



The mission of the City of Yankton is to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

City of Yankton Request for Proposals - Comprehensive Plan November, 2023

Introduction

The City of Yankton is requesting proposals from qualified consultants to provide professional planning services for the development of a comprehensive plan that builds upon previous planning efforts, examines relationships and encompasses the community's vision for guiding development to 2045.

General Background

Yankton is located in southeast South Dakota along the Missouri River. Yankton's 2020 census count was 15,411. Community officials estimate that the functional daytime population increases by over 3,000. The community has maintained a steady rate of growth for over a century. 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. Yankton was the first Capital of the Dakota Territory and is often referred to as "The Mother City of the Dakotas."

Scope of Work

The Request for Proposals (RFP) seeks to establish a partnership with a qualified planning consultant to prepare a Comprehensive Plan for the City of Yankton. The Comprehensive Plan will guide decisions affecting the physical development and redevelopment within the City's planning jurisdiction. The process of preparing the Comprehensive Plan will be critical to its success and must ensure the final document reflects the vision for the community as determined by citizens, developers, landowners, appointed and elected officials, and other stakeholders through community engagement and participation. The project scope of services will consist of multiple elements, primarily related to community engagement and comprehensive plan development.

Plan Elements

The core themes of the plan should reflect a community-wide desire to approach the design and development of a plan that is ultimately about the creation of PLACE for both the current and next generation of community residents. The plan should paint a picture of a forward-thinking city that is holistic and considers environmental, social, and economically sustainable practices that promote connectivity, neighborhood identity and differentiation, economic development, multi-modal transportation integration, and multi-generational livability as core concepts.

The Comprehensive Plan structure has not been determined as the goal is to allow the consultant the flexibility and creativity to adapt the structure based upon the desire of the community

during the public engagement process. The following plan elements shall be addressed at a minimum with the potential for additional elements to be incorporated through the discovery process from public and stakeholder meetings:

Community Engagement

The Comprehensive Plan must reflect the values of the community which makes quality and diverse public participation and input essential to the process. The consultant shall be responsible for designing a public engagement strategy incorporating effective and innovative participation techniques that encourage participation throughout the development of the Comprehensive Plan.

The proposed public engagement strategy must be effective, inclusive, and reliable. The goal of the strategy should be to engage all segments of the community in a conversation that provides useful insight into the community's vision of the future of Yankton. The consultant will be working with an Advisory Committee that represents a broad cross section of the community. RFP respondents should plan to provide examples of the effectiveness of their proposed strategies in other communities.

Boundary of Plan

The boundary of the Comprehensive Plan will include the corporate limits of the City of Yankton, extraterritorial jurisdiction area, and pending growth scenarios that may need to be expanded.

Community Profile

The Comprehensive Plan shall reflect current and projected demographic and socioeconomic trends to the year 2045 and their implications on land use patterns and public services planning.

Economic Development

In coordination with the City's economic development partners, the comprehensive plan shall incorporate strategies to enhance the City's competitive advantages and build on a culture of innovation. This element may include identifying and evaluating under-utilized commercial and retail space and opportunities for redevelopment.

Housing and Neighborhood

The housing element shall include a review of the 2017 Yankton Housing Study and its updates and City of Yankton building permit data to incorporate recommendations, policies, and best practices addressing diversity, density, and affordability of housing. Housing should be viewed not only at the neighborhood level but also in regard to its connectivity to the community as a whole.

Mobility

The mobility element shall consist of a review of the 2003 "Mobility for All" section of the current Comprehensive Plan and the more recent Active Transportation Plan. The plan should incorporate recommendations, policies, and best practices with an emphasis on mobility for all generations and abilities. Mobility could include, but not be limited to air, rail, transit, vehicles, bicycles, pedestrians, and the elimination of barriers affecting each of the aforementioned.

Environmental Assets and Constraints

The consultant, with staff assistance, shall review and identify environmental assets and constraints (i.e. floodplain, wetlands, storm drainage, slopes, aquifer, etc.) affecting the development of land. Recommend best practices for efficient management and enhancement of environmentally sensitive areas.

Parks, Trails and Open Space

The comprehensive plan shall address trail connectivity, preservation of open space, and future park locations based upon a recommended service model. Policies shall be reflective of the community vision with consideration towards the fiscal and maintenance impacts.

Utilities

Review with public and private utility providers including water, wastewater, electric, natural gas and communication infrastructure in terms of current and future capacity to meet the needs of the future community. Identification of utility extensions and services areas will provide a baseline for the future land use plan.

Schools

Integrate Yankton School District facility plans into the comprehensive plan and recommend areas where partnership opportunities could improve efficiencies. Recommend strategies for connectivity between school facilities and neighborhoods.

Municipal Facilities and Services

Review governmental facilities (i.e. fire, police, library, solid waste, street etc.) and services to ensure a high level of public safety and service delivery is maintained throughout the community.

Land Use Plan

A review of the implementation schedule in the 2003 Comprehensive Plan indicates that the document did a good job over the last 20 years. The hope is that the next plan can be equally as effective by utilizing a growth management framework to guide City development with the intent of incorporating best practices towards achieving a sustainable built environment.

