REQUEST FOR PROPOSALS
FOR
Comprehensive Plan Update

The City of Mission is seeking proposals from a qualified consulting firm, or a team of consultants, to assist the City in the update of its comprehensive plan. Interested parties should submit six (6) hard and (1) digital copy of a proposal in a sealed envelope to the City Clerk’s office at Mission City Hall, 6090 Woodson, Mission, KS 66202.

RESPONSES MUST BE RECEIVED BY FRIDAY, OCTOBER 4, 2019 at 4:30 P.M. CDT

Questions regarding this RFP may be submitted in writing to:

Brian Scott, Assistant City Administrator
6090 Woodson Street
Mission, KS 66202
bscott@missionks.org
1. INTRODUCTION

The City of Mission is seeking proposals from a qualified consulting firm, or a team of consultants, to assist the City in the **update of its comprehensive plan**.

A full Request for Proposals (RFP) can be obtained from the City’s website – [www.mission.org](http://www.mission.org). The RFP contains proposed scope of work and requirements for submittal. Any revision to the RFP, or additional information to be provided, will be through addenda published on the City’s website. All respondents must verify with their submittal that they have received and considered all addenda.

**To be considered, six (6) hard copies and one (1) digital copy of a proposal should be submitted in a sealed enveloped labeled “Comp Plan Update” to the City Clerk’s Office, Mission City Hall, 6090 Woodson St., Mission, KS 66202 by 4:30 p.m. CDT, Friday, October 4, 2019.** Any proposals received after this date and time will be returned unopened.

Questions regarding this RFP should be submitted in writing to:

Brian Scott  
Assistant City Administrator  
City of Mission  
6090 Woodson  
Mission, KS 66202  
bscott@missionks.org

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those responding to this RFP. The City reserves the right to select the proposal that best meets the needs of the City and to waive any informalities, technicalities, or irregularities in the proposal. Proposals that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

2. BACKGROUND

2.1. The City of Mission

The City of Mission is a municipal corporation organized under the Kansas state statutes. The City serves a population of approximately 9,400 residents within a 2.87 square mile area located in northeast Johnson County, Kansas; two miles west of the Missouri/Kansas border.

The City is comprised of five operating departments: administration, community development, parks and recreation, police, and public works. The City has 72 full-time employees and an annual operating budget of approximately $12 million. Respondents not familiar with the City can find more information online at the City’s website, [http://www.missionks.org](http://www.missionks.org).
2.2. Development and Current Land Use Patterns

Mission is a mature, first-tier suburb of Kansas City, Missouri located just across the state line in northeast Johnson County, Kansas. Like many suburban communities across the country, much of Mission’s growth has occurred in the second half of the 20th Century. Today, Mission is a fully developed city with a population of approximately 9,400 residents. The city is 2.87 square miles in size and completely landlocked with adjoining communities having similar development patterns.

The city’s growth and development is now in the form of regeneration. Many of the young families that originally moved to the city during its early years have grown and moved on, leading to a generational turnover of new, young families. And, new development opportunities are in the form of redevelopment of older properties.

Johnson Drive, and Martway Street to the south, bisect the city from east to west and serve as the community’s commercial corridors. The Gateway, a 550,000 square foot mixed-use development comprised of apartments, retail, a hotel, and an entertainment venue, is currently under development at the east end of Johnson Drive – the site of the former Mission Shopping Center built in the 1950s.

Traveling west, properties along Johnson Drive are a mix of commercial office and retail/service with an auto orientation. Building construction varies in size, architectural style, and age.

Crossing Nall Avenue brings the traveler into the historic, Johnson Drive corridor with one-story brick commercial buildings dating from the 1930s and 40s. This portion of Johnson Drive from Nall to Lamar Avenue underwent an extensive reconstruction five years ago with full-depth reconstruction of the street, new sidewalks, planter boxes, street lights, and streetscape. Near the end of this stretch of Johnson Drive, just east of Lamar Avenue, the Mission Trails luxury apartment complex is currently under construction – site of the former Pyramid Insurance Office Building. This five-story, 200-unit apartment building will share a block with the City’s Community Center (built in 1998) and Mission Square senior housing complex (built in 2004).

