

REQUEST FOR PROPOSAL

CITY OF ABERDEEN COMPREHENSIVE PLAN

The Aberdeen City Council would like to proceed with the development and adoption of a Comprehensive Plan. The City requests proposals from organizations that can act as a strategic partner that are able to derive clear objectives that are beneficial to the residents of the City of Aberdeen. The resulting plan will both meet the requirements of the South Dakota Codified Law and provide a clear blueprint for Aberdeen's future.

The proposal will provide details including how the consultant proposes to address the referenced work elements and a proposed cost for the completion of each element and the plan in its entirety. Seven copies of the proposal are requested.

The deadline for submitting proposals is 5:00 P.M. on February 3, 2017.

Interviews with selected consultants will be conducted within 30 days thereafter.

Please submit your proposal to:

City of Aberdeen
Attn: Brett E. Bill, Planning and Zoning Director/Building Official
123 Lincoln Street S.
Aberdeen, SD 57401

The Planning Team must be able to balance infrastructure, environmental, social, economic and political issues so that City officials are able to decipher, deliberate and deliver the highest possible quality of living for its residents. The objectives derived in the plan are to include sample or suggested policy considerations and specific action necessary for staff/elected officials to implement chosen objectives/directions. Growth scenarios of the community must be considered as well as the achievement of the greatest fiscal stability.

The City of Aberdeen Comprehensive Plan is to encompass and involve the municipal corporate limits, the extraterritorial zoning jurisdiction and other areas necessary to develop a clear picture of Aberdeen's future. The process will allow representation from the community's various advisory boards to ensure that decisions and directions can be determined and information can be disseminated to all parties affected by the future growth of the community.

Selection Criteria: The Aberdeen Planning and Zoning Director, or a committee of individuals selected by the Planning and Zoning Director, shall review and evaluate all proposals. Evaluation of responses will be based, in part, on the following criteria:

1. Qualifications of responding, including:
 - a. Statement of interest and approach.
 - b. Demonstrated competence and professional qualifications necessary for successfully performing the work required by the City of Aberdeen.
 - c. Recent experience in successfully performing similar services.
 - d. Background and experience of the specific individuals to be assigned to this project.
 - e. Time table.
 - f. Cost Estimate.
 - g. Provide a list of at least five (5) communities and/or individuals the City of Aberdeen may contact regarding a project the firm has completed. Please include a name, address, phone number and email of a contact person for each project listed.

ABOUT ABERDEEN

Aberdeen is located in northeastern South Dakota. Aberdeen's 2014 census count was 27,800. Community officials estimate that the functional daytime population increases by over 3,000. Aberdeen has had a high rate of growth and development over the past ten years. The community takes pride in being a progressive growing community where individuals and businesses have access to the many diverse resources necessary for a good quality of life.

FOUR PROJECT WORK ELEMENTS

- **Inventory:** Gather quantitative, qualitative, and map data from a variety of sources. Completion of this work element will provide insight into the general physical, economic, and social context that will form the basis for all subsequent work.
- **Community Participation/Issue Identification:** Actively involve the general public and key community interest groups in identifying key issues, establishing a vision for Aberdeen, selecting a preferred growth scenario, and suggesting strategies to achieve that vision and scenario.
- **Alternatives Analysis:** The third work element includes the technical tasks to develop several alternative population, housing, and employment projections and development scenarios.

- **Plan Development:** This work element is to include the technical steps to prepare the comprehensive plan. It also outlines the contents and preliminary format for the plan. The end product will be a comprehensive plan that will comply with the requirements of South Dakota Codified Law and be able to be implemented to best serve the interests of the City of Aberdeen and its residents in the future.

WORK ELEMENT ONE: INVENTORY

Gather quantitative, qualitative, and map data from a variety of sources. Completion of this work element will provide insight into the general physical, economic, and social context that will form the basis of all subsequent work.

