



Department of Community
Development

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MEMORANDUM

TO: Rapid City Council

FROM: Sarah Hanzel, Planning Projects Division Manager *SH*

DATE: September 20, 2023

RE: Comprehensive Plan Update – Professional Services Agreement

The City’s Comprehensive Plan establishes the long term vision and goals for the community, and sets forth a growth framework and recommendations to meet those goals. The current Comprehensive Plan was adopted in 2014 and has been instrumental in guiding policy, growth, and the general direction of the City since that time. With the passage of time, and our community’s growth over the last several years, it’s time to review and update the Comprehensive Plan.

The existing Plan addresses the preferred strategy for making updates to the Plan over time. The best practice is for minor updates to be performed periodically as needed. Over the last 10 years, minor updates have been made by staff to adjust to changing conditions with land use. However, the Plan notes “the City can determine when to initiate a Major update, but at a minimum, an update should occur at least every five to six years.”

The Community Development Department budgeted and allocated funds for 2023 to initiate the project. A Request for Proposals (RFP) was approved by the City Council on July 17th and released to solicit proposals from qualified consultants. Three proposals were received and the highest scoring proposal among reviewers was that of Logan Simpson’s. Reviewers included a team of City staff and community stakeholders. Logan Simpson is a community planning consulting firm based out of Fort Collins, CO, with more than three decades of work throughout the West.

The Scope of Work is detailed in the proposal but generally includes 15 overarching tasks to occur from January of 2024 to September 2025.

- 1) Project Kickoff and Ongoing Management
- 2) Public Participation Plan
- 3) Evaluation of Existing Plans/Codes
- 4) Community Profile Update



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- 5) Listening Sessions, Interviews, and City Tour
- 6) Vision and Values Community Mosaic Showcase
- 7) Speaker/Performance Panel Event
- 8) City Framework and Priority Analysis
- 9) Priorities and Choices Urban Labs Events
- 10) Policy and Strategy Development
- 11) Draft Plan Development
- 12) Draft Plan Travelling Exhibit
- 13) Final Plan Development
- 14) Adoption Hearings
- 15) Transmittal of Final Documents

The proposal emphasizes public outreach, participation, and input using a variety of strategies. This includes creation of a project website, social media, surveys, in-person meetings, and arts-based practices drawing on emerging techniques and technologies. The goal of this initiative is to enhance the strength of creative problem solving and public engagement outcomes of the planning process. The consultant team also brings a strong analysis and public policy development element in service to a Comprehensive Plan Update that reflects local values and goals, while drawing knowledge and best practices from outside of the community, as applicable.

Recommendation: Authorize the Mayor and Finance Director to sign Professional Services Agreement with Logan Simpson for the Rapid City Comprehensive Plan Update in an amount not to exceed \$288,150 with minor legal language changes as requested by the SDDOT.