



REQUEST FOR PROPOSALS (RFP)

Planning and Design Services for the Underutilized Rights of Way

ISSUE DATE: October 23, 2025

PROPOSALS DUE: December 4, 2025

CONTACT: Brian Parker, Community Development Director

CITY OF BELLEVUE, IDAHO

I. INTRODUCTION

The Bellevue Urban Renewal Agency (BURA), in coordination with the City of Bellevue, Idaho, is soliciting proposals from qualified planning and design professionals to lead a public planning process and produce conceptual plans to repurpose and reimagine city-owned rights-of-way and properties west of Main Street between Chestnut and Spruce Streets. The selected consultant will also develop design strategies to integrate this corridor with the adjacent Howard Preserve.

This project will help shape a long-term vision for placemaking, economic development, and walkable connectivity in Bellevue's historic downtown core and surrounding riverfront, and dovetail into other downtown economic development projects.

II. PROJECT CONTEXT

The planning area includes a series of underutilized public rights-of-way and City-owned property between Main Street and the Big Wood River within the original townsite of Bellevue, specifically from Chestnut Street to Spruce Street. These spaces currently serve a mix of loading/service/emergency access, snow storage, and parking but have strong potential to become

activated public spaces, green corridors, improved parking or sites for incremental infill development.

The western edge of the planning area is bounded by the Howard Preserve, a natural park surrounding the Big Wood River, offering an opportunity to connect downtown Bellevue more meaningfully to its natural assets through trails, habitat features, or public access points.

III. SCOPE OF WORK

The Bellevue Urban Renewal Agency (BURA), in close coordination with the City of Bellevue, is seeking the services of an interdisciplinary team of planners and landscape architects to develop a master plan and specific improvement plan(s) for underutilized rights-of-way and City-owned property within the project area.

1. Project Coordination and Community Engagement

- Develop a project work plan with schedule, milestones, and deliverables.
- Facilitate regular coordination/check-in meetings with City staff, BURA Board and the Bellevue Common Council.
- Conduct inclusive community outreach through at least two public meetings, stakeholder interviews, and/or pop-up events.
- Prepare outreach materials, including maps, graphics, and engagement summaries.

2. Existing Conditions and Site Analysis

- Assess physical characteristics of the rights-of-way and alley segments, including surface conditions, utilities, access, and adjacent land uses.
- Map and evaluate adjacencies including land use, ownership, and access to the Howard Preserve.

3. Conceptual Design and Scenario Planning

- Develop a conceptual plan and preferred site developments for the underutilized rights of way uses such as:
 - Public gathering spaces or pocket parks
 - Development of Buildings
 - Consolidated parking
 - Temporary vendor areas or food truck nodes
- Propose strategies for safe, attractive pedestrian and visual connections to the Big Wood River.

- Identify improvements needed to ensure the continued use of the alley for service and emergency access.

4. Implementation Strategy

- Prioritize improvements with phasing recommendations.
- Provide cost estimates and potential funding strategies (e.g., urban renewal, grants, public-private partnerships).
- Recommend any zoning, policy, or procedural changes needed to implement the vision and leverage the public investment to return improved property values and encourage private development to fulfill community needs.

5. Deliverables

- Project schedule and public engagement plan
- Existing conditions memo with maps and visuals
- Concept plans and illustrative renderings
- Implementation matrix with cost ranges and priorities
- Final summary report and public presentation

IV. PROPOSAL REQUIREMENTS

All proposals must include:

- 1. Cover Letter**
- 2. Firm and Team Qualifications**
 - Project team bios and roles
 - Examples of at least three comparable downtown planning, design, or similar projects
- 3. Understanding and Approach**
 - Narrative addressing project understanding and design philosophy
 - Approach to engaging the Bellevue community
- 4. Work Plan and Schedule**
- 5. Fee Proposal** *(to be submitted separately)*
- 6. References**

V. SELECTION CRITERIA

Proposals will be evaluated using the following weighted criteria:

Criteria	Points
Relevant experience and past projects	25
Project understanding and approach	25
Community engagement strategy	15
Team qualifications and availability	10
Quality of deliverables and visuals in past work	10
Fee reasonableness and value	15
Total Possible Points	100

VI. SUBMITTAL INSTRUCTIONS

Submit proposals in digital format (PDF) to:

Brian Parker, Community Development Director, bparker@bellevueidaho.us

Submissions must be received by **5:30 PM, December 4, 2025**

The fee proposal must be submitted as a separate PDF attachment.

VII. ADDITIONAL INFORMATION

- A pre-submittal meeting may be scheduled at Bellevue City Hall on November 12, 2025 at 5:00 P.M. (attendance is optional).
 - The City and BURA reserve the right to reject any or all proposals, to waive minor irregularities, and to negotiate with the most qualified respondent.
 - Relevant documents, including zoning maps, aerial imagery, and the City's Comprehensive Plan and Urban Renewal Plan, will be made available upon request.
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Attachments (to be provided by the City or BURA):

