



# Comprehensive Plan Update Request For Proposal

# 2024

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Following is the request for proposals on services for updating the outdated comprehensive plan for the City of Cherryvale.

# Comprehensive Plan Update Request for Proposals **2024**

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## Invitation for Bids

The City of Cherryvale, Kansas is announcing a request for proposals from a professional planning consultant to update the City's Comprehensive Plan. The purpose of the Request for Proposal (RFP) is to obtain quotes and/or bids for providing the City of Cherryvale with an updated Comprehensive Plan for future use in many different city functions.

Karen Davis  
City Clerk  
123 W Main Street  
Cherryvale, KS 67335  
620-336-2776  
kseifert@cherryvaleusa.com

To be considered, each firm must submit a completed proposal bid form, certificate of liability insurance, and any additional information requested in the RFP with their proposal packet. The proposal bid form must be signed and include a statement as to the period during which the proposal remains valid.

Responses to this RFP will be evaluated based on a selection process consisting of:

- A review by the City of Cherryvale, response to the RFP, to determine if the proposal meets all criteria for consideration.
- Relevant experiences, project understanding, project requirements, strength of the proposal, and proposed fees.
- A review by the City of Cherryvale for professional references provided by the firm.

Every effort will be made to adhere to the following schedule:

- |                                |                 |
|--------------------------------|-----------------|
| • Distribute RFP               | August 20, 2024 |
| • Proposal Submission Deadline | October 7, 2024 |
| • Selection                    | October 7, 2024 |

Proposals will be accepted until 12:00 p.m. on October 7, 2024, and are to be submitted to Karen Davis, City Clerk, at the address listed above for the City of Cherryvale, Kansas. Proposals received after the submission deadline will not be considered.

Envelopes shall be clearly marked "Request for Proposal – 2024 Comprehensive Plan" on the outside of the envelope.

## Instructions for Bidders

The City of Cherryvale is seeking to award a service contract to a qualified professional planning firm. Said professional planner will perform the scope of work listed below within the City of Cherryvale, Kansas.

The City of Cherryvale will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered. Any bidder may withdraw his/her bid by written request at any time prior to October 7, 2024.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.

Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.

## Background and Objectives

The City of Cherryvale is located in the Northeast Corner of Montgomery County, Kansas. The City of Cherryvale is located 4 miles south of US Highway 400 while US 169 runs along the west side of our city. The City of Cherryvale operates under a Council-Administrator form of government. The City of Cherryvale operates police, fire/EMS services, as well as wastewater, storm water, and the small water distribution system serviced by PWWSD #4. The City of Cherryvale contracts sanitation services and administers the billing of those services in conjunction with the water, wastewater, and stormwater collection fees.

The current Comprehensive Plan was adopted by the City of Cherryvale in March of 1979 and therefore has outdated information. This RFP states the general scope of work to update the Comprehensive Plan and outlines the requirements for potential firms, and provides guidelines for preparing and submitting the proposal.

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

## Scope of Work

The major component of the Comprehensive Plan and this project is to determine the relevance of the existing plan, update it accordingly, and create a relevant and up to date plan for the future. This plan shall conform and comply with the requirements found in K.S.A. 12-747.

This project should include assembling and analyzing data regarding to all of the existing conditions within the City of Cherryvale and utilize the data to develop policies, strategies, actions, and implementations to plan and guide the City of Cherryvale in future developments and decision making within the community that is on a 20-year time horizon. It is anticipated and expected that the new Comprehensive Plan would cover, but is not limited to, the following content:

### A. Community Assessment

The firm should document the general location, extent, and relationship of the existing land uses within the City of Cherryvale, including agricultural, residence, business, industry, recreation, education, public buildings, and other community facilities, as well as any and all major utility facilities. (Public and private)

### B. Demographic and Economic Overview

Analyze population, housing, access to healthcare, and demographic trends and projections. Make recommendations that will enhance the quality of life within the City of Cherryvale.

### C. Public Facilities

Evaluate existing public facilities (Including Logan Park buildings, Cherryvale Community Center, Fairview Cemetery, City Hall, and other City facilities, as well as schools), and make recommendations for public improvement programming based on determination of relative urgency. Evaluate the major sources and expenditure of public revenue and develop long-range financial plans for financing public facilities and improvements based on a projection of the economic and discal activity of the city, both public and private.

### D. Employment/Economic Development

Analyze economic trends and forecasts, make recommendations for an economic development plan that will enhance the City's tax base, attract new business, retain existing businesses, create new jobs, improve job retention, and enhance the quality of life within the City of Cherryvale. The plan should provide sufficient neighborhood and community-wide shopping facilities efficiently distributed throughout the community and adequate opportunity for commercial expansion. The plan should provide opportunities for industrial development locations with suitable access, adequate community facilities, and favorable land use and environmental conditions.

### **E. Natural Resources and Stormwater Management**

Development should be sustainable. The comprehensive plan should ensure the sustainable utilization and management of the City's natural resources. The plan should have a stormwater assessment done to help assist the city with the natural flow of water and stormwater runoff when heavy rains occur. This is done through underground storm sewers and network of ditches. The plan should analyze the stormwater system and make recommendations for infrastructure plans and improvements if needed.

### **F. Emergency Planning and Preparedness**

Evaluate the City's existing emergency services and planning, and make recommendations that will enhance community safety and the City's preparedness for various types of emergencies, including improvements of response times for emergency services.

