

Request for Proposals (RFP) for Planning Services

Comprehensive Plan – City of Alburnett, Iowa

Introduction:

The City of Alburnett, Iowa, is seeking proposals from qualified planning and consulting firms to provide professional services for the development of a new Comprehensive Plan. The plan will guide the City's growth and development over the next 20 years, addressing land use, infrastructure, economic development, housing, sustainability, and community character.

Project Overview:

Alburnett is a small but growing community in Linn County. The last Comprehensive Plan was completed in 2013. The City seeks to update its planning efforts to reflect current demographic and economic trends, infrastructure capacity, and community priorities. This effort will culminate in an actionable, visionary document that reflects input from residents and stakeholders.

Scope of Work:

The selected firm will be responsible for the preparation of a Comprehensive Plan that includes, but is not limited to:

1. **Public Engagement:** Design and facilitate a robust public participation process, including open houses, surveys, stakeholder interviews, and online engagement.
2. **Demographic and Trends Analysis:** Assess existing population, housing, and economic trends.
3. **Land Use and Growth Management:** Conduct an evaluation of existing land uses, zoning regulations, and development patterns. Assess the suitability and capacity of areas for development, redevelopment, or preservation. Develop a future land use map that considers projected growth, infrastructure availability, environmental constraints, and desired community character.
4. **Housing and Neighborhoods:** Identify current and future housing needs and policy options.
5. **Economic Development:** Analyze local economic conditions and recommend strategies for business retention, attraction, and job creation.
6. **Transportation and Infrastructure:** Evaluate current infrastructure and transportation systems (roadways, traffic patterns, pedestrian and bicycle infrastructure, and connectivity); recommend improvements to support growth.
7. **Environmental Resources and Sustainability:** Address parks, open space, environmental conservation, and resilience strategies. Evaluate current environmental assets and challenges, including floodplain areas and stormwater management.



120 N. Main Ave, PO Box 326, Alburnett, Iowa 52202

8. **Public Services and Facilities:** Review and provide recommendations for City services including water, sewer, and emergency services, as well as public buildings and facilities such as City Hall, community spaces, maintenance buildings, and other municipal infrastructure. Consideration should be given to current and future capacity, condition, accessibility, and potential expansion needs.
9. **Implementation Strategy:** Develop an action-oriented implementation plan with prioritized goals, timelines, responsible parties, and funding options.

Qualifications:

Interested firms should meet the following qualifications:

- Demonstrated experience developing comprehensive plans for small cities.
- Familiarity with Iowa state planning statutes and local government operations.
- Experience in community engagement and facilitation.
- Ability to integrate land use, transportation, housing, and economic strategies.
- Qualified team members with relevant credentials (e.g., AICP).

Submittal Requirements:

Interested firms must submit the following information:

1. Cover letter indicating interest in the project
2. Firm background and relevant experience with similar projects
3. Bios or resumes of key personnel and their roles
4. Description of the proposed approach and methodology
5. Public engagement strategy
6. Proposed project timeline with milestones
7. Cost estimate and detailed fee schedule
8. At least three references from similar projects completed within the past five years

Submission Deadline:

Proposals must be received by 5:00 PM on Monday, July 7, 2025.

Submissions can be emailed to cityclerk@alburnettia.org or delivered in person or by mail to:

City of Alburnett
120 N. Main Ave
P.O. Box 326
Alburnett, Iowa 52202



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Selection Process:

The City of Alburnett will evaluate submissions based on the qualifications, experience, proposed approach, cost effectiveness, and references provided. The City may invite a shortlist of firms for interviews before making a final selection.

The City of Alburnett, Iowa does hereby reserve the right to reject any or all responses, to waive informalities, and to enter into such contract, or contracts, as it shall deem necessary to be in the best interest of the jurisdiction.

Questions:

Questions regarding this RFP should be directed to Vikki Kula at cityclerk@alburnettia.org or 319-842-2692.