- Map of planning area from Chestnut to Spruce Streets

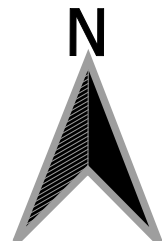
- Existing zoning map
- Site photos

BURA Rights-of-Way Project Area



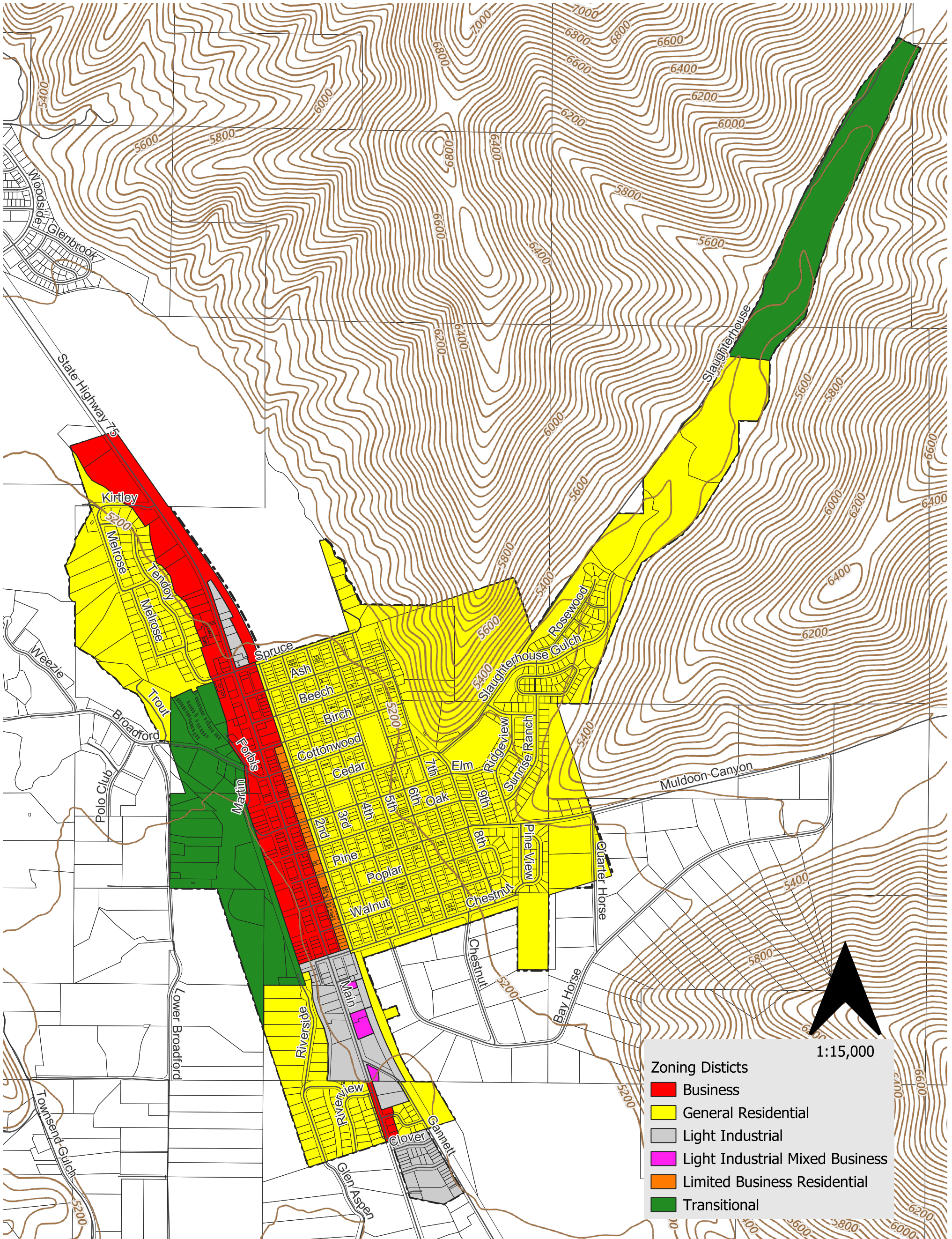
-  Howard Preserve Conservation Easement
-  Parcels
-  Project Area
-  City Owned Properties
-  Bellevue Urban Renewal District

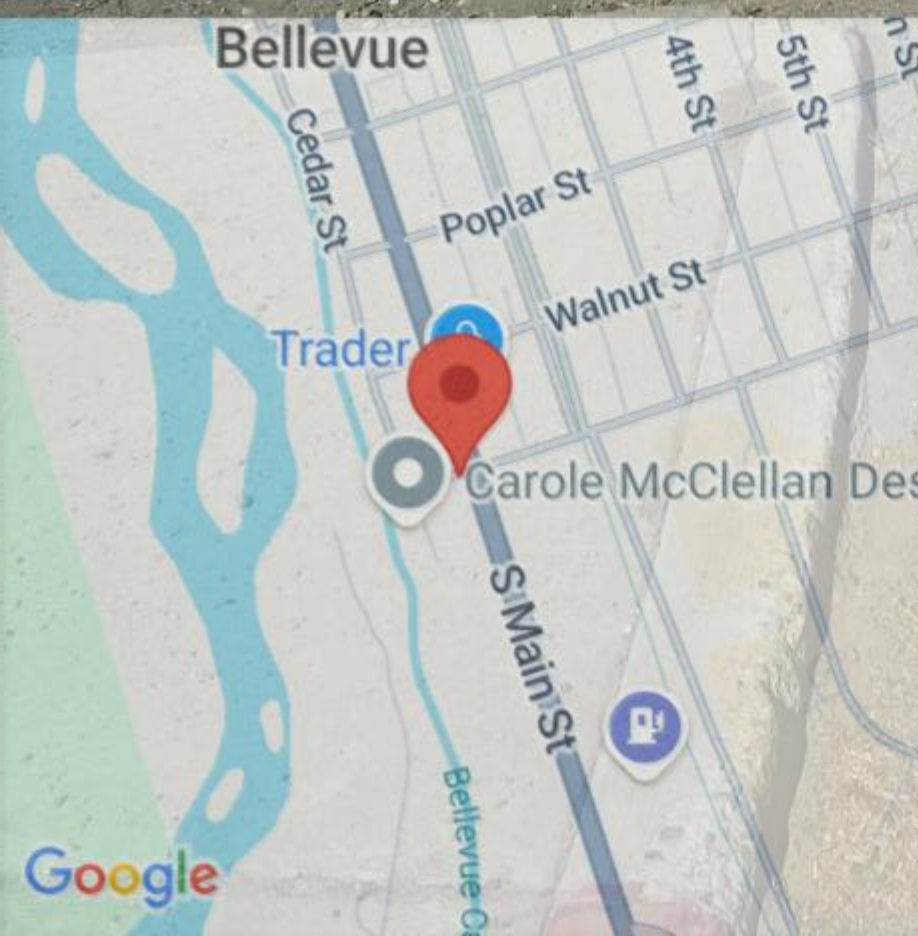
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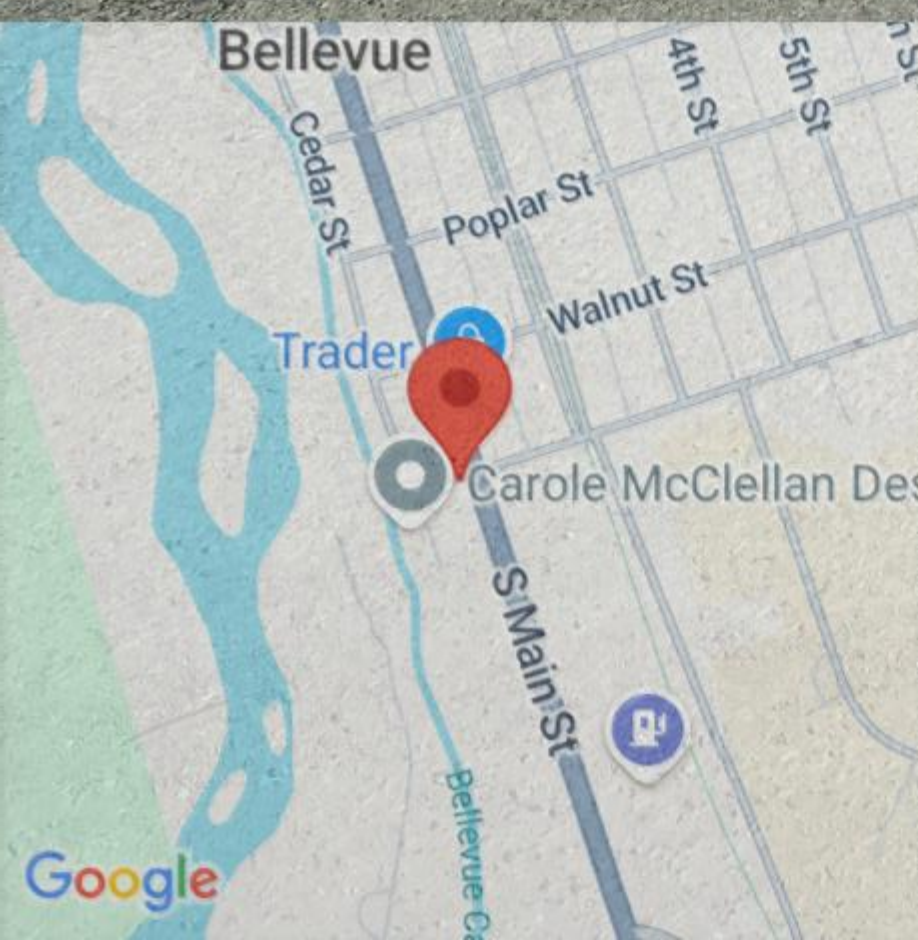


