



**2023-2024
REQUEST FOR PROPOSALS FOR
COMPREHENSIVE PLAN**

The City of Raytown, Missouri will accept sealed proposals from qualified firms interested in providing the following:

**Eight (8) Signed Copies and One Electronic Copy
MUST BE RECEIVED BY:
2:00 P.M. January 24, 2024**

Please mark your submittal "Sealed Proposal- FY'24 COMPREHENSIVE PLAN" and send it to:

**City of Raytown
Attention: City Clerk
10000 E. 59th Street
Raytown, Missouri 64133**

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below.

Respondent is REQUIRED to complete, sign, and return this form with their submittal.

Company Name	Authorized Person (Print)
_____	_____
Address	Signature
_____	_____
City/State/Zip	Title
_____	_____
Telephone Fax:	Date Tax ID#
_____	_____
E-mail	Entity Type
_____	_____

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CITY OF RAYTOWN
REQUEST FOR PROPOSAL

PART I

PROJECT

The City of Raytown, Missouri seeks consulting services to prepare a comprehensive land use plan by utilizing the city's existing plan as the beginning point ("Project"). The new, updated plan will provide vision, goals, objectives, and policies to guide the city's development and redevelopment for the next 20 years. The plan will guide the Board of Aldermen, Planning and Zoning Commission, staff, developers, property owners, and residents on the appropriate growth and redevelopment for Raytown.

The updated plan will integrate all aspects of urban development including demographics, land use recommendations, public facilities, transportation, environmental, and trends. A critical component of the plan will be setting a vision for the city's development and redevelopment. The vision component will need to analyze existing and future infrastructure needs and how technology will play a role in the future.

The qualified firm will need to take a creative and innovative approach to reviewing the needs of the community, while obtaining open-ended public input about the plan. The planning process shall develop a comprehensive vision for the City, individual parks; open space areas; trails; business opportunities; amenities and programs.

GENERAL INFORMATION

The City of Raytown, located in eastern Jackson County, Missouri, is a growing, full-service community of approximately 30,000 residents. The City operates under a 4th class form of government with ten Aldermen (two selected from each of the five wards) and a Mayor elected at-large. The City Administrator, appointed by the Board of Aldermen, is the chief executive responsible for the administration of the various departments, the enforcement of all local ordinances, and implementation of policies adopted by the Board of Aldermen.

PART II

A. SCOPE OF SERVICES

1. Expectations

The Project will create a comprehensive plan that will guide the development and redevelopment of Raytown for the next 20 years. Because of this it is imperative that the update process engages and gives the community the opportunity to provide input and feedback on the plan's creation. A key aspect to this will be establishing the community's vision for Raytown's future. The result of the update process will be a comprehensive plan that provides guidance to the community on how to reach that vision.

2. Services

The consultant firm engaged for the Project is expected to provide a wide range of services related to the plan update. Those services include, but are not limited to, the following:

1. A thorough evaluation of the city's existing comprehensive plan that was adopted in 1996 and any other city plans that guide and/or impact development. These plans include, but are not limited to, the following: Downtown Design Standards, Central Business District Design Elements, Highway 350 Corridor Design Guidelines, etc. Electronic versions of these documents can be found on the City's website at <https://www.raytown.mo.us/forms>.
2. Provide innovative ideas to address future trends in land use and community development.
3. Evaluation of existing land use map and categories and recommendation on a revised/new map and categories.
4. Analysis of population, economic, and land use trends and integrate them into the comprehensive plan.
5. Identify opportunities for development and redevelopment that will strengthen the city's housing, industry, and commercial land uses.
6. Analysis of, and provide specific recommendations for Town Square Overlay District and Central Business District Design Elements.
7. Recommendation on an updated/new comprehensive land use Plan that will guide the community's vision for the city's development over the next 20 years.
8. Create a robust public outreach program that is multifaceted, unique, and reaches out to residents and property and business owners.
9. Coordinate public participation and plan creation with the Comprehensive Plan Steering Committee, Board of Aldermen, Planning and Zoning Commission, and city staff.
10. Attend and coordinate public meetings, including outreach and informational meetings with the public, Board of Aldermen, Planning and Zoning Commission and Parks and Recreation Board meetings.
11. Final Comprehensive Plan preparation and document.