Continuing west across Lamar Avenue, the traveler encounters more auto-centric, commercial development including fast food restaurants, shopping centers, and large retailers such as a Hy-Vee grocery store and Target. Office buildings are located on both the north and south ends of this commercial district. The City adopted a form-based code in 2007 to guide future development in this area of the city. Examples of the implementation of this can be seen in the Mission Crossing retail development at Metcalf and Martway (built in 2014) and the Cornerstone Commons retail development at Johnson Drive and Barkley (built in 2015).
A number of properties in the northwest portion of the city are zoned multi-family and comprise various apartment complexes built in the 1970’s and 80’s. The rest of the land area throughout the city (north of Johnson Drive and south of Martway Street) is comprised mostly of single-family dwellings ranging in age from 30 to 70 years.

2.3 Challenges and Opportunities

**Housing Market** – The City is currently experiencing a strong housing market as reflected in the assessed values for residential properties for the past few years. While Mission has not experienced the “tear-down and rebuild” phenomena that some other neighboring communities have, Mission has had a few lot splits with new homes being built. In addition, there has been a fair amount of re-investment in existing homes throughout the city.

The multi-family housing market is also strong with a very low vacancy rate, and re-investment in older properties. Development of new multi-family projects further exemplify this.

Affordable housing options, opportunities for older residents to stay in their homes, and alternative residential options (i.e. accessory dwelling units) have all become topics of conversation within the community.

**Community for All Ages** – As previously stated, Mission has experienced much of its growth in the past 50 years. Many of those that first moved to the City during these early years still remain, choosing to “age in place.” Others have moved on providing opportunities for new, younger families to move in. Mission has strived to be a community for all ages, but this comes with challenges in housing options, transportation and accessibility, and services.

**Redevelopment of Smaller Parcels** – Mission has experienced something of a redevelopment renaissance in the years since the Great Recession. Many larger parcels of property have been redeveloped or are currently being redeveloped. However, redevelopment of smaller parcels of property remain challenging for a number of reasons including zoning restrictions, parking needs, construction costs, and market demand.

**Form Based Code** – Mission adopted a form-based code overlay district in 2007 for the commercial district on the west side of the community. This was the outcome of a community visioning process that expressed a desire in seeing greater density in this area of the city with a more pedestrian orientation in development. Application of the form-based code has proven to be challenging and not always in sync with market demands for development.

**Infrastructure Maintenance and Improvements** – Being an older community, Mission has older infrastructure built to a different set of standards for its time. In addition, infrastructure maintenance over the years has been minimal and often on an “as needed basis.” The City has come to a realization in the past few years that this is not a sustainable practice, and has begun making concerted efforts to bring roads and storm sewers up to new standards and then maintain these improvements through consistent maintenance programs.
The City has recently engaged BHC Rhoads, an engineering consulting firm, to gather information on current stormwater infrastructure conditions, and then to conduct an analysis for a plan to make improvements across the system. Likewise, Olsson and Associates, another engineering consulting firm, has been tasked with doing core samples of streets in the City to determine condition and develop a plan for improvements across the road network.

City staff has also worked on developing a more detailed and systematic capital improvement program that addresses infrastructure, parks, and facility improvements.

2.4 Current Comprehensive Plan and Master Plans

The City has had a series of comprehensive plans dating back to the 1960s. The most current was adopted in 2007. In addition, the City developed the East Gateway master plan in 2004 in conjunction with the Cities of Fairway and Roeland Park. This plan provides a vision for the type of development that is desired by the three communities that share a border on Mission’s east side. The West Gateway Vision Plan, and the corresponding form-based code, were adopted by the City in 2007. The Johnson Drive Design Guidelines, adopted in 2008, provides guidelines for future development along Johnson Drive and the East and West Gateway areas. The City adopted a Parks Master Plan in 2015 that offers recommendations for future development and use of the community’s parks and recreation facilities. And, the City is currently undertaking an evaluation of its city hall and police department combined facility for future needs and compatibility.