City of Bellevue Zoning Map

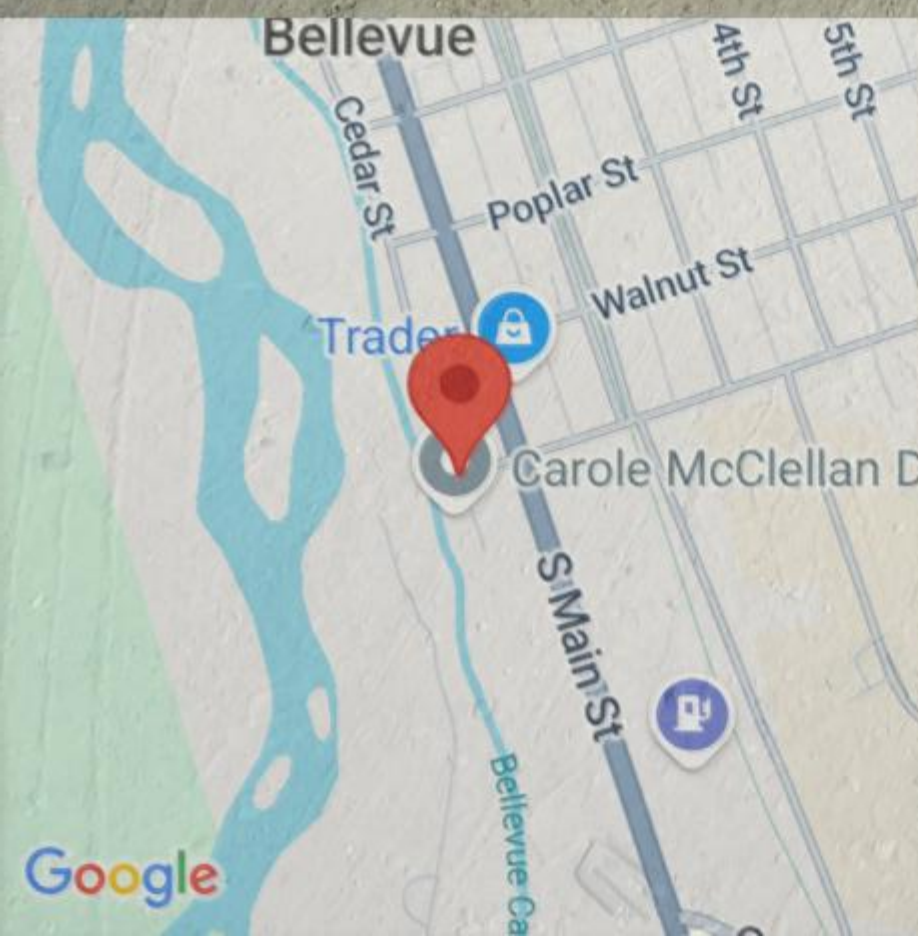




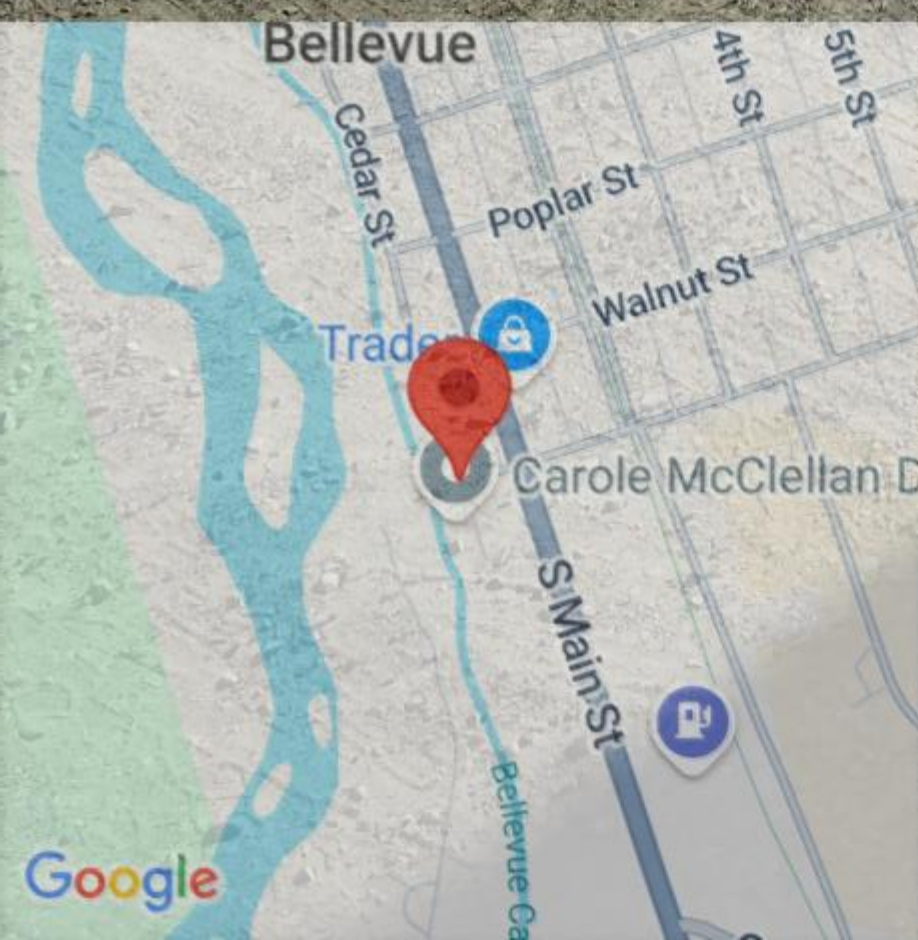
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Blaine County
Idaho