Task 1.1 Data Collection and Synthesis

The Consultant will prepare inventory information through text, charts, tables, graphs, and maps for the following aspects of Aberdeen. The Consultant will work closely with City staff to ensure the accuracy and detail of this information.

- a. **Population/Demographics:** The Consultant will describe and depict in charts, tables, and maps historic trends in population size, distribution, age, gender, household size, and incomes, using available information.
- b. **Transportation:** The Consultant will describe and depict in charts, tables, and maps the existing transportation system. Included will be a review of the location, capacity, traffic, and condition of existing roadways and railways; existing inter-city and intra-city public transit service; airport facilities and service; and bikeways. This general analysis will include identifying the arterial and collector streets that serve the community to create a functional street classification map. The findings of existing City, County, regional, and State transportation plans and agencies if available, will also be included.
- c. **Housing:** The Consultant will describe and depict historic trends in housing with charts, tables, and maps, which will include size, type, tenure mix, vacancy rates, housing prices and rents compared to incomes (i.e. affordability). The Consultant will also present typical ratios of single-family, two-family, and multiple-family housing in communities similar to Aberdeen.
- d. **Utilities and Community Facilities:** The Consultant will review, summarize and map conditions, capacity, locations, and service areas of City utilities, including sanitary sewer, water, storm water management, waste water treatment plant, and solid waste disposal. The Consultant will review, analyze and map conditions, capacity,

- locations, and service areas of public and private schools, technical schools, colleges/universities, libraries, police, fire and rescue facilities, medical facilities, park and recreation facilities and community centers. This analysis will identify any needed expansion of existing facilities or new facilities and their optimal location based on planned growth.
- e. **Agricultural, Natural and Cultural Resources Base:** The Consultant will describe and depict in maps areas of prime agricultural land; area soil and topography; environmental corridors (wetlands, floodplains, creeks, etc.), natural areas, other significant natural features; parks and open space areas; and specific cultural and historical features in the community.
 - f. **Economic Base:** The Consultant will summarize and map existing economic activity in and around Aberdeen, including number and type of jobs, mix of existing industries and retail uses, industry and occupation of employed residents, workforce migration patterns, availability of sites for new commercial and industrial development and expansion, as well as existing local economic development efforts.
 - g. **Intergovernmental Cooperative Framework:** The Consultant will describe the existing intergovernmental framework in the region, including relevant local, regional, state, and federal jurisdictions. This will include opportunities for strategic partnering as well as potential sources of conflict.
 - h. **Review Existing Plans and Ordinances:** The Consultant will review and summarize existing City Plans and Ordinances such as, but not limited to, the 2004 Comprehensive Plan and the Airport Master Plan. The Consultant will also review and summarize existing plans and studies prepared by other governmental entities as they affect the growth and development of Aberdeen.

Task 1.2 Map Compilation, Base Map Preparation, and Map Production

The Consultant selected will compile digital mapping data from the City of Aberdeen, Brown County, State of South Dakota and Federal sources, as necessary, of the Aberdeen area for the Comprehensive Plan and to produce maps for the individual plan elements. It will be provided on a GIS software and be provided to the City in print and digital form. The City has various base data and aerial photo coverage. Additionally, other agencies have digital documents available for inclusion in the plan.

Task 1.3 Land Use Inventory and Mapping

The Consultant will coordinate and conduct a land use inventory of the City and surrounding area. The City of Aberdeen's land use map dated November 2004 is from the City's last Comprehensive Plan. We would propose the inventory be conducted primarily through a windshield survey. The Consultant will work with the City on the appropriate land use categories. The categorization of land uses is to reflect not only use type, but also community character type. For example, rather than one commercial classification, two or three would be used to better define the character of such uses (e.g., central business, neighborhood commercial). With the data collected through the land use inventory, the Consultant will prepare a comparison of existing land use with the zoning map to highlight inconsistencies, from which a list of potential zoning changes will be compiled. The City zoning map was last updated in 2016.