### **G. Future Land Use Plan**

Develop future land use plans, with an appropriate balance of commercial, industrial, recreational, 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. The plan should provide ample opportunity for continued community development within an orderly, efficient, and environmentally safe planning framework.

### **H. Housing**

The City of Cherryvale wants to ensure the Comprehensive Plan evaluates the local housing environment in the City of Cherryvale and provide recommendations what will accommodate population growth and sustainment. Such evaluation should include, but not be limited to; discussing existing housing conditions and a projections of future housing trends; identify housing goals, objectives, and policies for the City; and recommend future actions to implement the objectives to upgrade the condition of housing within the City of Cherryvale. The Comprehensive Plan should provide decent and affordable housing for the City's present and future populations while preserving and improving existing residential areas.

## **I. Transportation and Thoroughfares**

Transportation is an important component to community health and welfare. The Comprehensive Plan should evaluate transportation of all types whether publicly or privately owned (including but not limited to bike lanes, walkability, and rail service), and assess traffic patterns and the City's connectivity both within the City of Cherryvale itself and with other communities within the region. Streets should be classified based on characteristics of traffic volume, travel mobility, and property accessibility. Such street classification shall be used to group the streets and roadways into classes according to the character of service they provide. A thoroughfare system for street and system planning should be developed that includes street design standards.

## **J. Parks and Recreation**

The Comprehensive Plan update should evaluate the City's existing parks, open spaces, and recreational facilities (Including Lake Tanko, Cherryvale Community Center, and the Cherryvale Public Pool), and provide guidance for future investment to promote citizen involvement and foster a strong sense of community togetherness. The Comprehensive Plan should provide recreational opportunities for all sectors of the community and preserve scenic open space.

## **K. Building Codes**

The City of Cherryvale needs to update the current building codes to meet the most up to date International Building Codes. The Comprehensive Plan should help guide the conversation and direction on building code updates.

## **L. Historic Resources**

The Comprehensive Plan should encourage identification, protection, preservation, and adaptive reuse of historic and archeological resources within the City of Cherryvale, and make recommendations for balancing historic preservation and land use issues when making planning decisions.

## **M. Central Business District**

The City of Cherryvale's Central Business District is, and should continue to be, the retail and office core for the City of Cherryvale. The Comprehensive Plan should include a preliminary analysis of the viability of the Central Business District, particularly with regard to its current assets and deficiencies, short and long-term needs, and potential implementation techniques for the purpose of ongoing planning and revitalization.

The City of Cherryvale considers citizen input essential to the Comprehensive Plan and the planning process. The Comprehensive Plan should be structured to maximize citizen involvement and participation. The firm/consultant is encouraged to propose a process that is both creative and interactive for soliciting input from a diverse citizenry and ensuring open public dialogue throughout the development of the plan. Additionally, the selected firm should work with the City of Cherryvale to develop an effective communication plan to ensure that citizens can fully participate in and track the process of the Comprehensive Plan project.

## Development of Scope of Services

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

## Evaluation and Award Criteria

A staff screening and selection committee will review the proposals and develop and ranking list based on the criteria stated below. After the initial screening process, the committee may also conduct interviews with the selected firms, providing an opportunity for further clarification of the selected proposals. After this review process, the City Administrator will present a recommendation to the City Council for consideration. Criteria that will be considered:

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 additional related services
3. **Technical Qualifications** – Qualifications of the firm’s professional personnel to be assigned to the engagement, and qualifications of the firm’s management support personnel to be available for technical consultation.
4. **Firm Experience** – The firm/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.

## Terms and Conditions

1. This RFP does not commit the City of Cherryvale 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.
2. The City of Cherryvale reserves the right to extend the date by which the submittals are due.
3. The City of Cherryvale 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 Cherryvale cancels or revises the RFP, such action shall be published as an addendum to the RFP.
4. All submittals become the property of the City of Cherryvale. Except for the name of the firms on the final list, no information contained in the proposal submittals shall be made public until after the award and execution of a contract.
5. The City of Cherryvale reserves the right to consider the requested options as a whole, or in part, or not at all when determining the best product that serves the City of Cherryvale's best interests.
6. The City of Cherryvale reserves the right to request additional information and/or clarifications from any and all Respondents to this RFP.
7. All proposals must remain in effect for 90 days after the proposal due date
8. The City of Cherryvale is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals.



## Proposal Requirements

- 1. 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 Comprehensive Plan, and any other information they consider essential for their proposal.
- 2. 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 proposal. Each proposal should detail the strategies taken to develop an understanding of the community and to nurture citizen engagement.
- 3. 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.
- 4. Project Team Qualifications** – The proposal should describe the qualifications of staff to be assigned to the project. The description should include to composition of the team and prior experience of the individual team members.
- 5. Proposed Fees** – Provide the firm’s all-inclusive maximum fee for the requested work in this proposal. The fee rate for any additional related services should also be included.
- 6. Anticipated Project Schedule** – The proposal should include a general timeline for the project.
- 7. Work Samples and References** – The proposal should describe the firm’s prior comprehensive planning experience. The experience listed should be kept to a limited to the last five (5) years and should include prior experience with municipalities that are similarly situated to the City of Cherryvale

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

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Company Name:

Contact Person:

Address:

Phone Number:

Email Address:

Estimate Start Date:

Estimated Completion Date:

Authorized Signature: \_\_\_\_\_

*The City reserves the right to reject all bids, award the agreement, interview firm/consultants, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful firm/consultant.*