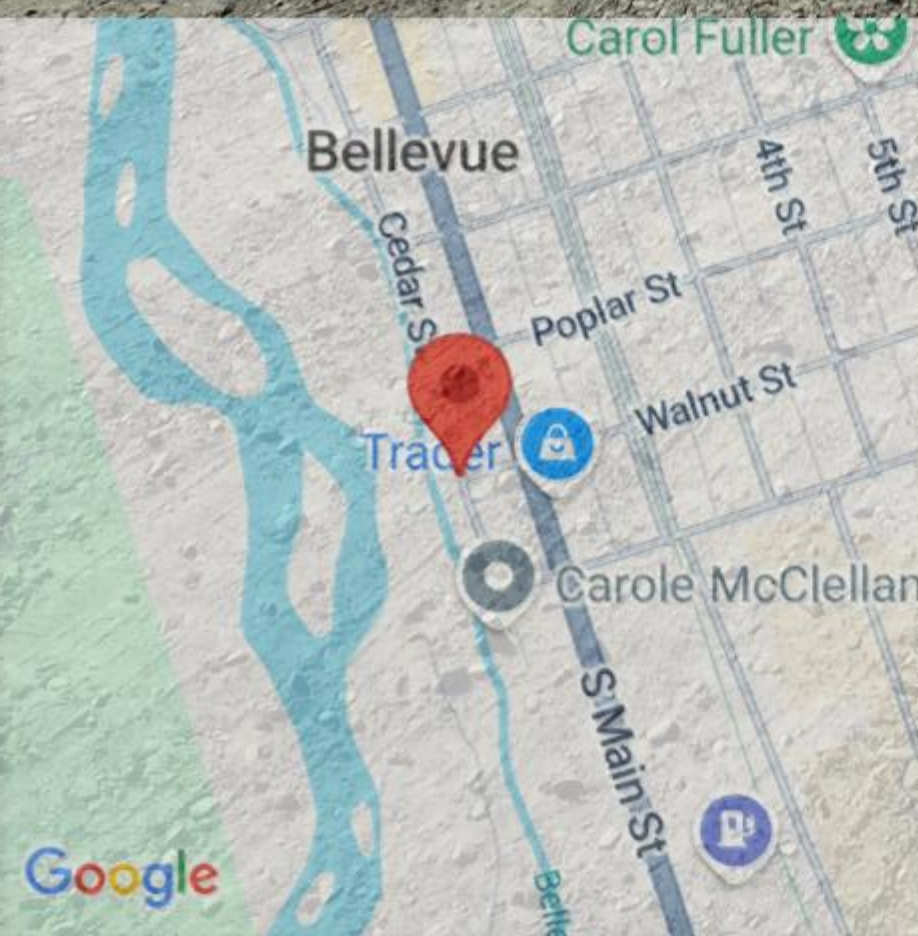
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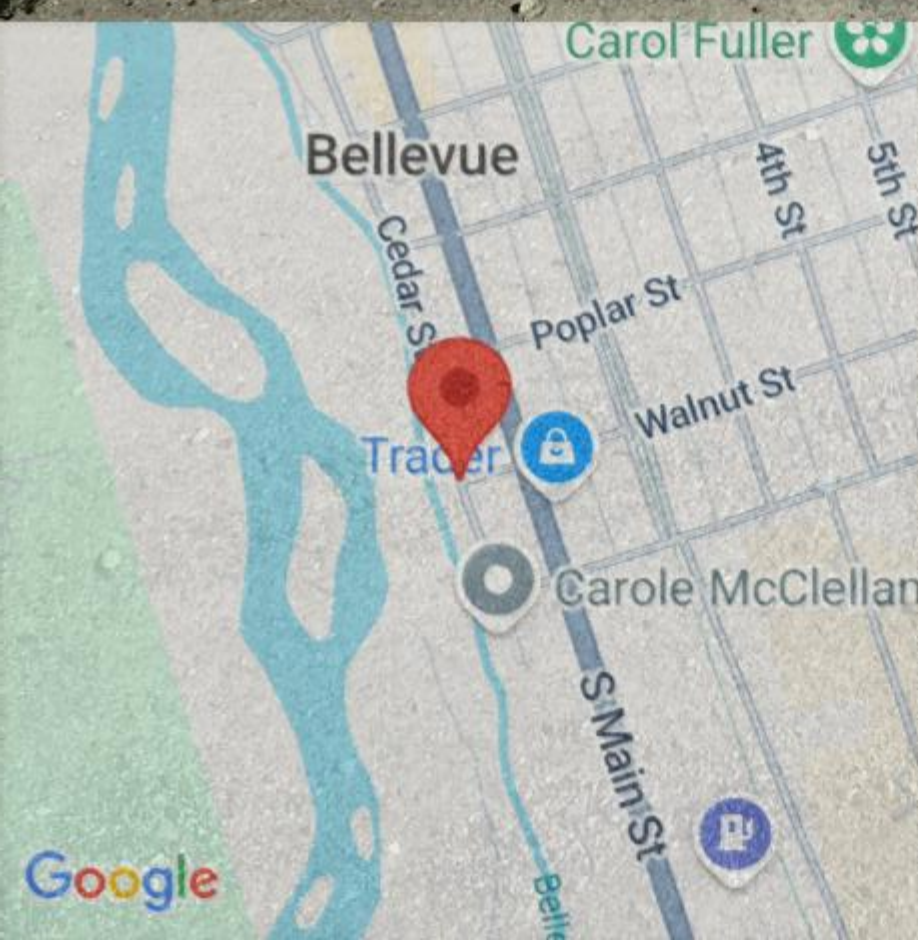
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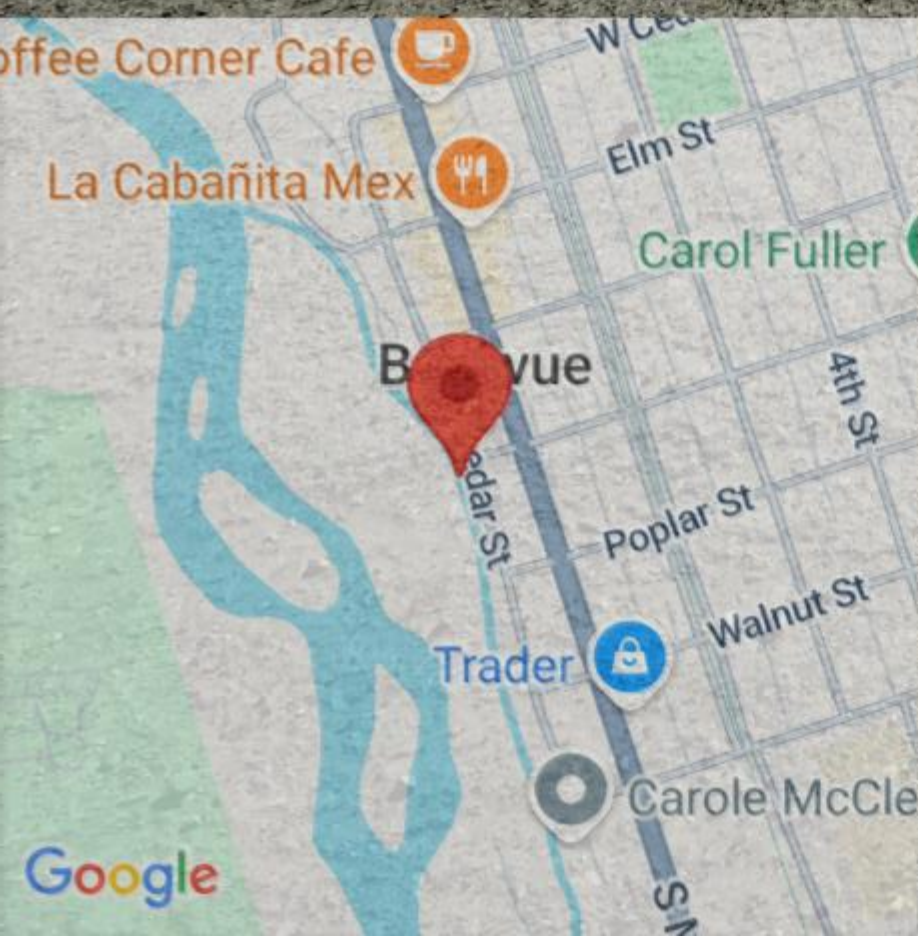
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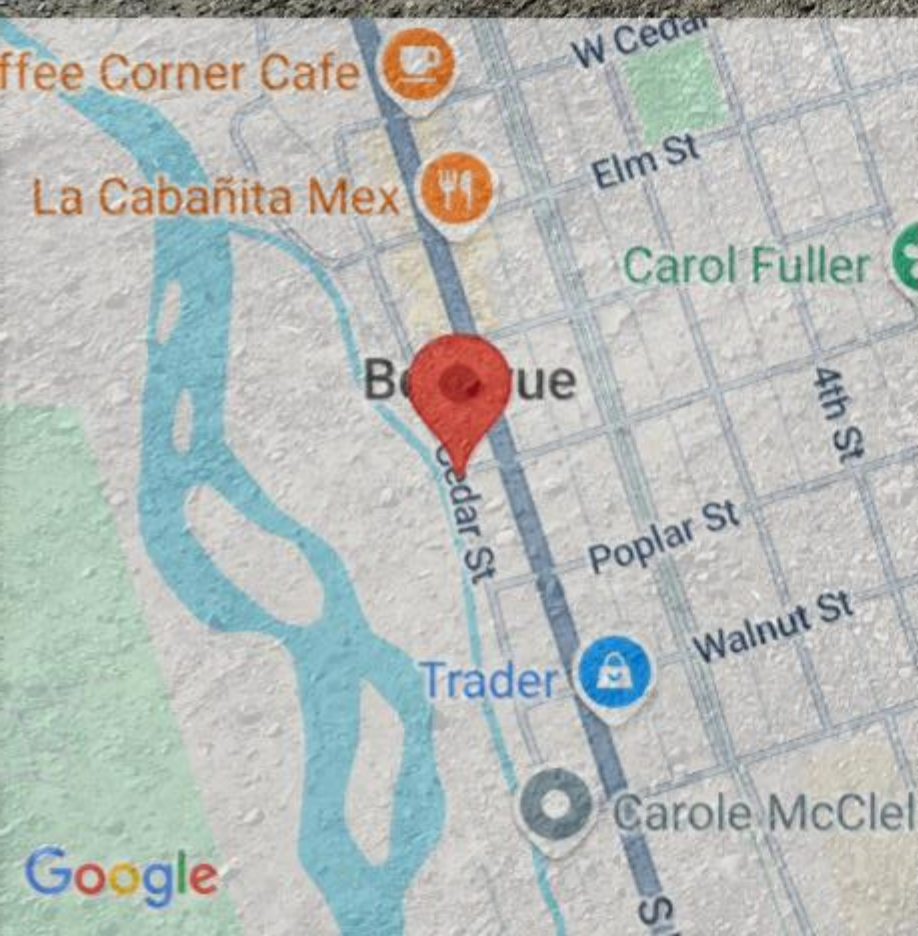
