



Paola *Kansas*
Proven Past... Promising Future

I. INTRODUCTION

The City of Paola, Kansas is announcing a request for proposal (“RFP”) from professional planning consultants for the update of its Comprehensive Plan.

II. BACKGROUND AND OBJECTIVES

Paola is the county seat of Miami County with an estimated population of 5,600. Paola is located along the US Highway 169 corridor just south of the Kansas City metropolitan area. The City is organized under a Mayor-Council-Manager form of government. Municipal operations include water, wastewater (sewer), police, and fire services.

The existing Comprehensive Plan was adopted in 2006. It reflects information obtained before the economic crisis beginning in 2008 and does not include data from the 2010 census. The community’s involvement in establishing priorities for the 2006 Plan was done through Town Meetings, a Community Survey, and a Community Vision Survey, which will need to be revalidated in the planning process.

This Request for Proposal states the general scope of work to update the Comprehensive Plan, outlines the requirements for potential consultants, and provides guidelines for preparing and submitting the proposal.

The proposal should clearly demonstrate how the firm(s) can best satisfy the requirements of the City of Paola in this effort. The City of Paola shall reserve the right to enter an agreement with the firm(s) presenting the proposal that is most advantageous to the City of Paola or to reject all submitted proposals.

III. FOCUS OF STUDY

A major component of the Comprehensive Plan Project is to determine the relevance of the existing plan, update it accordingly, and create a new path for the future.

The project should include assembling and analyzing data regarding all of the existing conditions within the City of Paola and utilizing that data to develop policies, strategies, actions, and an implementation plan to guide future development and decision making within the community with a 20-year time horizon. It is anticipated the new Comprehensive Plan would cover, but is not limited to, the following content:

- a. Community Assessment**
- b. Demographic/Economic Overview**
 - i. Population, housing, and demographic trends and projections
- c. Employment/Economy**
 - i. Economic trends and forecasts, actions for an economic development plan
- d. Natural Resources and Stormwater Management**
 - i. Development should be sustainable. The City will soon be conducting master plan projects for its Water and Wastewater (Sewer) Utilities. The Comprehensive Plan should ensure the sustainable utilization and management of the City's natural resources.
- e. Land Use**
 - i. Document existing land use, develop future land use plan, with an appropriate balance of commercial and residential uses and potential mixed-use where appropriate. This plan should include policies and action steps for implementation to guide future development and land-use decisions, including proposals and policy for land annexation.

f. Housing

- i. The State of Kansas Office of Rural Prosperity, in conjunction with Kansas Housing Resources Corporation, recently released an RFP for a statewide housing assessment. While the state assessment may prove helpful, the City wants to ensure the Comprehensive Plan process evaluates the local housing environment in Paola.

g. Transportation

- i. Transportation is an important component of community health. The Comprehensive Plan should assess Paola's connectivity within the City itself and between other communities within the region.

h. Parks & Recreation

- i. The City recently renewed a ½-cent sales tax initiative. Starting in late 2021, this sales tax will provide funding for the City's parks, pool, and streets. This sales tax will be in place for 15 years and represents a significant investment in City park amenities. The Comprehensive Plan should help frame and provide guidance for this investment.
- ii. There have been conversations within the community to create a formal Recreation Commission to oversee all aspects of recreation for Paola. There may be merit in exploring the Recreation Commission option during the community engagement initiative component of the Comprehensive Plan project.

i. Building Codes

- i. The City currently utilizes the IBC 2006 building codes. The Comprehensive Plan should help guide the conversation and direction on building code updates.

j. Downtown

- i. Paola is home to a historic downtown square surrounded by great properties. The City wants to ensure the viability and sustainability of downtown businesses and buildings while balancing community safety.

The City considers citizen input essential. The Comprehensive Plan process should be structured to maximize citizen involvement and participation. The consultant is encouraged to propose a process that is both creative and

interactive for soliciting input from a diverse citizenry and ensuring an open public dialogue throughout the development of the plan. Additionally, the selected firm should work with the City to develop an effective communication plan to ensure that citizens can fully participate in and track the process of the Comprehensive Plan project.

At the time of this RFP solicitation, the COVID-19 pandemic is front and center and community health is a concern. The City of Paola takes the presence of COVID-19 seriously. To that end, community engagement should be done with public safety in mind. While this adds a level of complexity to the process, it is essential that community engagement occurs and all participants feel safe doing so.

