2023 Request for Proposals

City of Ronan, Montana

**Planning and Economic Development services for**

1. Downtown Master Plan
2. 5-year Economic Development Strategic Plan

**Release Date: March 28, 2023**

**Response Due: May 5, 2023**

**Project Partners:**

City of Ronan, MT

Ronan Revitalization (Subcommittee of the Ronan Chamber of Commerce), Ronan, MT

Mission West Community Development Partners, Ronan, MT

**Funding for this Project is Provided By:**

Montana Department of Commerce (Montana Main Street program)

USDA Rural Development (RCDI Grant Program)

**NOTICE**

In partnership with the City of Ronan and Ronan Revitalization (a subcommittee of the Ronan Chamber of Commerce), Mission West Community Development Partners is seeking proposals from firms qualified to provide Economic Development and Planning services to the City of Ronan, Montana. The project will result in 1) a Downtown Master Plan; and 2) a 5-Year Economic Development Strategic Plan. For the complete Request for Proposal and project description, please visit <https://cityofronan.org/your-government/request-for-proposal/>. Proposal submissions must be submitted to Brenna Fulks [Brenna.fulks@missionwestcdp.org](mailto:Brenna.fulks@missionwestcdp.org) by Friday, May 5, 2023 at 4:00PM MST.

**GENERAL INFORMATION**

With funding support from USDA Rural Development and the Montana Main Street program, the City of Ronan and Ronan Revitalization are soliciting a Request for Proposals for Professional Services to Conduct and Prepare 1) a Downtown Master Plan; and 2) an Economic Development Strategic Plan for the City of Ronan, Montana.

**BACKGROUND**

Ronan is a rural, incorporated community with an approximate population of 2,200 residents. Centrally located on the Flathead Indian Reservation and nestled at the base of the scenic Mission Mountains, Ronan is a uniquely diverse town with strong community partnerships. Situated directly on the busy highway 93 corridor, Ronan is roughly an hour drive from both Missoula and Kalispell and less than two hours from Glacier National Park. Ronan welcomes tourism and offers events throughout the year to improve the quality of life for residents, while also attracting out-of-area visitors.

Like many rural communities, Ronan faces challenges related to workforce, housing, and infrastructure. The onset of the Covid-19 pandemic further emphasized these challenges. The Mission Valley has seen a significant increase in growth since the start of the pandemic and Ronan continues to experience population growth at a rapid rate.

Through this RFP, the City of Ronan is requesting the assistance of a qualified firm to conduct a robust community engagement process and develop actionable plans that support the City of Ronan and Community Stakeholders in identifying community projects and priorities. The Downtown Master Plan and the 5-Year Economic Development Strategic Plan will guide local decision makers and help ensure that the community can grow while maintaining its unique attributes, which are attractive to both residents and visitors.

**PROJECT OVERVIEW**

The project will be completed in three phases. The community engagement phase will serve as the foundation for the project and will be completed through a series of meetings, workshops, surveys, and growth-scenario comparisons facilitated by the consulting firm. Information and insights collected from the public engagement process will inform the development of the Downtown Master Plan and the 5-Year Economic Development Strategic Plan.

The intent of this project is to build a coalition of supporters who can work toward common goals. Success will be contingent on inclusivity and the integration of multiple perspectives. The entire community should be engaged in this strategic planning process, including, but not limited to:

* Residents
* Community Development and Economic Development Organizations
* Tribal Entities
* Ronan Chamber of Commerce
* The City of Ronan
* Community Partners – Including but not limited to: Businesses, Individuals, Builders, Developers, Lenders, Non-Profits, and Real Estate

This project as envisioned will necessitate a team approach. It is highly recommended that firms have experience in both planning and economic development.

**SCOPE OF WORK**

Consultants are encouraged to be creative and propose a scope of work they believe best serves the City of Ronan. However, the following elements must be included:

Community Engagement and Baseline Community Profile

* *Public Engagement and Outreach*: The consultant should propose specific types of engagement that will result in broad-ranging participation throughout the process. We expect this may include a combination of workshops, meetings, focus groups, social media, community events, surveys and online tools. Non-traditional approaches are encouraged. The plan should include unique branding which can be marketed throughout the planning process and beyond.
* *Existing Conditions Analysis:* Gather and analyze necessary baseline data including, but not limited to demographics, existing land use and zoning, current housing stock, infrastructure and market data. Review existing relevant planning documents.