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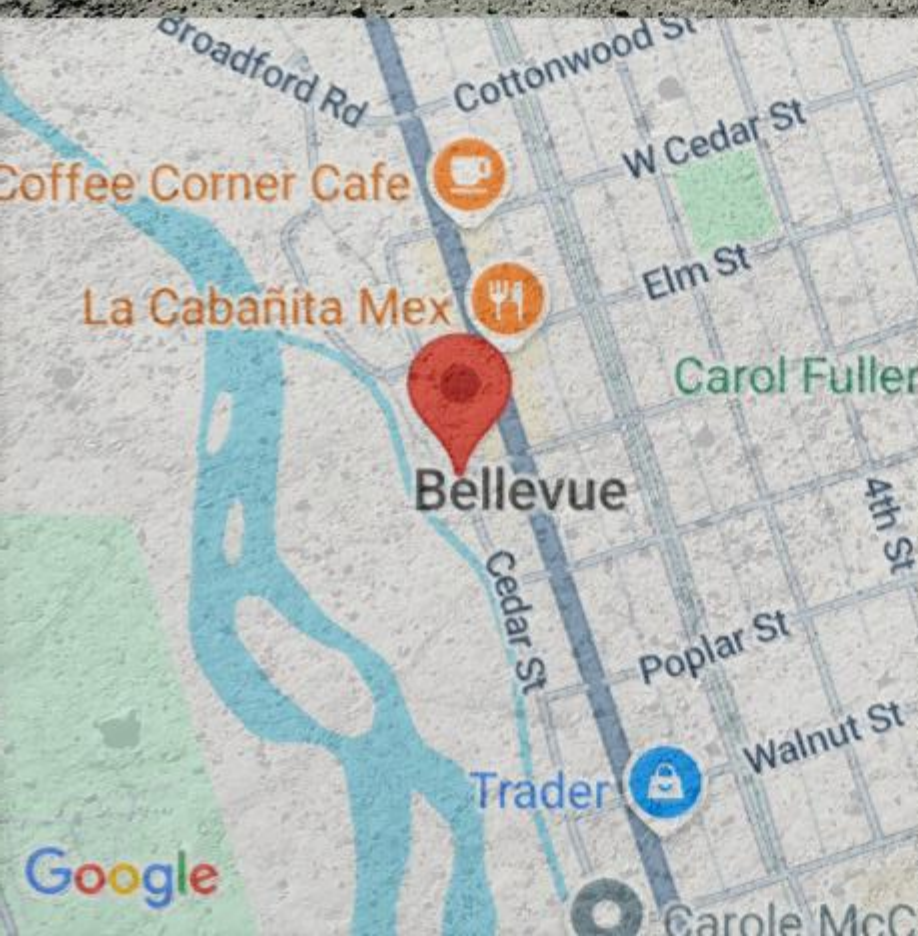
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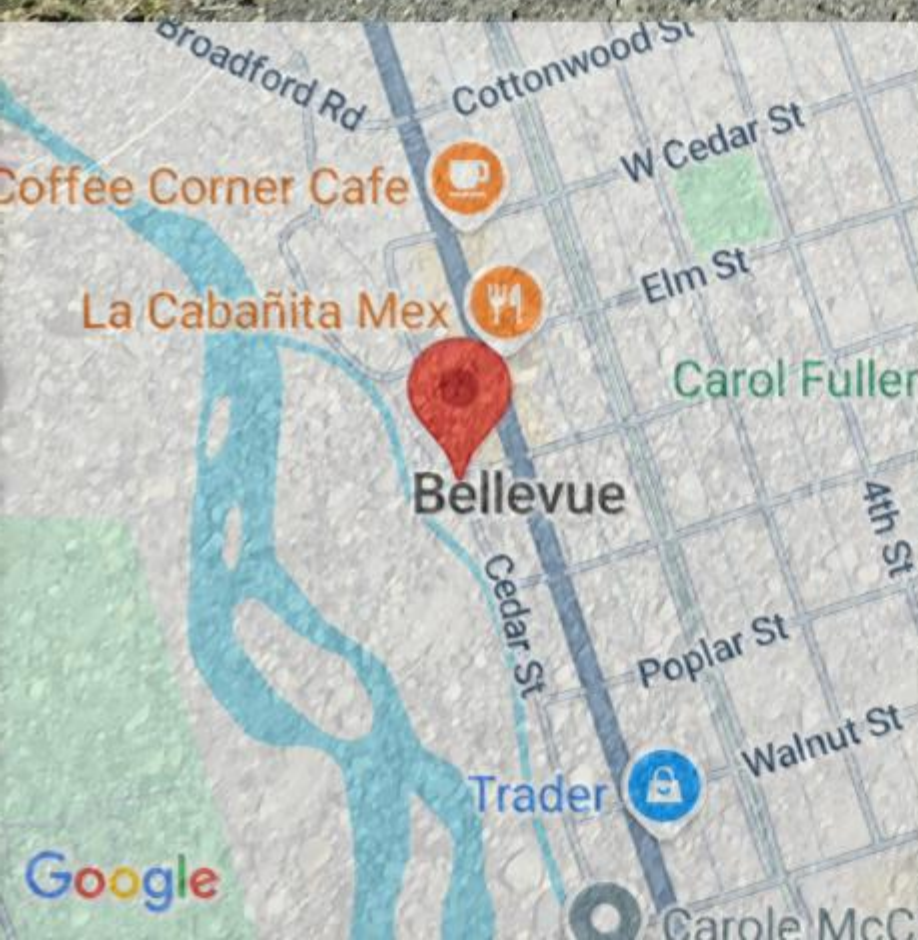
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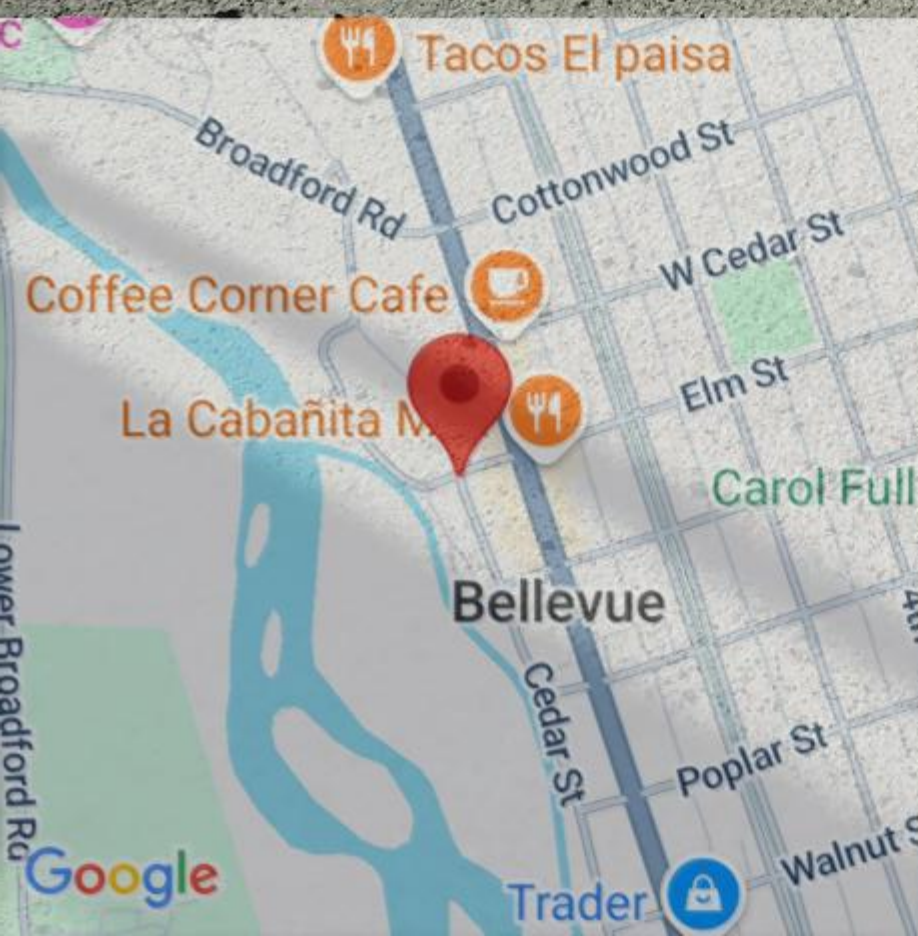