WORK ELEMENT TWO: COMMUNITY PARTICIPATION/ISSUE IDENTIFICATION

Work Element Two describes public participation. The purpose of the second work element is to actively involve elected and appointed boards, the general public, key community groups and those interested in planning for the future. The public participation will identify key issues and establish a possible vision(s) for Aberdeen and the adjacent area. This will be the basis for growth scenarios and accompanying strategies to achieve that vision and scenario.

The City will arrange for meeting locations, notices, comply with Open Meeting Laws, set up rooms, and provide refreshments as appropriate and requested by consultant.

Task 2.1 Attend General Meetings

The Consultant will attend monthly meetings or as scheduled, meetings of the appropriate boards and/or committees. The Consultant will attend work sessions, public forums, focus groups or other meetings necessary to complete and keep the City apprised of the plan process. This element also includes general correspondence with City Staff and other agencies/groups, as necessary.

Task 2.2 Community Participation

The City is looking for the Consultant's recommendation for community participation to obtain the input necessary to gain an understanding of the interests and desires of the community. The recommendation shall be tiered to include alternate costs for extra items that add value to the Comprehensive Plan Process.

The following are participation possibilities:

- Conduct Household Survey.

The Consultant could administer a survey of households in Aberdeen. The survey could use a scientific sampling technique and provide results that are statistically significant.

In addition to drafting the survey questions, the Consultant would be responsible for selecting the sample (with City assistance), printing copies of the survey, mailing and distributing the survey, coding survey results, and compiling and summarizing the results.

The City could be responsible for administering pre-survey publicity.

- Hold Community Vision Forum.

The Consultant would organize, lead, and record comments of an intensive, one day or half day Community Vision Forum. The Forum will help community stakeholders develop ideas and find common interests for the future of Aberdeen early in the planning process. It will also help build momentum for the remainder of the planning process. The Consultant will have experience leading nominal group processes.

The Consultant will work with the City to develop a large and diverse list of invitees for the Community Vision Forum, and develop publicity to achieve citizen participation.

The Consultant will prepare a presentation packet for Community Vision Forum participation. The Forum is to be a highly interactive process. The Consultant will provide necessary graphic and narrative support for these sessions, based primarily on the information compiled under Work Element One.

- Hold Workshop and/or Open House to Discuss Alternative Growth Scenarios.

The goal of this workshop will be to present and gather community input on different long term growth alternatives. The development of the alternatives as described under Work Element Three. The Consultant will prepare all required materials and lead the public meeting. The City will be responsible for publicizing the meeting.

The Consultant will present alternative growth scenarios. These scenarios will be prepared based upon general community character options and will be presented through a variety of means, including text descriptions, birds eye renderings, visual preference images, generalized concept maps, etc.

Participants will be asked to evaluate, comment on and express general preferences for the different alternatives, using techniques similar to those described above. The Consultant will suggest a range of potential implementation strategies to assist participants.

The Consultant will hold at least one separate joint meeting with the Aberdeen City Council, Brown County Commission and the Joint City/County Planning Commission to gather their direction on the City's preferred growth alternative choice.

- Hold Public Meeting to Present and Comment on Draft Plan.

The goal of the meeting is to present the Draft Comprehensive Plan and gather community feedback on consensus points and recommended revisions. The Consultant will prepare all required materials and lead the public meeting. The City will be responsible for publicizing this meeting. Interactive techniques will be used to gauge levels of support for plan elements, ideas and implementation strategies.

WORK ELEMENT THREE: ALTERNATIVE ANALYSIS

The third phase of the process generally covers the technical work required to develop alternative population, housing and employment projections; develop alternative growth scenarios and refine the scenarios as necessary, including the preferred scenario. This work element is highly interactive with Work Element Two. Through the participation process, the public and City representatives will select Aberdeen's preferred scenario.

Task 3.1 Prepare Projection Scenarios

The consultant will develop various, at least three, different projection scenarios for population, employment and housing, by type and general land use demand within and around Aberdeen for the years 2020, 2025, 2030 and 2035. Different scenarios to include the pace and control of growth and growth patterns.