These plans, and other relevant documents, can be found at: www.missionks.org/documents and forms/community development document.

3. SCOPE OF SERVICES

3.1. Purpose

The City is seeking to update its comprehensive plan through a highly interactive, public process with various community stakeholders. It is expected that the end product will be a plan that reflects the aspirations and values of the community in land development and redevelopment for the next 20 to 25 years. The plan will serve as a basis for the establishment of future priorities and policies for the coordinated development and redevelopment of the city, and supporting components including transportation, infrastructure, and environment. The plan will provide recommendations for encouraging quality development and redevelopment, as well as strategies for preserving the quality of life currently enjoyed by the city’s residents and businesses.

The adopted update will meet the provisions of Kansas Statutes Annotated (K.S.A) 12-747.
3.2. Analysis to Be Provided

3.2.1 Review of Existing Plans
The consultant will familiarize themselves with the City’s current comprehensive plan as well as area master plans and studies. This review should not only be for background, but also with an eye toward whether these plans are still relevant and the recommendations applicable. The consultant will make recommendations for updates or additional studies that may be appropriate.

3.2.2 Analysis of Community Population and Emerging Trends
The consultant will review current community population and demographics in order to project future population and demographic trends for set periods of time. Emerging demographic trends will be important in this analysis.

3.2.3 Analysis of Housing Development and Emerging Trends
The consultant will review the community’s current housing development, as well as emerging trends regionally and nationally in the housing development sector such as tear-downs and rebuilds, accessory dwelling units, and affordable housing. Recommendations will be developed to address identified trends and needs.

3.2.4 Analysis of Commercial Development and Emerging Trends
The consultant will review the community’s current commercial development (retail, service, and office), as well as any emerging trends regionally and nationally in the commercial development sector. This review will include a market analysis of commercial development in the City with recommendations that better position the City for current and future development and business activity.

3.2.5 Analysis of the Transportation Network
The consultant will review the city’s current transportation network, including sidewalks, bicycle/walking trails, and transit opportunities. The review will include an evaluation of the current network’s ability to support existing and future land use patterns, and recommendations for improvements. The City is also seeking an evaluation of opportunities for transportation-oriented development.

3.2.6 Analysis of Existing Land Use Classifications and Zoning
The consultant will review the City’s current land use classifications and develop recommendations based on the analysis in the above sections. The consultant will also be expected to review the City’s existing zoning code with an eye toward any amendments that may need to be made to support recommendations in the above categories. This is particularly the case with the current form-base code.
3.4 Community Satisfaction Survey

The City will conduct a Community Direction Finder Survey in conjunction with the process to update the Comprehensive Plan. This will be the third survey that the City has done through ETC Institute of Olathe, Kansas. It is expected that the consultant will participate in formulating questions for the survey to provide further analysis for recommendations in the Comprehensive Plan update. A review of past surveys to identify any key themes or trends in regards to land use and development in the community will also be beneficial.

3.5 Community Engagement

The consultant will assist the City in leading a highly interactive, public engagement process for updating the comprehensive plan. It is expected that the process will include an advisory committee made-up of representative sampling of the community (business owner, property owner, home owner, renter, new resident, old resident, young resident, mature resident, etc.). This advisory committee will provide guidance in identifying key areas of focus for the plan update and key stakeholders and desired public input processes. It is expected that there will be one or two public workshops, one or two focus groups, several stakeholder interviews, and a joint City Council / Planning Commission workshop.

Social media and an active website with maps, analysis, and draft recommendations for community feedback will be an important component of this process.

3.6 Preparation and Presentation of a Draft Plan

The consultant will prepare a nearly finished, draft plan that will be presented to the Advisory Committee, Planning Commission and City Council as well as in a general public forum. The presentation should include a methodology or process for gathering input and weighting the value of the input on the final plan.

Such presentation(s) will provide for a systematic, participatory process for gathering and recording comments on the plan and its recommendations. The consultant will then lead the advisory committee in evaluating recorded comments and making final adjustments to the recommendations in the plan.