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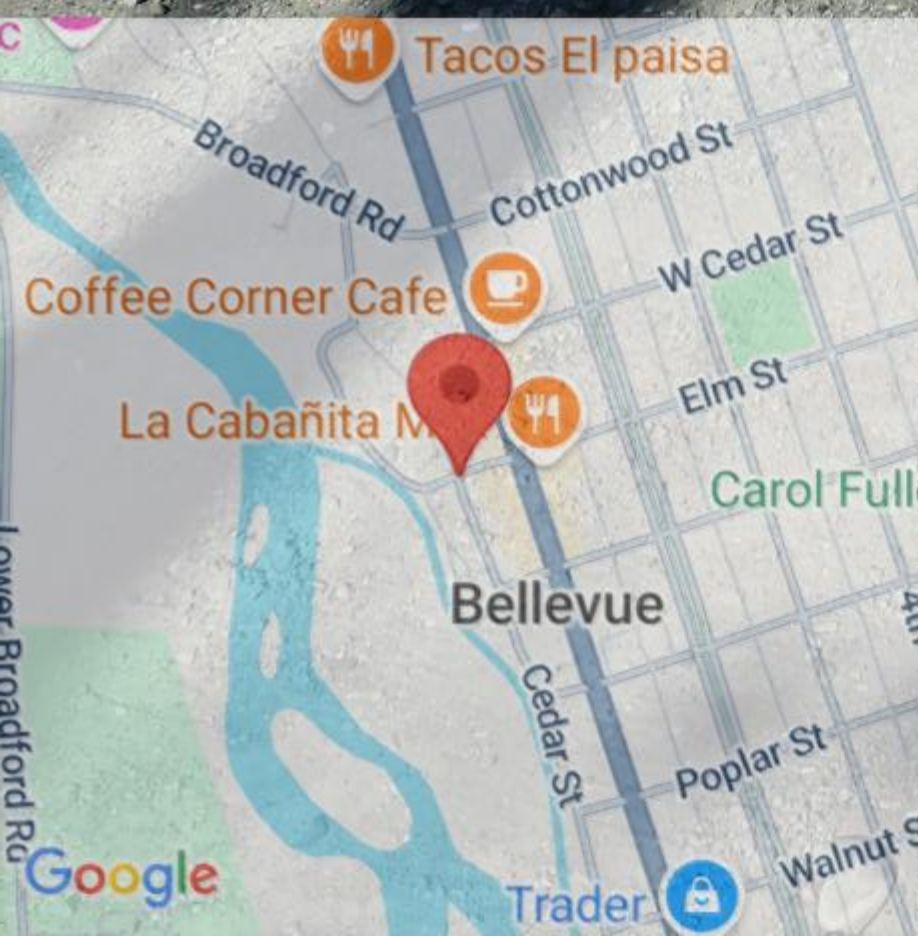
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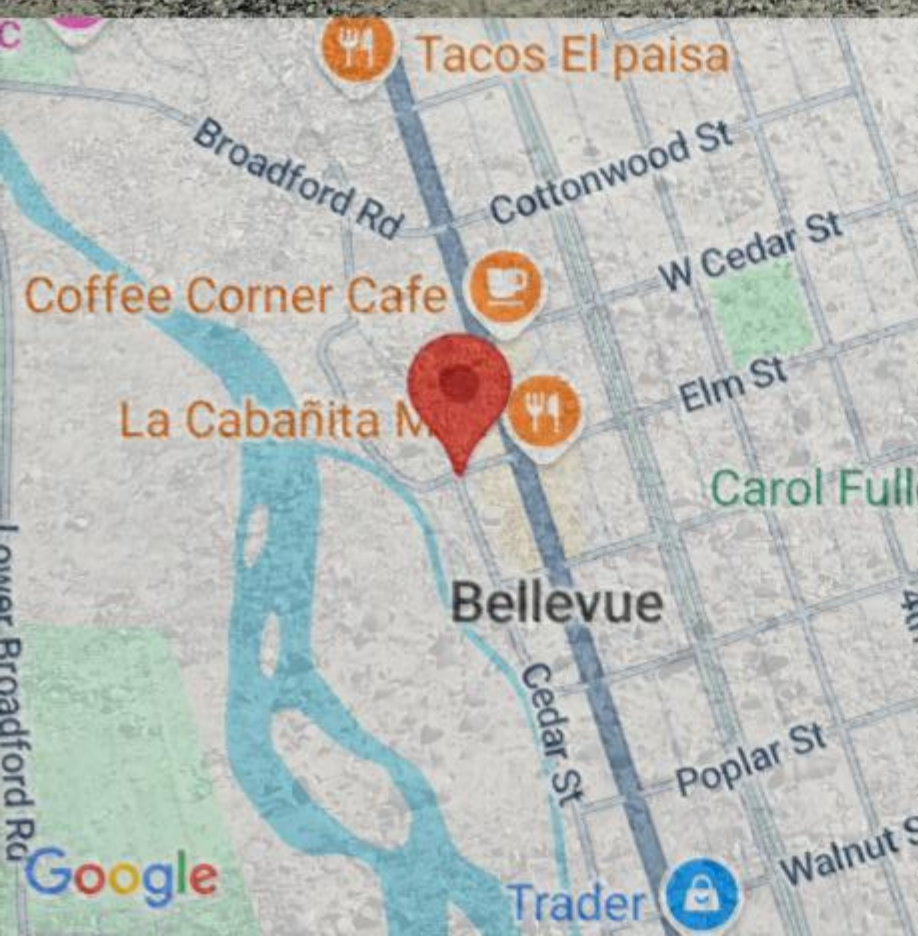
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Blaine County
Idaho



