

Request for Proposal

Comprehensive Plan Update and Financial management Plan

City of Blair

Date: July 11, 2016

The City of Blair is requesting proposals for services to update their Comprehensive Plan and incorporate a Financial Management Plan. The project is funded in part with a Community Development Block Grant (CDBG) through the Wisconsin Department of Administration (DOA). The City has received a \$25,000 CDBG grant and has committed a local match of \$25,000. The plan must be completed by June of 2017.

Scope of Project

The city of Blair proposes to complete a community planning project that focuses on four primary points of emphasis:

Update 2009 Comprehensive Plan with four specific new sections

1. Housing Analysis
2. Economic Development
3. Land Reuse and Redevelopment
4. Financial Management

Scope of Services

The City of Blair proposes to update their 2009 Comprehensive Plan with four specific new sections.

- 1) **Housing Analysis**, with emphasis on identifying mechanisms for the City to develop new and innovative strategies for *increasing the availability of housing for low-to-moderate income families*.

With the growth in jobs related to mining, the available housing inventory has been depleted, eliminating the supply of housing for low-to-moderate income (LMI) families, as well as for non-LMI families. While the market will accommodate the demand of housing supply for non-LMI families, it is very difficult to finance new construction for LMI families.

The city of Blair will select a consultant that regularly assists cities and counties with demographic housing analysis to enable the City to identify how to best allocate resources to optimize growth and land use from a LMI housing based perspective.

The analysis will:

- Identify historic and projected growth trends for the community;
- Identify current housing market conditions and demographic and business factors that may impact that market now and in the future; and
- Provide detailed recommendations on product types and development formats over a ten-year timeframe.

- 2) **Economic Development**, focusing on *job creation for low-to-moderate income individuals, and identifying businesses that will employ them*. While there has been growth in jobs related to mining,

many of these jobs require skill sets not typically found in the average unemployed person (CDL, experience with heavy machinery, etc.) The City will identify businesses that more typically employ LMI individuals, and develop a strategy to encourage business development in their blighted downtown.

The City will select a consultant that has extensive experience in completing market analysis for all types of real estate developments. This analysis will:

- Identify historic and projected growth trends for the community;
- Identify retail businesses supportable in the community given the projected growth; and
- Provide detailed recommendations on product types and development formats over a ten-year timeframe.

3) Land Re-use and Redevelopment, focused on maximizing the long-term beneficial reuse of former non-metallic mining sites, *particularly on impacts and availability to low-to moderate income households*. Historically non-metallic mining sites have been in rural areas and of limited size (less than 100 acres). The development of frac sand mining has often resulted in development of sites over 500 acres – with some greater than 1,000 acres in Wisconsin, including three such sites in the City of Blair.

The City will select a consultant with extensive experience in land use development, focusing on the redevelopment of former non-metallic mine sites. This analysis will:

- Identify redevelopment opportunities including industrial, residential, recreational and public use.
- Assess the suitability of future mining sites based on factors such as impact on natural resources, suitability of transportation infrastructure and other sound land use strategies. The resulting mining framework will guide the location, characteristics and end use of future mining sites in accordance with holistic land use recommendations.

4) Financial Management, responding to the tremendous growth in the City of Blair in less than four years, *particularly the significant uncertainty about the financial ability of the predominantly LMI residents to pay for necessary public services and improvements*. The City will select a consultant who has extensive municipal financial advisory experience. Specific tasks will include:

- Projected annual budget numbers for each of the 10 next years
- Inclusion of all capital improvements identified by the City, including all its property tax supported operations
- Inventory of financial resources including, but not limited to:
 - Expected tax base growth
 - City costs for redevelopment including residential and commercial
- Planning Tools, including:
 - Options and assumptions for capital projects impacts in each year
 - Analysis of the financial impacts of each option
 - Development of a framework to review future capital projects
- Excel spreadsheets so that the City can update the Financial Management Plan in the future

Proposals

All proposals submitted should include a statement of qualifications, including experience and references, a listing of names and addresses of previous clients which have utilized their services. In addition, the consultant shall provide resumes of the principal and support staff to be assigned to the project. The proposal shall include a discussion of the specific services to be provided, the approach to implementing the project and cost for services. The City of Blair will contract for these services on a lump sum (fixed price) basis.

Proposal and Selection Process

Proposals shall be addressed to:

Ardell Knutson, Mayor

P.O. Box 147

Blair, WI 54616

Proposals are due by 4:00 pm on August 24th

The City of Blair reserves the right to waive any information or to reject any or all proposals and to award the contract to the consultants who in the judgement of the City of Blair will best serve the interests of the City of Blair.

The City of Blair will review and evaluate each proposal. When evaluating the proposals, the City will consider qualifications, capacity to handle the project, experience, references, familiarity with the program, and approach to the implementing of project, proposed timetable and reasonableness of costs.

Proposals will be evaluated as follows:

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| 1. Experience with project of this type | 30 % |
| 2. Familiarity with the City of Blair and its funded CDBG projects/program | 10 % |
| 3. Scope of Services, including approach to staffing | 20 % |
| 4. Qualifications | 30 % |
| 5. Reasonableness of costs | 10 % |

Questions may be directed to Susan Frederixon, Clerk/Treasurer at 608-989-2517