



October 10, 2025

To: Professional Consultant Firms

Re: Wahoo Downtown Revitalization Plan Request for Proposal (RFP)

The City of Wahoo, Nebraska is pursuing Community Development Block Grant (CDBG) funding from the Nebraska Department of Economic Development (DED) to complete a Downtown Revitalization (DTR) Plan.

The City is requesting proposals from qualified consultants who have experience in developing DTR Planning documents. It is the City's intent to create a plan that provides a comprehensive outlook of the current designated downtown area in addition to the development of goals and objectives that can further enhance the area, making it an attractive place to do business and visit. The plan will be used as a guide for the city to develop and improve the downtown area. The Scope of Work listed may be adjusted, but the focus will be on identifying the needs and wants through public input.

Scope of Work:

- Facilitation of a public engagement process to gather input from the community and to develop community-wide consensus on the needs of Wahoo. Citizen participation should include public meetings, surveys, committees, and any other method designed to maximize the involvement of the City's residents;
- Coordinating input from key stakeholders, including but not limited to, City of Wahoo and appointed boards, Wahoo Chamber of Commerce, Greater Wahoo Development Foundation, community business owners and civic organizations;
- Developing a plan, which identifies the goals and objectives arrived at through the need's identification process;
- Developing strategies for implementing said goals and objectives; and
- Preparing a cost opinion for proposed improvements needed to meet the goals and objectives.

Interested firms should submit their proposal in writing, with the following required information included:

1. A letter of interest that outlines the following:
 - a. Qualifications of the firm and of the personnel/additional organizations that are assigned to this project.
 - b. Previous experience in completing DTR plans.
 - c. Knowledge of Wahoo, the proposed project, and CDBG funding requirements.
 - d. A public engagement strategy.



- e. References and contact information for three (3) similar projects that have been completed within the last five (5) years.
2. Listing of the organization(s) included in the firm's project team. The list/discussion of this item should identify the role of each organization and an indication of how much of the total project workload each organization will undertake.
3. Listing of key team members on the project, including their qualifications and responsibilities for the proposed project.
4. The name, qualifications, experience, and availability of the project manager. Please include information on similar projects in which the project manager has previously worked.
5. A detailed project schedule that includes an outline of the scope, major tasks, completion dates for various phases, and the total project cost with certain costs attributed to each phase.

Submittals will be scored based on the following scale:

1. Technical expertise of the firm in connection with the scope of services to be provided and the complexity of the project. (25 points)
2. Past record of performance on administrative contracts with other clients including quality of work, timeliness, and cost control. (25 Points)
3. Capacity of the firm to perform the work within the time limitations, taking into consideration the current and planned workload of the firm. (20 Points)
4. Familiarity with the Community Development Block Grant Program Guidelines. (20 Points)
5. Cost of services. (10 Points)

Total possible points= 100 Points

The City of Wahoo will evaluate all submittals and make a recommendation to the City Council. A contract with a not to exceed amount will be required. Contract award for the Planning Consultant portion of the contract will be contingent upon award of the grant and Release of Funds by the DED.

The City of Wahoo reserves the right to accept any bid, which it deems most favorable to the City, to waive any irregularities or informalities in any bid received, to reject any or all bids submitted, and to hold as many bids as it desires for consideration for a period of thirty (30) days after the bids are open. Bids received after the specified time of closing will be returned unopened.

The City of Wahoo is an equal opportunity employer and requires all contractors and consultants to comply with all applicable Federal and State laws and regulations.

Other submittal requirements:

- Proposals may not exceed a total of 12 single sided pages (not including the cover page, table of contents or separating "tabs")
- Only sealed written proposals will be accepted. Physical copies are required.
- Deadline for submission of written material is 5:00 pm, Tuesday, December 2, 2025.



402.443.3222 | 605 N. Broadway, Wahoo, NE 68066 | wahoo.ne.us

- Submittals of 6 copies should be received, or hand delivered to the address below by the deadline:

RFP - Wahoo Downtown Revitalization Planning

Attn: Melissa Harrell, City Administrator
605 N. Broadway
Wahoo, NE 68066

If you have any questions, please call (402) 443-3222, Ext. 14 and speak to Melissa Harrell, City Administrator.