better understand the fiscal impact of potential development patterns by providing supporting data and data visualizations depicting the fiscal impact of various land use development alternatives. Specifically, the scope of work will include:

- **Public Participation:** Engage in an active public participation effort to support the endeavor.
- **Data Collection:** Complete, evaluate, and provide fiscal data related to the impact of growth alternatives on the economic sustainability and stability of the City of Post Falls.
- **Analysis:** Analyze the revenues and costs created by the existing development patterns in the city and the impact of the current development pattern on the fiscal sustainability of the city. Additionally, using information to be gained from a Housing Needs Assessment, identify up to three (3) growth alternatives, including the current growth pattern, that provides the anticipated levels of housing needed and analyze the fiscal impacts of those growth alternatives on the city (quantitatively and spatially).
- **Reporting:** Deliver a comprehensive report with an executive summary that includes data visualizations and a summary of findings, for up to three (3) growth alternatives for the City of Post Falls.
- **Coordination:** Coordinate with the consultant(s) selected by the city to perform a Housing Needs Assessment and prepare the 2025 update to the city’s comprehensive plan to include the conclusions and recommendations of the FIA into the comprehensive plan’s policies and future land use map. Note, the update to the Comprehensive Plan will be completed as part of the following 3-part process:

1. Complete a Housing Needs Assessment (HNA) by a to be selected consultant
2. Complete a Fiscal Impact Analysis (FIA)
3. Update the Comprehensive Plan by a to be selected consultant
 - a. Incorporate the findings from the FIA and HNA to update related goals and policies and future land use map.
 - b. Incorporate related data and graphics into the update.
 - c. Modify goals and policies to be consistent with public process and information gathered from the FIA and HNA reports.
 - d. Modify Future Land-Use and Focus Area designations to be consistent with public process and information gathered from the FIA and HNA reports.

- **Finalization:** Finalize FIA based on feedback from the public process and as coordinated with the Planning Division.

3. Proposal Requirements

Proposals submitted should include the following:

- **Company Background:** Information about your firm, including years in business, core competencies, and previous experience with similar projects.
- **Approach and Methodology:** Detailed description of the methodology and techniques to be used for the FIA, including communication and public outreach strategies to ensure timely and effective communication between the City, public, and your project team. Additionally, provide a description of your plan for coordinating with the City's selected consultant(s) completing the HNA and comprehensive plan.
- **Project Timeline:** Estimated timeline from initiation to completion of the project excluding coordination with the other selected consultants. Identify other pending projects that may impact the timeline.
- **Team Qualifications:** Information on the project team and lead, including bios and relevant experience for the project team.
- **References:** Contact information for at least three references from past clients who have undertaken similar projects.
- **Conflicts of Interest:** Identify any foreseeable or potential conflicts of interest resulting from such representation and how you would propose to resolve such conflicts.
- **Cost Proposal:** Detailed pricing structure, including all expected costs and payment terms. Please attach a rate sheet valid for one year including the rates for the project team.

4. Evaluation Criteria and Selection Process

The City will evaluate Proposals based on the following criteria:

- **Coordination:** Ability to coordinate with the city’s selected HNA and comprehensive plan consultants.
- **Experience and Expertise:** Proven track record in completing FIA reports.
- **Project Cost:** Reasonableness of the proposed budget in relation to the scope and depth of services offered.
- **Timeliness:** Ability to complete the project within a reasonable timeframe.

The City will review all submissions beginning June 17th, 2024. Interviews may be conducted by telephone, in person, or by teleconference. The selection committee will evaluate all proposals and make a recommendation to the City Council for formal approval of the consultant. Once approved by City Council, staff will work with the consultant to refine scope of work.

5. Submission Guidelines and Contact Information

The City requests the proposer send a concise proposal addressing the requirements outlined in this RFP. The proposal should supply specific and succinct answers to all questions and requests for information.

Proposals must be submitted electronically or by mail and are due to Jon Manley - Planning Manager no later than 5 p.m. on June 14, 2024.

<p><u>Mail</u> Jon Manley Planning Manager 408 N Spokane Street Post Falls, ID 83854</p>	<p><u>Electronically</u> Jon Manley jmanley@postfalls.gov</p>
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Any questions about this RFP should be directed to Jon Manley, Planning Manager, at jmanley@postfalls.gov or 208-457-3344.

The City reserves the right, without qualification, to select any proposal based on written or oral communication with any or all of the firms or individuals when such action is considered to be in the best interest of the City; reject all proposals; exercise discretion and apply its judgment with respect to any proposals submitted; all proposals will be considered confidential until the final selection of a consultant and will be retained by the City of Post Falls.