3. Community Involvement/Engagement

Involving and engaging the community's residents, leaders, workers, businesses, etc. is a critical component to the success of the Project. Qualified bidders must have significant experience in community planning and design, including land-use planning, landscape architecture, transportation, economic development, brand development, community engagement and a demonstrated ability to generate support for a shared community vision. Qualified bidders must also have experience working in public/civic environments and working effectively with a variety of stakeholders to build consensus towards an achievable and effective Comprehensive Plan. The city expects the consulting firm to design and implement a robust public outreach program that ensures the public is given the opportunity to participate in the process and provide feedback and direction on the Project.

4. Project Schedule

The city anticipates the Project to occur in 2024 and 2025. The Project will begin in the spring of 2024 and targeted to be completed by June of 2025. Project completion is defined as the final comprehensive plan approved by the Planning and Zoning Commission.

Firms responding to this RFP should include an anticipated Project schedule.

5. Deliverables

The objective of this Project is the creation of a Comprehensive Plan that provides goals, objectives, and a vision to guide Raytown's next 20 years of development and redevelopment.

To accomplish this the following quantitative deliverables must be included in the proposal:

1. Public outreach program and implementation.
2. Planning Commission presentations.
3. Parks and Recreation Board presentation.
4. Board of Zoning Adjustment presentation.
5. Board of Aldermen presentations.
6. Facilitate Steering Committee meetings.
7. A complete comprehensive plan ready for adoption by the city. The plan must include, at a minimum, the following components:
 - a. Vision for the community's development.
 - b. Existing conditions.
 - c. Trend analysis.
 - d. Transportation recommendations. Housing recommendations.
 - e. Land use plan.

- f. Infrastructure and Utilities.
 - g. Analysis and recommendation for the city's Town Square Overlay District and Central Business District Design Elements.
 - h. Economic Development.
 - i. Create a plan that is **useful, intuitive, and accessible** for the community in a concise, yet cohesive document. More specifically, the plan should be a practical, usable policy document that will provide appropriate guidance for the City's foreseeable future. The Plan should be well-organized, easy to read, user friendly, with plain language, illustrative information, diagrams, photos, etc., rather than being too heavy on narrative.
8. Electronic copy of the plan in pdf and Word format.
9. Data and analysis used to create the comprehensive plan, including but not limited to, spreadsheets, mapping (ESRI format), backing documents, etc.

PART III

A. Submission of Proposals

To be eligible for consideration, *one electronic* and **eight** hard copies (maximum of 30 pages) of the response to the RFP must be received and date stamped by the City of Raytown no later than **2:00 PM, January 24, 2024**. Late submittals will not be considered and will be returned to the submitter unopened.

The envelope package should be marked Raytown Comprehensive Plan.

City of Raytown
Attn: City Clerk
10000 E. 59th Street
Raytown, MO 64133

Questions should be directed in writing to Missy Wilson at missyw@raytown.mo.us.

B. Proposal Submission Requirements

The proposal should be complete and concise (maximum of 30 pages) and must contain the following information:

1. RFP Title page: Provide the subject of the proposal; the firm's name, address, and telephone number; proposal's contact name, address, telephone number, and email.
2. Transmittal letter: Provide a statement regarding the firm's interest in and understanding of the Project. The letter should include a statement that the firm has read and understands the RFP and agrees to all the conditions, requirements, and terms stated in the RFP. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the firm submitting a proposal for consideration.
3. Statement of qualifications: Provide information on the size, location, available resources, and a brief discussion on past experiences related to updating and creating comprehensive plans. The submitted materials should demonstrate the firm's, any sub-consultant's qualifications, and those of the staff to be assigned to the Project. Firms should demonstrate experience as the lead firm on at least three (3) similar projects, preferably within the past five (5) years.
4. Project team: Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including information such as: education, professional registrations, area of expertise and years of service in their respective fields. The following information should be included:

