

The Village of Innsbrook, Missouri (“Village”) is seeking proposals from consulting firms specializing in planning with substantial experience in developing/updating an overall Village comprehensive plan. The Village desires to hire a firm with the capability and experience to provide a plan not only to address updated development but also to incorporate such items as community facilities, park and recreation services, transportation, and economic development.

Responses must be submitted no later than 4:00 pm (CST) on April 6, 2023, to the Village of Innsbrook, 1835 Highway F, Innsbrook, MO 63390, in a sealed envelope marked “Planning Services” in the lower left hand corner.

The Village reserves the right to reject any and all proposals and to negotiate any particulars in the proposals received.

### **Description**

The Village of Innsbrook is seeking qualified consultants who can demonstrate their expertise in planning, to update and prepare a Comprehensive Plan, as well as offer planning services to the Village on an as needed basis.

The project shall include public participation, consensus building and conflict resolution around key issues. The public involvement process will involve a range of stakeholders, citizens, businesses, developers, property owners and others. Public outreach is essential. The Comprehensive Plan shall be user-friendly and highly visual. In addition, proposals for innovative and creative processes and end product are encouraged.

In order to provide effective services with a diverse audience of established residents and businesses, new community members, potential citizens, and development clients, the Village recognizes that a complete and dynamic plan is essential.

### **Background**

The Village of Innsbrook is a municipality of approximately 596 residents approximately 53 minutes west of downtown St Louis, via I-70. The Village encompasses approximately 11.05 square miles. The Village is located in Warren County on State Highway F.

The Village is served by two School Districts, Wright City and Warren County R-III. The Village is served by two Fire Protection and Ambulance Districts, Wright City and Warrenton.

The Village does not own a public water system. The Village is served by St. Charles Water District #2 and Montgomery Water.

### **Scope of work**

The scope of this project is to produce a Comprehensive Plan to direct the future growth and development of the Village through 2033. The Plan should 1) provide goals and implementation actions and strategies; 2) include maps, illustrations, tables and graphs; and 3) consult all of the Village’s existing plans. The following elements should be included in the Comprehensive Plan, but may not necessarily be limited to such.

#### Vision & Goals:

- There is a great need to determine the vision for the community. Much emphasis shall be placed on such.
- The vision should provide a clear description of what the citizens want and expect their community to be in the future.
- A list of goals the community seeks to achieve shall be included.
- Identification of barriers/amenities with high impact to growth goals shall be identified.
- Population & Socioeconomic Conditions.
- Prepare population and socioeconomic estimates and projections of the Village. Estimates should forecast for 2026, 2029, and 2033.

#### Land Use & Growth Management:

- Update Future Land Use Map. A land use capacity analysis shall be included, detailing the net acres that can be effectively utilized to accommodate future land uses.
- Develop a comprehensive set of growth management goals and policies to guide decisions during the planning period, including a recommendation on managed growth.

#### Housing and Neighborhoods

- Define trends and conditions of housing stock in the Village. Present and future demand, condition of current stock, and location of various types of housing should be included. Additionally, housing values, housing density, growth trends and patterns, vacancy rates, rental rates should also be incorporated.
- Make recommendations for new neighborhood design.

#### Transportation

- The Village's Transportation Plan was last updated in 2014. It should be consulted, if necessary, and a plan for it and other main thoroughfares in the Village should be incorporated into the end product with ideas towards revitalization of all areas of the Village.

#### **Alternate items**

The City would prefer to include the items below into the Comprehensive Plan.

#### Innsbrook Resort Future Development Plan

- The Innsbrook Resort has been the heart of the community and the future development plan should be incorporated into the Village Comprehensive Plan.

#### Parks or Recreation Plan

- The Plan should be created and incorporated into the Comprehensive Plan, using current planning boundary and population projections.
- Consideration and coordination of plans of adjacent cities shall occur.

#### Public Facilities

- Evaluation of current facilities and services shall be performed.
- Identification of expansion of existing facilities and new facilities shall be provided.

- Expansions and/or new facilities should be centrally located and have a low impact on tax rolls.
- Provide fiscal impact analysis for future development.

#### Housing and Neighborhoods

- Identify the need for neighborhood enhancements such as trees, sidewalks, street lights, and other infrastructure improvements.
- Provide a housing element consisting of standards, plans, and principles to be followed in the provision of housing for existing residents and the anticipated population growth of the area.
- Recommend community design elements which may consist of recommendations for land subdivision, neighborhood development and redevelopment areas, and/or the use of zoning overlay districts.

#### **Comprehensive plan objectives**

- Conduct visioning sessions with Village Residents, Board of Trustees, Planning and Zoning Commission, and municipal administrative staff.
- Provide a broad-based participation plan to solicit input throughout the update process.
- Review the past studies and identify relevant sections that should remain, be revised, or be removed. This review should include recognition of deficiencies of the current plan and identification of elements that should be incorporated into the new plan.
- Define a feasible land use plan for future development within the Village.
- Identify viable redevelopment areas within the Village including infill development and adaptive reuse opportunities and determine redevelopment strategies to initiate the process.
- Define a clear direction of how and where development should occur over the next 10, 15, and 20 years
- Determine a specific implementation plan for immediate short- and long-term action items.

#### Public Participation

- Clearly describe strategy to engage public participation and stakeholders into the planning process.
- Innovative approaches for involving the public is fundamental.

#### Timeline

- Provide a timeline for the completion of the Comprehensive Plan.

The Comprehensive Plan shall be user-friendly and highly visual. In addition, proposals for innovative and creative processes and end product are encouraged.

#### **Contact Person**

Questions relating to this request may be communicated to, Carla Ayala, Village Administrator/Clerk at (636) 745-8844. Responders should have no contact with other Village staff or Village consultants unless specifically authorized by Ms. Ayala.

### **Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Responder's capabilities to satisfy the requirements of the Request. The Responder shall be responsible for the costs in the proposal preparation and delivery.

### **Requirements**

Please submit six (6) original copies of the proposal, along with one (1) original and complete past Comprehensive Plan, which should include the following information:

1. List the name of the firm, address, contact person, telephone and fax number, and email address.
2. Firms Capabilities. Briefly describe three (3) projects your project team has completed that have similar attributes to this project.
3. Past Completed Comprehensive Plan. Identify and discuss a successful and significant project that your respective firm has completed within the past 2 years.
4. Project Approach. Provide your approach to this project based on the purpose and background described above. Clearly describe strategy to engage public participation and stakeholders into the planning process. Innovative approaches for involving the public is fundamental.
5. Project Schedule. Provide a project schedule summarizing the time to address each task involved in completing the Comprehensive Plan.
6. Local Knowledge. Identify your firm's familiarity with the Village of Innsbrook's procedural requirements and/or local issues pertinent to this project that enhances your qualifications to successfully complete this project.

### **Additional Comments**

The Village of Innsbrook is an Equal Opportunity Employer and invites the submission of qualifications from minority and women-owned firms. The Village reserves the right to reject any and all proposals, waive any formalities or irregularities and negotiate terms and scope with the chosen Firm.