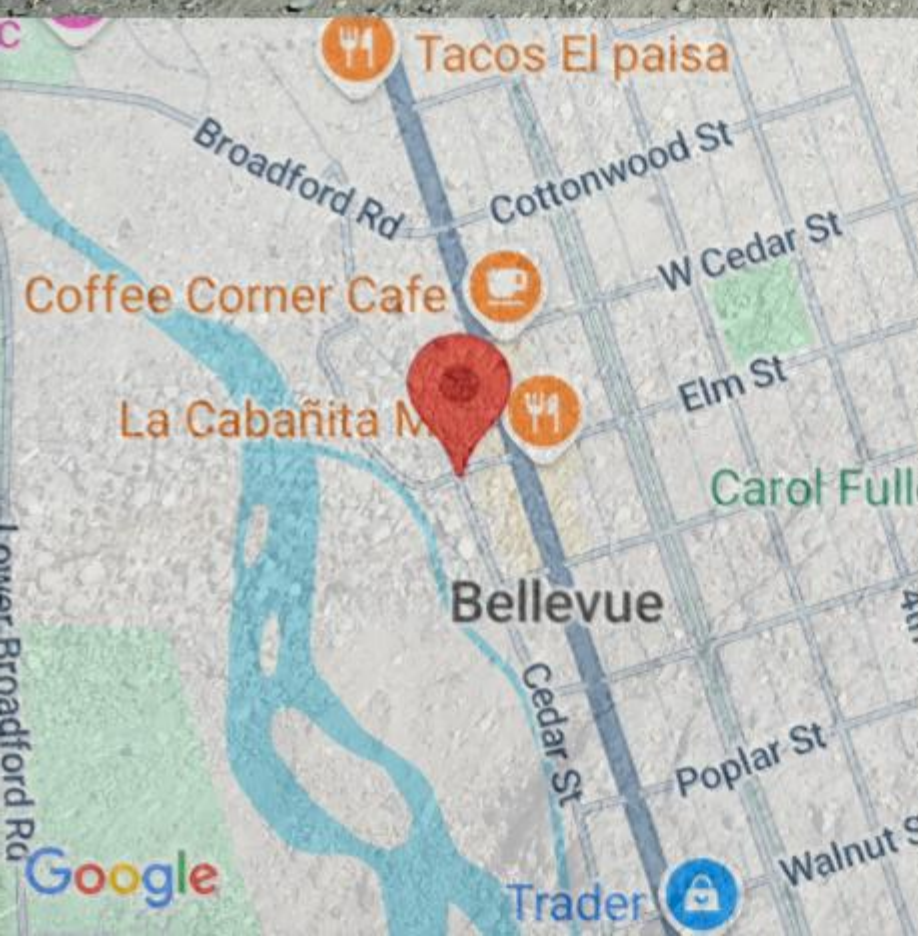
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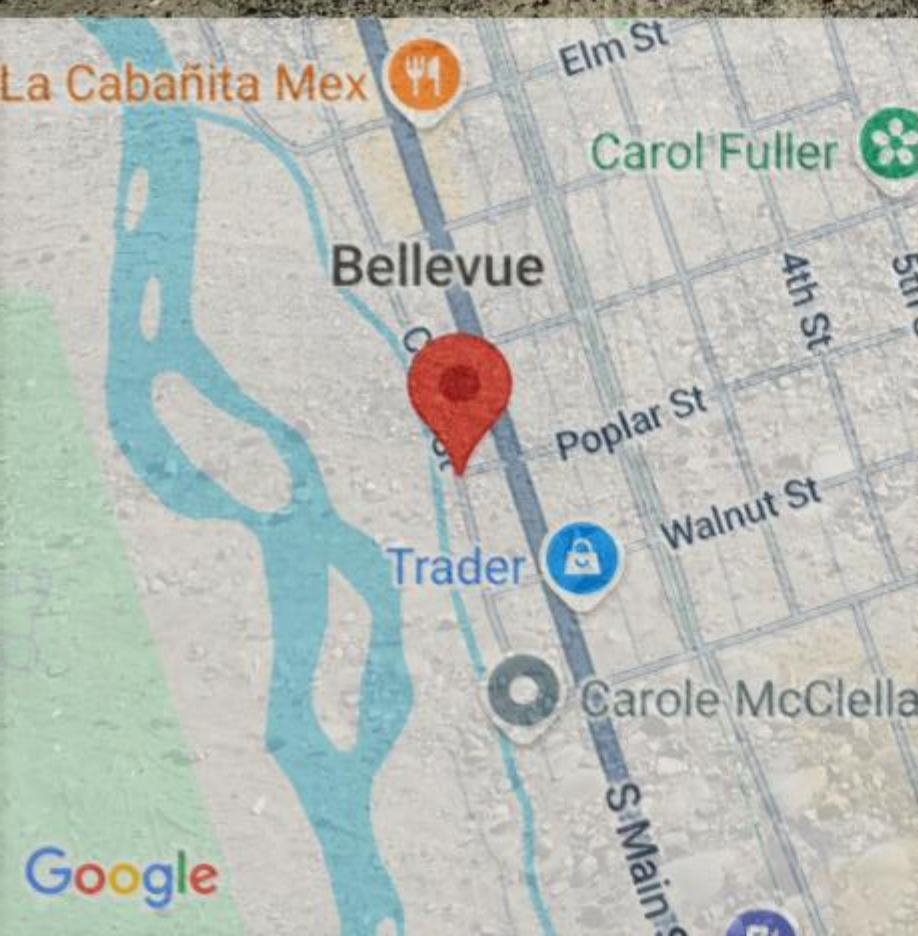
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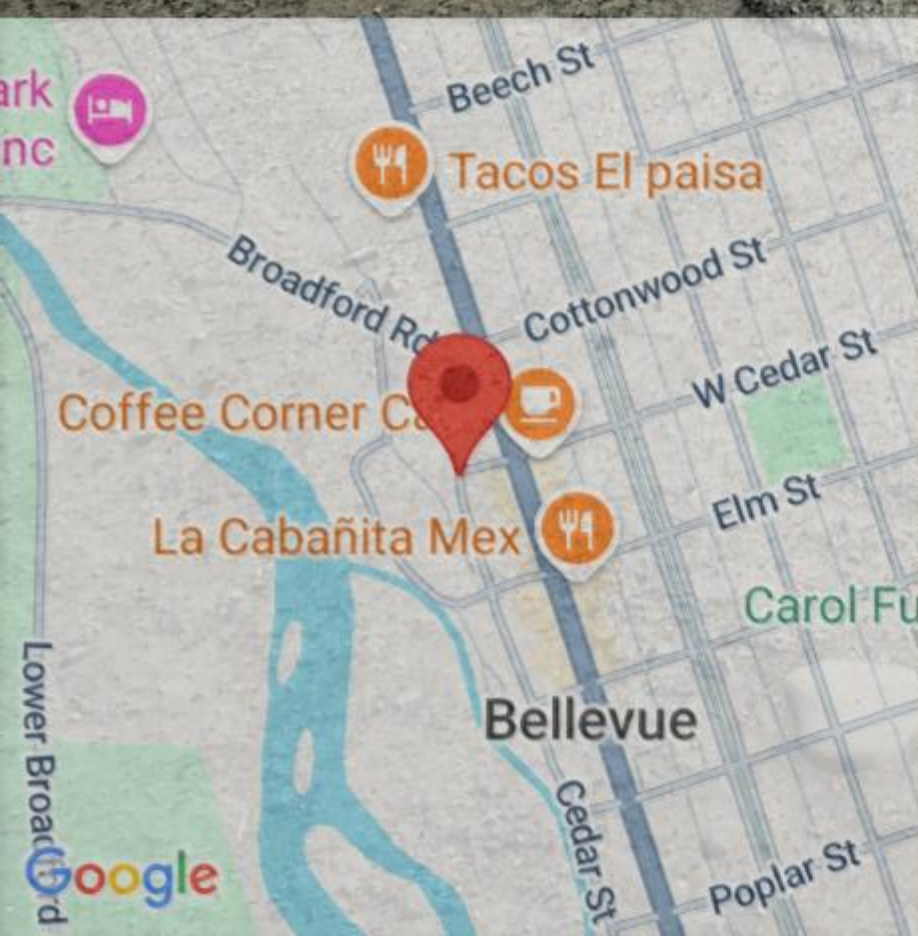