IV. DEVELOPMENT OF SCOPE OF SERVICES

Following the selection of the successful firm, a detailed Scope of Services will be developed by the City and consultant to outline the specific purposes, objectives, and tasks of the Comprehensive Plan Update.

V. PROPOSAL PROCEDURES

a. Anticipated Proposal Schedule

The following is a timetable for the consultant selection process.

Date	Activity
November 10, 2020	Advertise Request for Proposals
December 16, 2020	Consultant proposals due
January 12, 2021	Approval by Paola City Council

b. Inquiries Regarding the RFP

Questions concerning the RFP may be directed via email to:

Randi Shannon, Assistant City Manager, rshannon@cityofpaola.com

c. Submission of Proposals

Proposers shall submit four copies of their proposal. An electronic PDF version of the proposal may be requested after the submittal deadline.

Proposals for the City’s Comprehensive Plan Update will be received at:

Paola City Hall
19 E Peoria St.
Paola, KS 66071

until 12:00 PM (Local Time) on December 16, 2020. Proposals received after the submission deadline will not be considered. Proposals should be clearly marked by the proposer and should be addressed to:

2020 Comprehensive Plan Update

Attn: Sid Fleming, City Manager

d. Evaluation and Award Criteria

A Staff Screening and Selection Committee will review the Proposals and develop a ranking list based on the criteria stated below. After the initial screening process, the committee may also conduct interviews with selected firms, providing an opportunity for further clarification of the selected proposals. After this review process, the City Manager will present a recommendation to the City Council for consideration.

i. Criteria

1. Project Approach – Adequacy of the proposal addressing the areas of focus to include project timeline, community engagement strategy, and implementation capacity.
2. Fees for Services – Provide the fee for the proposed services and the fee rate for any related services.
3. Technical Qualifications – The qualifications of the firm’s professional personnel to be assigned to the engagement and the qualifications of the firm’s management support personnel to be available for technical consultation.
4. Firm Experience – Consultant’s past experience and demonstrated success with similar comprehensive planning projects; the firm’s creativity and effectiveness in facilitating

substantive and successful public participation processes in a diverse rural community; and the ability to provide the necessary professional staff, on a timely basis to complete the study.

The successful firm will have a professional planner (AICP preferred) to manage and lead the project and a team of experienced professionals to help address the broad spectrum of issues and facilitate the public process.

e. Terms and Conditions

- i. This RFP does not commit the City of Paola to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- ii. The City of Paola reserves the right to extend the date by which the submittals are due.
- iii. The City of Paola reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the City of Paola cancels or revises the RFP, such action shall be published as an addendum to the RFP.
- iv. All submittals become the property of the City of Paola. Except for the name of firms on the final list, no information contained in a proposal submittals shall be made public until after the award and execution of a contract.
- v. The City of Paola reserves the right to consider the requested options as a whole, in part, or not at all when determining the best product that best serves the City of Paola's interest.
- vi. The City of Paola reserves the right to request additional information and/or clarifications from any or all Respondents to this RFP.
- vii. All proposals must remain in effect for 90 days after the proposal due date.

- viii. The City of Paola is an equal opportunity employer. Minority and women’s business enterprises are encouraged to submit proposals on the Project.

VI. PROPOSAL REQUIREMENTS

- a. Cover Letter – A signed transmittal letter briefly stating the proposer’s understanding of the work to be done, why the firm believes itself to be the best qualified to perform the engagement, and any other information they consider essential to their proposal.
- b. Project Approach – The proposal should set forth a general project plan, including an explanation of the methodology to be followed to perform the services required in the request for proposal. Each proposal should detail the strategies to be taken to develop an understanding of the community and nurture citizen engagement.
- c. Firm Profile – At a minimum, the proposal should state the size of the firm, the size of the firm’s governmental planning staff, and the location of the office from which the work on this engagement will be performed.
- d. Project Team Qualifications – The proposal should describe the qualifications of staff to be assigned to the project. The description should include the composition of the team and prior experience of the individual team members.
- e. Proposed Fees – Provide the firm’s all-inclusive maximum fee for the requested work in this proposal. The fee rate for related services should also be included.
- f. Anticipated Project Schedule – The proposal should include a general timeline for the project.
- g. Work Samples & References – The proposal should describe prior comprehensive planning experience. The experience listing should be limited to the last five years and should include prior experience with Paola-like municipalities.

The proposal should include a maximum of three (3) client references, including contact persons and telephone numbers.