The plan shall identify underutilized property and redevelopment opportunities to maximize existing public infrastructure and leverage future public/private partnerships. The consultant with staff assistance will update the current land use map and recommend zoning change proposals. Based upon the community vision and other plan elements, the consultant shall prepare a future land use map.

Community Character and Design

Recommend design guidelines and strategies addressing community gateways, community image, commercial corridors, and public space while providing visual examples. This element should include cultural, historic and natural resources.

Consultant Responsibilities and Deliverables

The selected consultant will work under the direction of the Community and Economic Development Director and will be responsible for consultation with other City staff, major

stakeholder organizations, citizen boards, and the public. In addition, the consultant is responsible for the following items:

- General management of the project.
- Produce all materials for public presentations and provide to the city in reproducible formats.
- Drafting and preparation of the plan documents, graphics, and mapping for citizen, Comprehensive Planning Advisory Committee, Planning Commission and City Commission review.
- Data collection, analysis and presentation.
- Organization and facilitation of public meetings.
- Public comment summary.
- Regular presentations to the Comprehensive Plan Advisory Committee, Planning Commission, and City Commission.

Projects and deliverables shall be as follows:

- Comprehensive Plan text and maps provided in PDF.
- Comprehensive Plan text provided in Microsoft Word format.
- Final maps, layers, and databases created and utilized through GIS programs.
- Final maps and source data files.
- Final reports presented in digital format for archiving and reproduction.

Proposed Project Schedule

The development timeline of the Comprehensive Plan will be 12 months (not including the adoption process) from the notice to proceed. At a minimum, monthly progress meetings shall be held, some of which may be conducted through video conferencing and/or webinars, set up and organized by the consultant. The consultant is expected to schedule, attend and guide public participation activities and present the draft and final Comprehensive Plan to the Planning Commission and City Commission.

Proposal Content

Proposals shall address the following items in numerical order with the total length of the submittal not to exceed 25 pages. Electronic proposals are strongly encouraged to utilize hyperlinks when referencing work samples.

1. Qualifications and Experience. Detailed information on the history, qualifications, and experience of the firm and key personnel participating on project.
2. References. A minimum of three project references with contact information for projects completed or substantially completed within the last five years. Project references shall be applicable to the specific project manager and key team members proposed for this project. Project references shall include the size of the contract, community size, and final outcome. The City has permission to contact any project references.
3. Current Projects. A listing of any projects, including references, that the firm currently has under contract to which the proposed project manager has significant project responsibilities.

4. Review of Preliminary Scope of Work and Schedule. Review the scope of work and provide comments concerning the firms understanding and role in meeting the scope of work and recommendations for additional services beneficial to the development of the plan. Provide a schedule aligned with key tasks as described in the RFP, with any additions or modifications recommended in the proposal.
5. Project Approach and Community Outreach. Provide a detailed description of the project approach and community engagement process proposed for this project. Describe any social media or web-based platforms for obtaining public input, as well as your firm's approach to conducting public meetings.
6. Cost Proposal. Submit a not-to-exceed fee for professional services, plus expenses, that shall be itemized by various components of the work. Also provide an itemized estimate of reimbursable expenses. The cost proposal shall be submitted in a separate sealed envelope.

The City of Yankton shall not be responsible for any expense which consultants may incur in the preparation and submitting of a proposal to include travel expenses for pre-award interviews.

Proposers must submit one (1) hard copy and one (1) electronic pdf copy via return receipt email or USB flash drive, of the proposal by 1:00 p.m. CST on Monday, January 19, 2024. Proposals shall be directed to:

Dave Mingo, Community and Economic Development Director
City of Yankton
PO Box 176
416 Walnut Street
Yankton, SD 57078
dmingo@cityofyankton.org

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

Schedule of Dates

Advertise for Consultant Proposals

Date: November 29, 2023

Deadline for Proposal Submission

Date: January 19, 2024

Review Proposals

Date: January 22 - 26, 2024

Interviews

Date: January 26 - February 5, 2024

City Commission Approval and Contract Execution

Date: February 12, 2024

Project Completed

Date: February 28, 2025

Commission Adoption Process

Date: March - May, 2025

Selection Process. The City will begin the evaluation process immediately after the deadline for submittal. The City reserves the right to request additional information and to reject any and all proposals. The Comprehensive Plan Advisory Committee will review and/or interview proposers for this RFP and provide a recommendation to the City Manager.

Proposals will be evaluated based primarily on the following criteria:

1. Overall proposal quality and responsiveness to the Request for Proposals, including but not limited to the completeness, clarity, conciseness, and overall comprehension of the scope of work.
2. Qualifications of the respondents as evidenced by the knowledge, skills and experience of the firm's proposed team.
3. Demonstrated proven experience with similar projects.
4. Demonstrated successful public engagement strategies with a wide range of constituents.
5. Proposed work schedule and project budget.

Reference Documents. The following reference documents and information can be found on the City's website at:

<https://www.cityofyankton.org/>

[Yankton Comprehensive Plan | City of Yankton, SD \(govaccess.org\)](#)

[Active Transportation Plan | City of Yankton, SD \(govaccess.org\)](#)

[Housing Study | City of Yankton, SD \(govaccess.org\)](#)