Downtown Master Plan

* *Vision and Goals:* Establish a broad community vision as well as identify those topics areas prioritized by the community based on public input. Each topic area should be supported by a goal, objectives and/or policy statements that serve to organize the recommendations detailed in the plan.
* *Land Use Plan:* Create a detailed and specific future land use plan to serve as basis for future rezoning actions and Zoning Code updates. The plan should consider the existing conditions data that impact land use. Please see the “Considerations” section for more information.
* *Implementation Strategy:* Identify and prioritize specific action items necessary to achieve the plan’s vision and goals. Identify potential resources and funding mechanisms to reach goals. Create accountability by putting forth a detailed strategy including roles, responsibilities, and milestones.
* *Adoption:* The Downtown Master Plan will require adoption by the City of Ronan and the Ronan Revitalization.

5-Year Economic Development Strategic Plan

* *Vision and Goals:* Refer to the vision/goals as outlined in the Downtown Master Plan.
* *Economic Development Strategy:* Review new trends and best practices to propose policies and strategies that will result in the growth of the local economy, creating new tax revenues and employment opportunities.
* *Implementation Strategy:* Identify and prioritize specific action items necessary to achieve the goals. Identify potential resources and funding mechanisms to reach goals. Create accountability by putting forth a detailed strategy including roles, responsibilities, and milestones.
* *Adoption:* The Economic Development Strategic Plan will require adoption by the City of Ronan and the Ronan Revitalization.

**PROJECT TIMELINE**

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| RFP Released | March 28, 2023 |
| Proposal Due | May 5, 2023 |
| Review Proposals | May 10, 2023 |
| Virtual Interviews with top 2-3 firms | May 19, 2023 |
| Recommendation made to Ronan City Council | May 24, 2023 |
| Contract Ends | August 30, 2024 |
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**DELIVERABLES**

The consultant shall submit all draft reports and materials in electronic form. Copies of presentation materials including displays and digital presentations used by the consultant at meetings shall be provided to the City of Ronan in reproducible form. Materials for presentations and public meetings shall be presented for City review at least one week in advance of the meeting.

**ESTIMATED COST/BUDGET**

1. Downtown Master Plan not to exceed $50,000
2. Economic Development Strategic Plan not to exceed $40,000

**Total project cost- $90,000.**

**PROPOSAL CONTENT**

The following information should be included, at a minimum:

Qualifications:

List the project manager and other key staff members of the project team who will be responsible for the work and the project responsibility of each. Address the specific experience of the key staff members on similar projects, including descriptions of relevant projects within the past ten years along with project references. Describe the capacity of staff and their ability to perform the work in a timely manner over the project timeline.

Scope of Work:

Prepare a detailed scope of work for two separate planning documents, 1) Downtown Master Plan and 2) Economic Development Strategic Plan and incorporate a public engagement plan. Clearly identify the role and responsibilities of the City and/or Ronan Revitalization throughout the process. Taking into consideration the August 30, 2024 project deadline, provide a draft project schedule with deliverables and milestone dates.

Cost Proposal:

Provide a lump sum, not to exceed cost proposal for each component of the project: 1) Downtown Master Plan, and 2) The Economic Development Strategic Plan. Include optional services with pricing, as desired, based on your professional recommendations and project understanding. Include as necessary any breakdowns of professional services and reimbursable expenses.

Previous Experience/Ability to Complete Requested Tasks:

Description of ability to complete the requested tasks and of recent experience in doing these types of analyses, including providing example(s) of a successfully completed feasibility study/studies, master plans, and business plan(s) in economic development, planning, or other related industries. Please note, firms with experience working in rural and/or tribal communities are preferred.