3.7 Preparation and Presentation of Final Plan

A final, completed update to the Comprehensive Plan will be presented to the Planning Commission and City Council for formal adoption per the requirements of K.S.A 12-747. The plan will be an electronic form that is posted on the City’s web site and will include necessary maps, tables, and graphs to further clarify and support the analysis, narrative and recommendations of the comprehensive plan update. The plan will be presented in a format that is user-friendly and easily comprehensible. The consultant should make every effort to minimize the use of technical, planning language.
4 SUBMITTAL REQUIREMENTS AND TIMELINE

4.3 Submission of Response

Those desiring to submit a response to this RFP shall submit six (6) hard copies and one (1) digital copy of their proposal to the City Clerk’s Office by no later than 4:30 p.m. (CDT), Friday, October 4, 2019. Submission should be clearly marked “Comp Plan Update” and addressed to:

City Clerk
City of Mission
6090 Woodson St.
Mission, KS 66202

Submissions received after the date and time stated in this RFP shall not be considered. Any submissions received after the deadline shall be returned unopened providing the entity submitting the response is identified on the response envelope.

4.4 Submission Timeline

The following is a list of key dates for consideration of proposals:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Issued</td>
<td>August 12, 2019</td>
</tr>
<tr>
<td>Last Day for Addenda</td>
<td>September 20, 2019</td>
</tr>
<tr>
<td>Due Date for Submittals</td>
<td>October 4, 2019</td>
</tr>
<tr>
<td>Initial Review of Submittals</td>
<td>Week of October 7, 2019</td>
</tr>
<tr>
<td>Interviews</td>
<td>Week of October 14, 2019</td>
</tr>
<tr>
<td>Selection and Final Contract Negotiation</td>
<td>Week of October 21, 2019</td>
</tr>
<tr>
<td>City Council Consideration</td>
<td>November 6th and 20th, 2019</td>
</tr>
<tr>
<td>Notice to Proceed Issued</td>
<td>November 29th, 2019</td>
</tr>
</tbody>
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4.5 Contents of Submittals

To be considered for selection, proposals shall be (1) clear and concise, (2) responsive to all RFP requirements, and (3) presented in the form of a written report with the following subheadings clearly marked:

1. Cover Letter
2. Experience of the Firm
3. Project Team Organization
4. References
5. Project Approach
6. Proposed Costs
7. Appendix A – Acknowledgement of Addenda
4.5.4 Cover Letter (Limit One (1) Page)

Submit a cover letter signed by an individual authorized to obligate the Respondent to fulfill the commitments contained in the proposal. The letter must include the following: (1) a contact for all communication pertaining to the proposal (including name, position, address, direct phone number and email); (2) a statement of the Respondent’s understanding of the scope of services to be provided and overall ability and qualifications to successfully fulfill the scope of services; and (3) acknowledgment by respondent that it meets all requirements for award of a contract.

4.5.5 Experience of the Respondent / Statement of Qualifications (Limit Two (2) Pages)

Provide a brief description of the Respondent including length of time in business, services provided, and any certifications and/or affiliations that may be relevant. Provide sufficient information in the proposal for the selection committee to evaluate the ability and experience of the Respondent to successfully fulfill the requirements of the scope of services.

4.5.6 Project Team Organization (Limit Two (2) Pages)

Describe the Respondent’s team that is being proposed for the project. In particular, describe how the proposed team will be organized to provide the requested scope of services. Provide a brief background of each team member’s experience and the role they will play in the project. If any sub-consultants are proposed, indicate who these are and if they have a track record of successful projects with the Respondent.

4.5.7 References (Limit Two (2) Pages)

List the most significant projects (maximum of 5) performed in the last five years that are similar to the project described in this RFP. Entities located within the Kansas City area are preferred, but not required.

Indicate the date, scope of services, and total cost of the projects; and the name and telephone number of the principal client contact. The City reserves the right to contact the clients listed to perform reference checks.

