

**BEAR LAKE COUNTY
COMPREHENSIVE PLAN AND PLANNING ORDINANCES
REQUEST FOR PROPOSALS**

BEAR LAKE COUNTY is soliciting statements of qualifications and experience to be used in selecting a vendor to update the County's Comprehensive plan, land use ordinance, and subdivision ordinance under Idaho code 67-2806A.

Scope of Work for Contemplated Services

Bear Lake County's current comprehensive plan is 26 years old, though some preliminary information has been gathered for the new plan by the Planning and Zoning Administrator. The county is seeking a vendor who will work with the county to prepare an updated plan, and then update the land use and subdivision ordinances accordingly.

Contract Terms

This is a non-exhaustive and non-exclusive list of terms to be included in the contract for services:

- The project will be completed by December 21, 2026.
- Deliverables will include a re-write of the Comprehensive Plan, a major update of the land use ordinance, and updates to the subdivision ordinance as indicated by the plan.

Instructions of the Process

Prospective bidders are invited to attend a pre-bid meeting on May 13, 2026 to discuss the needs and goals of the county. At the pre-bid conference, bidders will meet key county officials and have an opportunity to ask questions. Prospective bidders may e-mail abishop@bearlakecounty.id.gov prior to the pre-bid conference for copies of the current plan, ordinances, and preliminary work on the project for review prior to the conference. Following the pre-bid meeting, bidders will submit a written proposal and provide a presentation to the Bear Lake County Board of Commissioners.

Proposals will be considered from vendors with planning experience. Proposals should include resumes of key staff, references for clients for whom the bidder has completed similar work, a proposed work plan, and a cost proposal.

Proposals will be due May 22th, 2026. Proposals will be opened and presentations heard at a meeting on May 26, 2026 at the Bear Lake County Courthouse.

Proposals should be submitted in a sealed envelope, with six copies by 5:00 pm on May 22th, 2026 addressed to Amy Bishop, BEAR LAKE COUNTY, COUNTY CLERK'S OFFICE, 30 N MAIN STREET (PO Box 190), PARIS, ID 83261, Ph: 208-945-2155 ex 5.

The following selection criteria will be applied:

SELECTION CRITERIA	RATING
Planning Experience. Proposals should demonstrate experience in planning, with successful completion of comprehensive plans and ordinances.	1-10
Project Plan. The project plan should include key deliverables and the timelines required for each deliverable. The plan should describe the approach for engagement with the Planning and Zoning Commission, the Board of Commissioners, and the public, and describe how the bidder will provide a plan tailored specifically to the unique conditions and needs of Bear Lake County.	1-10
Professional Reputation. Professional reputation, integrity and competence will be determined by contacting former clients of the bidder to understand their satisfaction with the process of the bidder.	1-10
Cost. Proposals should demonstrate cost-effectiveness and value to the citizens of Bear Lake County.	1-10

Scoring Methodology

Proposals will be ranked from 1-10 in each category by each individual commissioner, with 10 being the best rating. The four categories may be weighed relative to each individual commissioner's understanding and perceptions of which criteria they believe to be most important.. Each commissioner will use the above Selection Criteria and this Scoring Methodology to select a preferred vendor with whom they would like to contract for services. Commissioners may engage in further discussion after they have individually ranked each proposal, and such discussion may result in a commissioner selecting another preferred vendor, notwithstanding that commissioner's original score and rating.