

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES  
COMPREHENSIVE PLAN DEVELOPMENT**

**SPECIFICATIONS/INFORMATION**

Sealed proposals must be received by:

12:00 p.m.  
Friday, August 15, 2025  
Butler County Clerk  
451 N. 5<sup>th</sup> Street  
David City, NE 68632

Proposals will be opened and considered by the County Board at the August 18, 2025, meeting at 9:30 a.m. You need not be present at this time; however, the Board will allow a time allotment for each consultant to explain their proposal or to answer questions that the County Board may have.

**General Background**

The Butler County Board of Supervisors is requesting proposals from qualified firms to lead the County in the development of a Comprehensive Plan and zoning regulations, should the County decide to proceed with the development of zoning regulations.

Butler County, located in eastern Nebraska, is a primarily rural county, with a population of around 8,400 residents. The county seat is David City. Butler County is known for its agricultural base, particularly corn and soybean production.

Butler County is one of just two counties in the State of Nebraska with no zoning regulations. This allows for versatility in land use and potential for development; however, it does pose challenges such as unpredictable development and potential for negative impacts on property values.

**Project Scope and Deliverables**

The selected Consultant, with direction from County staff and the Planning Commission, will engage the community in a preparatory process; facilitate public meetings; prepare the proposed plan for review by the County; and, based on this collective information and input, finalize the Comprehensive Plan. The selected Consultant will also aid the County in the development of zoning regulations, should the County decide to proceed with the development of zoning regulations. The Comprehensive Plan and zoning regulations will be reviewed by the Planning Commission. Once finalized, they will be submitted to the County Board of Supervisors for adoption.

The selected Consultant will be responsible for the Comprehensive Planning process and scope of work including but not limited to:

- 1) County Profile: Conduct a thorough analysis of existing conditions, existing facilities, demographics, economic trends, and land use patterns in Butler County.
- 2) Land Use and Zoning: Evaluation of the existing land use and develop a Future Land Use Plan, including the development of zoning regulations, should the County decide to proceed with the

development of zoning regulations. The report should incorporate a zoning needs assessment that includes proposed zoning to reflect the goals pursued by elected leadership and staff.

- 3) Economic Development Plan: Conduct an economic and fiscal analysis that will assess current and near-term demand for commercial, retail, residential, and other uses.
- 4) Implementation Plan/Strategic Plan: Provide recommendations for the phased implementation of the plan, including estimated costs and potential funding sources.
- 5) Community Involvement/Engagement: Engage with residents, property owners, and stakeholders to gather input and insights. Coordinate public participation, plan creation and approval with the Board of Supervisors, Planning Commission, and County staff.

**Proposals must include:**

- 1) Cover Letter
- 2) One original and seven (7) copies of the proposal.
- 3) Project Understanding Statement: A statement describing the applicant's understanding of the project and the special skills the team would bring to the table.
- 4) Project Methodology and Approach: Describe the applicant's general approach and philosophy regarding elements of the project. Provide a detailed description of the methodology and approach proposed to satisfactorily complete the project.
- 5) Proposed Project Team Members: Submit a written description of the applicant's organizational composition and the primary role of each individual on the team, as well as an organizational chart.
- 6) Individual Experience: Provide background of key members of the team and their specific participation in previous projects that would directly relate to this project.
- 7) Specific Project Experience: Provide information on similar or relevant projects that the applicant has executed. Include graphic representations of work. Links to similar or relevant projects are encouraged.
- 8) List of References: Provide a minimum of three (3) client references with which the applicant has provided similar planning services within the last five (5) years. Each reference should include name, telephone number, and email address of the contact person, as well as a description of the services provided to the client and specific roles.
- 9) Work Samples: List and provide in paper or electronic format (web link or pdf) at least three (3) examples of comprehensive land use plans completed within the last five (5) years in which the applicant was the project's lead agency.
- 10) Project Schedule: Provide a proposed schedule/timeline from the start to the completion of the project. Include phasing, key tasks, milestones, and proposed completion dates or estimated length of time.
- 11) Estimated Cost: Provide a not-to-exceed cost for the project, including travel and material expenses. The costs should be broken out to correspond with the completion of major tasks as described in the project schedule/timeline.
- 12) Additional Information: Provide other information you feel is relevant to indicate the applicant's abilities to successfully complete a project of this nature.
- 13) Expectation of County: Identify the applicant's expectation of County staff and Planning Commission members relating to the completion of the project.

Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer unopened.

Butler County reserves the right to reject any or all responses to this bid, to waive minor irregularities in any proposal or in the bid procedure and accept any proposal presented which best meets the needs of Butler County. The County also reserves the right to reject any and all proposals and to extend the submission deadline.

#### **Final Selection**

Butler County will evaluate proposals and select the respondent which best meets the needs of the County. The County shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract. The County's decision will be final. Butler County reserves the right to accept or reject any or all proposals. All materials submitted in response to the RFP shall become the property of Butler County.