4.5.8 Project Approach (Limit Four (4) Pages)

Provide a detailed description of the process for accomplishing the services outlined in the Scope of Work. The Respondent should document a clear understanding of the scope of services including data requirements, technical analysis, and public participation process. Note any methods for accomplishing what is desired in the most efficient manner or utilizing innovative approaches. Suggest anything that may not be mentioned in the Scope of Work, but may be beneficial for the process.
4.5.9 Proposed Hours and Fees

Submit a breakdown of the proposed number of hours for each portion of the plan development and costs associated with that portion. Provide any additional fees that may be associated with the plan development including travel, copying, and supplies. This should tie to an overall proposed cost for the plan. This will serve as a basis for further refinement and negotiation of costs.

4.5.10 Appendix A – Acknowledgement of Addenda

Respondent should complete and sign the Acknowledgement of Addenda as found in Appendix A of this RFP.

4.6 Questions and Addenda

Questions regarding this RFP may be addressed to:

Brian Scott
Assistant City Administrator
6090 Woodson
Mission, KS 66202
bscott@missionks.org

Questions must be submitted in writing. Any addenda will be sent to all that attend the mandatory pre-submittal with answers to further questions or clarifications of the RFP. Addenda will be posted on the City’s website as well.

The last date for addenda to be issued will be September 20, 2019, except for an addendum extending the date of submission or withdrawing the RFP.

4.7 General Requirements and Stipulations with Submission

The City reserves the right to reject any or all submissions and to waive any minor informality, technicality or irregularity in any submission.

All responses, and related reference information, submitted in response to this RFP will become the property of the City and will not be returned. Each Respondent submitting a response waives any right of confidentiality as to the response documents. If a Respondent submitting a response considers certain material in the response proprietary information, it shall clearly designate those portions of the response it wishes to remain confidential. As a public entity, the City is subject to making records available for public disclosure. The City will attempt to maintain confidentiality of material marked proprietary; however it cannot guarantee that information will not be made public.
The City reserves the right to (1) accept or reject any and all submissions and to waive any technicalities or irregularities involving any submission and to cancel the RFP process at any time prior to entering into an agreement, (2) not award a contract for any or all of the services that are the subject of this RFP process, (3) negotiate a contract terms acceptable to the City with the respondent and (4) disregard all nonconforming, non-responsive or conditional submissions.

During the evaluation process, the City reserves the right to request additional information or clarifications from those Respondents submitting proposals and to allow corrections of errors and/or omissions.

Submission of a proposal indicates acceptance by the Respondent submitting the proposal of the terms, conditions and specifications contained in this RFP to include any contract requirements set forth herein.

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those Respondents submitting proposals. The City reserves the right to select the submission that will best meet the needs of the City. Submissions that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

No submission may be withdrawn for a period of ninety (90) days from the date set for the opening thereof.

By submission of a response, each Respondent submitting a proposal certifies and acknowledges that:

a. It has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage fee resulting from the award of the RFP.

b. The City may, by written notice to the respondent submitting the response, reject the RFP or cancel any award under this RFP if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise were offered or given to any representative of the City with a view toward securing an agreement or other favorable treatment with respect to this RFP or the entity submitting the response participated on collusion with another entity to restrain or eliminate competition.

c. The contents of this RFP and any clarifications distributed or issued by the City shall become part of the contractual obligation and incorporated by reference into the ensuing contracts as the City deems appropriate.
Appendix A – Acknowledgment of Addenda

Respondents will need to complete and sign this acknowledgment that they have received and considered all Addenda that were issued in relation to this RFP.

________________________________________ (Respondent) does hereby certify that we have received any and all addendum issued by the City of Mission in relation to the Request for Proposals for:

Comprehensive Plan Update

And, that the Respondent has reviewed and understands each addenda issued and has developed its response to the Request for Proposals in accordance with said addendum.

Name of Respondent: ________________________________

Address of Respondent: ________________________________

_____________________________________________________

Name of Individual of Respondent with Authority to Sign on Behalf of Respondent:

_____________________________________________________

Title of Individual:

_____________________________________________________

Signature:

_____________________________________________________