- a. Identify the project manager who will lead the Project.
 - b. Identify any sub-consultants that will be part of the Project team.
 - c. Names and proposed roles of other individual team members.
 - d. Education, experience, and biographies of all team members addressing the qualifications and considerations of the RFP.
 - e. Describe the qualifications of the firm and any subconsultants to perform the work requested. Include information about pertinent prior experience.
 - f. An outline of the proposed functions of the individuals and their back-up as well as their experience in the specific assigned functions.
5. Understanding of the Project and Raytown: Include a summary of the firm's understanding of the Project as described in this RFP, the City of Raytown, and the unique issues facing the city. Identify the city's background and issues that will impact the firm's methodology and approach to the Project.
 6. Methodology and approach: Provide a description of the method and approach your firm intends to utilize to complete the Project. Discuss and clearly explain the methodology proposed to satisfactorily achieve the required services for the Project. The respondent must document a clear understanding of the RFP's entire scope of work and Project intent including data requirements, public participation process, all aspects of technical analysis, projections, advanced technology, and software. Firms should provide suggested innovative approaches the city should consider when implementing this Project.
 7. Project timeline: Provide a proposed schedule from the start to the completion of the Project. The schedule should include phasing, key tasks, milestones, and approximate completion dates.
 8. Work samples: List and provide in electronic format only (web link or pdf) at least three (3) examples of comprehensive land use plans completed within the last five (5) years in which the consulting firm was the project's lead agency. The work samples are not included in the 30-page submission limit.
 9. References: Provide a list of municipal clients for which the firm was the lead agency in providing services similar to the ones described in this RFP. Provide contact information (name, position, address, telephone number, and email) of persons that the city may contact to verify work completed and performance.
 10. Verify firm capacity: Provide a statement of the firm's ability to begin and complete the Project within the timeframe identified in this RFP and in the manner described in the RFP response.
 11. Cost breakdown: Submit 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 timeline.
 12. Supporting information (optional): Provide other supporting information that the firm feels may assist the city in reviewing the firm's qualifications and RFP response.

The City will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, nor for presentations or other activities related to responding to this RFP. No costs chargeable for work under the proposed contract may be incurred before receipt of either a fully executed contract with the City or specific written authorization from the City.

PART IV

A. Timeline

The desired completion date for the Comprehensive Plan is Summer 2025. The anticipated schedule is included in the following timetable.

Activity	Targeted Dates
RFP Released	December 18, 2023
Pre-Proposal Conference for Q&A (held at City Hall, 10000 E. 59 th Street)	January 17, 2024 (10:00 A.M.)
RFP Deadline	January 24, 2024 (2:00 P.M.)
Formal Interviews with RFP Selection Committee (following review of qualifications); and Consultant selected	Week of February 12, 2024
Contract negotiation with Selected Consultant; and Contract presented to Mayor and Board of Aldermen and Request for Resolution	March 5, 2024 or March 19, 2024
Consultant research, community engagement and plan development; and Monthly updates to Steering Committee, and Planning and Zoning Commission.	Beginning Spring 2024 – Spring 2025
Work sessions with Planning and Zoning Commission and Board of Aldermen	Spring 2025
Adoption of 2024 Comprehensive Plan by Planning and Zoning Commission and endorsed by Board of Aldermen	June 2025

B. Evaluation of Proposals

The City will evaluate proposals and select the respondent which meets the best interest of the city. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract. The City's decision will be final.

An RFP Selection Committee will evaluate the submitted proposals. Of those, the best will be invited to a formal interview to make a presentation to the committee.

The RFP Selection Committee will consist of Board of Aldermen representative, representative from the Planning and Zoning Commission, Public Works Director, City Administrator, Assistant City Administrator, Planning and Zoning Coordinator and Community Development Director.

The City's evaluation criteria may include, but shall not be limited to, the following:

- Overall responsiveness to the RFP and quality of the proposal in clearly stating an understanding of the work to be performed.
- The firm's qualifications, experience, and demonstrated familiarity with comprehensive planning specifically for cities comparable to Raytown.

- The key personnel to be assigned to the project and their present workload.
- Organization of the team and approach to completing the project.
- Quality preferences from previous clients for similar projects and examples of projects provided.
- Cost of services. Although a significant factor, fees and expenses may not be the dominant factor. Fees and expenses will be a particularly important factor when all other evaluation criteria are relatively equal.

After completion of this process, staff will endeavor to negotiate a contract with the successful respondent. Upon reaching agreement on a contract, this negotiated contract amount will be presented to the Board of Aldermen for approval by Resolution authorizing the City Administrator to sign a contract with the successful respondent.

In the event that a mutually agreeable contract cannot be negotiated with said respondent, the staff will then enter contract negotiations with the next highest rated respondent, and so on until a mutually agreeable contract can be negotiated.

The City reserves the right to reject any or all responses and to waive any informality in the process when to do so would be to the advantage of the City.

The City reserves the right to reject any response(s) for noncompliance with the provisions outlined in this RFP.

The City, in its sole discretion, may choose not to award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the City not to do so.