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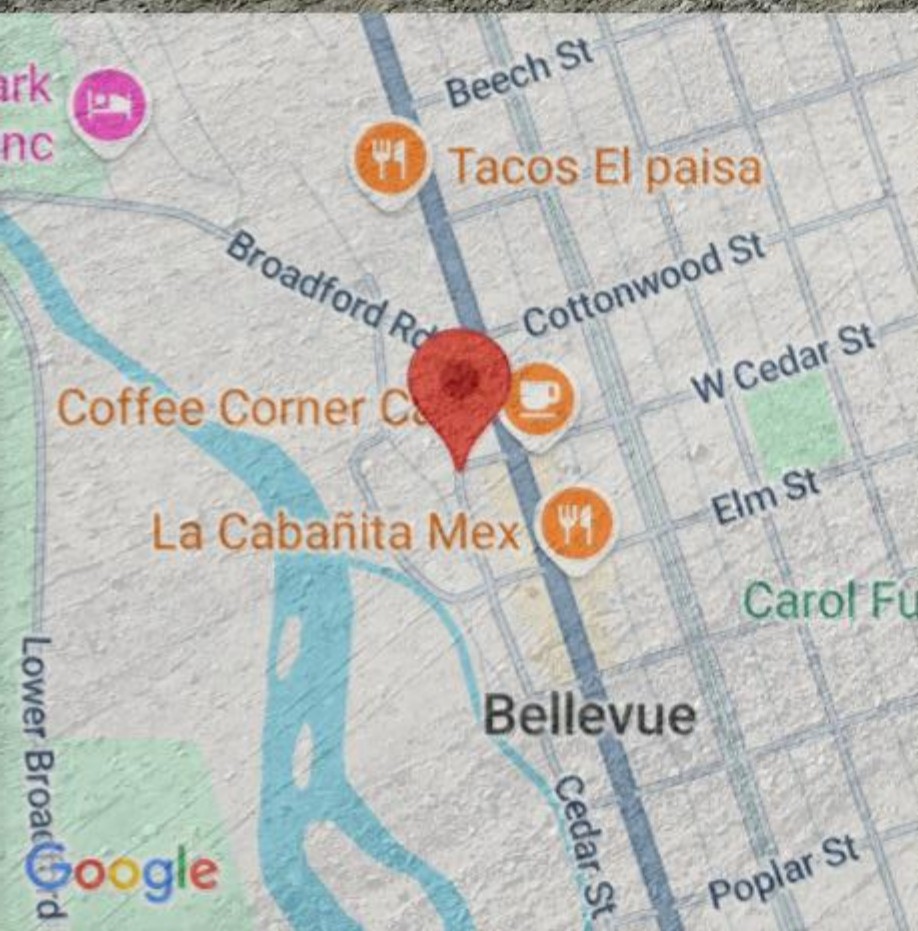
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Idaho



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