Task 3.2 Prepare Illustrations of Alternative Development Scenarios

The consultant will prepare and depict through maps at least three alternative development scenarios for Aberdeen's future. These could include scenarios such as:

- Dispersed Growth
- Compact Growth
- Infill/Redevelopment Oriented Growth
- Traditional Neighborhood/Open Space Design
- Strong Commercial/Industrial Growth
- Strong Residential Growth

The Consultant will prepare generalized land use concept maps depicting each alternative development scenario. The Consultant will also use techniques such as bird's eye imaging and photographs to depict community character and design elements of the scenarios.

The Consultant will assist the community in evaluating each alternative scenario by analyzing how well each scenario achieves the community's vision, goals and objectives. The Consultant will also reference the success or failure of different scenarios in other similar cities. The Consultant will refine the scenarios based on input from the public meetings and the Aberdeen City Council. The preferred growth scenario will evolve into the Final Draft Plan, which will include recommendations on steps to implement chosen goals.

WORK ELEMENT FOUR: PLAN DEVELOPMENT

The fourth and final phase of the process is the actual drafting of the Plan to address specific technical steps the Consultant will complete to prepare the Comprehensive Plan Update. The analysis, public process and reports completed under the first three work elements should expedite plan drafting.

Task 4.1 Prepare Draft Plan and Executive Summary

The Consultant will prepare a draft Comprehensive Plan including the following elements. Each element will include a summary of the inventory and analysis performed in Task 1.3 pertaining to that element; Goals, Objectives and Policies with recommendations and specific implementation strategies.

The City is interested in an extensive public participation process to develop its Plan. Provide the City written procedures to be adopted at the beginning of the planning process that are designed to foster public participation. The public participation process will be designed to actively involve elected and appointed boards, the general public, key community groups and those interested in planning for the future. Activities will include identifying issues, establishing a vision for Aberdeen, determining goals and objectives for the community's future and suggesting strategies to achieve those goals. The public participation process will include the following components:

Monthly meetings will be scheduled with the appropriate board(s) or as needed to discuss the various elements of the Plan.

Community Vision Forum: A forum to help community stakeholders develop ideas and find common interests for the future of Aberdeen. The outcome of this forum will be a consensus Community Vision Statement and strategies to achieve that vision. This meeting will be a workshop including a series of interactive group exercises and facilitated discussions.

Public Meetings: To present, review and discuss the draft and final versions of the Comprehensive Plan.

a. Issues and Opportunities.

Based on issues and opportunities of the core Community Design and Image, the consultant will develop a statement covering the overall objectives, policies, goals and programs of the city to guide the future development and redevelopment of the area over the next 20 years. The City is looking for a community image by design to keep Aberdeen special and unique.

b. Land Use Plan.

A city-wide Land Use Plan map (including the City's extraterritorial jurisdiction area) and support narrative will identify recommended locations for different use and character types of residential, commercial, office, industrial, institutional, mixed-use, parks and open space, and environmental corridor's land uses. These recommendations will be based on the analysis of the physical geography of the City, availability of municipal services and other factors influencing development (as collected in Work Element One). Special emphasis will be placed on achieving smooth transitions between potentially incompatible land uses and encouraging redevelopment in the City's existing neighborhoods and downtown.

c. Transportation Plan.

The Transportation Plan element will be designed to serve the proposed Land Use Plan. The plan will identify and recommend designs of existing and proposed major arterials, minor arterials and collector streets in the Aberdeen plan area. The plan will address airport usage to identify future directions, policy development and recommended courses of action.

Also consider other potential or proposed future transit facilities such as park and ride facilities and freight and passenger rail with appropriate safety, sight and sound barriers.

The Plan is to provide recommendations for updating the City's Official Map, placing an emphasis of reserving future rights-of-way for proposed arterial and collector streets.