References:

Three references with contact information for people/entities who can speak to your past experience doing these types of studies/plans. Please include the following information for each contact:

* Contact Name
* Organization
* Email
* Phone Number

Scheduling:

Description of availability and ability to commit to a schedule to meet the required deadline for the project and provide deliverables upon the established schedule outlined in the work plan.

Liability Insurance and Proof of Business:

Proof of liability insurance and proof that individual or firm is an independent contractor, with Worker’s Compensation insurance or a Montana Independent Contractor’s Exemption Certificate.

**PROPOSAL REVIEW CRITERIA**

Consultant selection will be based on the following criteria:

1. Qualifications of the professional personnel to be assigned to the project - 20%
2. Related experience on similar projects – 20%
3. Approach to public involvement - 20%
4. References – 15%
5. Experience working with rural and/or tribal communities – 15%
6. Innovative project approach – 10%

The selection of finalists to be interviewed will be based on an evaluation of the written responses.  
Disadvantaged business enterprises (DBEs) are encouraged to apply. The award will be made to the most qualified firm whose proposal is deemed most advantageous to the selection committee.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, Mission West Community Development Partners reserve the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

**PROPOSAL SUBMISSION**

Interested parties are invited to submit a proposal via email to Brenna Fulks, ([brenna.fulks@missionwestcdp.org](mailto:brenna.fulks@missionwestcdp.org)) **no later than 4:00PM (MST) on Friday, May 5, 2023.**

**ESTIMATED TIME FRAME**

It is anticipated that a consulting firm will be chosen within 30 days of the close of the proposal submissions.

**CONSIDERATIONS**

This section describes factors and considerations that are important in Ronan. Solutions or recommendations should emerge from the planning process for each identified consideration.

Infrastructure

* Walkability – emphasis on creating a walkable downtown.
* Connectivity - Ronan, like many Montana communities, is seeing a significant increase in outdoor recreational tourism. General connectivity of resources outside of the commercial district (ex. City parks), and other alternatives, should be examined in the master planning process.
* Wayfinding- The master plan should identify improvements that would enhance pedestrian and bicycle safety and increase awareness of community assets.
* Street Lighting – creative considerations to night sky views, solar options, and in alignment with agreed upon themes.
* Community Design and Streetscaping- Parking analysis and the opportunities for unique design elements including, but not limited to, guidelines for a more uniform, safe, and easily maintained aesthetic.

Parks, Trails, and Recreation

Ronan and the surrounding areas offer a variety of recreational opportunities, including hiking and cycling trails. Local recreation should be leveraged to further improve the quality of life for residents of the Mission Valley and Flathead Reservation.

Public Spaces

High quality public spaces create economic value, add to a sense of place, and contribute to shared experiences, positively impacting physical and mental health, and adding biodiversity. Analysis and feasibility of enhancements to existing spaces, such as the local Fairgrounds and city parks, and the creation of new spaces should be included in the final Master Plan.

Design Guidelines – Land Use Analysis

The Downtown Master Plan should explore the use of existing properties, design guidelines, and land use, and how each relates to the future growth of Ronan.

Tourism Development

The economy of Ronan is affected by tourism, primarily during the summer season. This asset can be leveraged for sustainable future growth and the Master Plan should incorporate ideas to continue this growth while maintaining the culture of the community.

**HELPFUL LINKS**

City of Ronan: [www.Cityofronan.org](http://www.Cityofronan.org)

Ronan Chamber:[www.Ronanchamber.com](http://www.Ronanchamber.com)

Mission West Community Development Partners: [www.missionwestcdp.org](http://www.missionwestcdp.org)

Confederated Salish and Kootenai Tribes: [www.cskt.org](http://www.cskt.org)

Glacier Country Tourism: [www.glaciermt.com](http://www.glaciermt.com)

**QUESTIONS AND ANSWERS**

Please submit any questions to [Brenna.fulks@missionwestcdp.org](mailto:Brenna.fulks@missionwestcdp.org). Questions will be updated on 4/14/2023 and 4/28/2023. Questions and answers can be viewed at: <https://docs.google.com/document/d/1dz5DwYRKcwH6pCQ90aG8-Pk06xJfC7-i6WsHqVCnh1A/edit?usp=sharing>