The following shall be included in the plan:

- Existing Transportation System Map (City and Extraterritorial Jurisdiction area) depicting existing functional classifications, traffic volume changes, highways, transit routes, railroads, bike/pedestrian trails, etc.
- Transportation Plan and Map: Depicting proposed functional classifications, recommended right-of-way widths, proposed expansions or upgrading of

existing roads, proposed new roads, traffic signals, transit routes, bike/pedestrian trails, etc.

- Background data collection and review including county, state, regional and other applicable transportation plans and findings.
- Development of Highway Major Arterial Access Control Policy (ref. State policy for guidance).

d. Utilities and Community Facilities Plan.

This element will include an evaluation of and recommendation for city Utilities and Community Facilities locational needs. It will include an analysis and mapping of the sewer service areas in and around the Aberdeen, which will be efficiently and effectively serviced with municipal utility improvements for the corresponding land usage. This element will be utilized to direct future decisions on infrastructure improvements, location of main interceptor sewer; water and electric corridors, emergency and disaster services, land use, zoning and investment.

e. Housing Plan.

The Housing Plan will analyze the impact of the policies and regulations of the local governmental entity on the development of various types of housing. The analysis is intended to take into account the current and projected housing needs in Aberdeen. The analysis should result in policies which provide opportunities for a mix of development types and amounts of housing needed over a twenty-year planning horizon.

f. Agricultural, Natural and Cultural Resources Plan.

This element of the Plan will identify sensitive environmental features and areas in need of protection. The focus of this element will be on maintaining and enhancing the environmental quality of Aberdeen and the surrounding region, protecting sensitive environmental features (wetlands, floodplains, creeks, etc.), protecting air and water quality and the protection of wildlife habitat. It will also provide recommendations for agricultural and cultural resource preservation, including Aberdeen's numerous historic properties and areas. The recommendations of this element will strongly guide the recommendations of the Land Use Plan.

g. Economic Development Plan.

This element will identify opportunities and constraints for strategic economic development. Areas to be covered in the community as identified in the Plan include the Aberdeen Commercial Historic District, highway commercial districts and industrial areas. Include discussion on the type, location, quantity, size and design of new and future development.

- h. Intergovernmental Cooperation Plan.
This element will include the identification of key areas of the plan where intergovernmental planning is occurring, highlighting the shared strategies of a future plan. The element should also indicate intergovernmental synergies and conflicts, both geographic and policy-based for the surrounding area. The Consultant will assist the City in developing appropriate strategies for dealing with intergovernmental cooperation with adjacent areas in a proactive method that reflects the interests of Aberdeen residents.
- i. Implementation Strategies.
This element will include a schedule for implementing recommended strategies, procedures and schedules for Plan adoption, monitoring and amendments and updates.

One original copy of the Draft Plan will be provided to the City for copying and distribution. The City will publicize the availability of the Draft Plan and one major public meeting is to be included in this work plan to review the Draft Plan. The Consultant may wish to include a second working meeting to gain direction from the City Council and/or other appropriate boards on completing the final plan.

Task 4.2 Final Plan Production and Adoption

This task is to be completed within 12 to 18 months from the start. The following steps are required at a minimum:

- Planning Commission review of the Plan (public hearing recommended)
- Planning Commission approval of the Plan
- Revision and production of a draft of the Plan
- Preparation of Public Hearing Notice of the draft Plan.
- Preparation of an ordinance to adopt the Plan
- Preparation for City Council's Public Hearing on the Plan
- Review and Approval of the Ordinance to adopt the Plan
- Final production of adopted Plan

The Consultant will assist the City in each step of the plan adoption process. This includes one work session to consider any revisions to the plan before production of the Final Plan document. The Consultant will prepare and submit one (1) camera-ready copy of the Final Plan document and all necessary maps, graphics, etc. in Microsoft Word format. The Consultant will also provide the City with a copy of all display/review maps in hard copy and digital format, including all GIS data. The Consultant will also provide 25 hard copies of the Final Plan document.

Task 4.3 Produce an Executive Summary of the Plan

The Consultant will provide an Executive Summary of the Final Plan document.