

Request for Proposals

To Prepare a New Comprehensive Plan for the City of Abilene, Kansas



Proposal Due Date/Time: December 9, 2022, at 5:00 p.m.

Community Development Director: Kari Zook

City of Abilene

419 N. Broadway, PO Box 519

Abilene, KS 67410

www.abilenecityhall.com



Introduction

The City of Abilene, Kansas is soliciting proposals for a review and a complete update of its 2006 Comprehensive Plan. Firms may submit an RFP in person at 419 N Broadway Abilene, KS, or by mail at PO Box 519 Abilene, KS 67410; in any case, **submissions must be received by 5:00 p.m. on Friday, December 9, 2022, in order to be considered.**

Consultants must submit **seven** hard copies and also a digital version. All communication on the proposal and formal submissions should be made to the primary contact. The proposal primary contact is:

Kari Zook
Community Development Director
City of Abilene
PO Box 519
Abilene, KS 67410
kari@abilenecityhall.com

Community Description

Located in Dickinson County, Abilene is an established community located along I-70, 20 minutes from Salina to the west and Junction City/Fort Riley/Manhattan to the east. Abilene is approximately 2 hours west of Kansas City. Abilene has a population of roughly 6,500 people. Finding a balance between managing future growth while maintaining Abilene's small-town feel and rich history will be an important component of this Comprehensive Plan update.

The following measures show the extent of Abilene's growth in recent years:

- Over the course of the last 15+ years, Abilene has seen new businesses move in such as Family Dollar, 24/7, Loves, Wilkens Acres, Midwest Meats, Legacy Kansas, among others.
- Development has begun on Abilene's newest and largest housing development, Golden Belt Heights.
- Abilene has seen the expansion of two large corporations, Great Plains Manufacturing and Russell Stover, both opening numerous additional job opportunities.

The following plans have been adopted by the City of Abilene and should be consulted as part of the complete Comprehensive Plan update process. Copies of these plans are available on the City's website.

- 2006 – Comprehensive Plan
- 2009 – Comprehensive Development Plan Update – Citizen Survey
- 2021 – Hazard Mitigation Plan

In addition to the above list of adopted plans, it is anticipated that the following documents will be adopted by the City of Abilene: Parks Master Plan. This document will also need to be considered as part of the Comprehensive Plan update.

Comprehensive Plan Content

The project of completely updating the City's Comprehensive Plan will include assembling and analyzing data regarding all the existing conditions within the City of Abilene and utilizing data to develop policies,

actions, and an implementation plan to guide future development and decision making within the community with a horizon of the year 2045. The city expects the new Comprehensive Plan to include the following content areas:

- 1.) Strategic Plan
- 2.) Community Assessment
- 3.) Demographics/Economic Overview
 - a. Population, housing, and demographic trends, including projections to 2045.
- 4.) Employment/Economy
 - a. Employment trends, including projections to 2045.
 - b. Economic trends and forecasts, including an analysis of retail sales and pull factors.
- 5.) Future Land Use Plan & Annexation
 - a. Future land use plan, with an appropriate balance of residential, commercial, and industrial uses. This plan should include policies and action steps for implementation to guide future annexation, development, and land use decisions.
- 6.) Environment/Stormwater Management
- 7.) Housing
- 8.) Transportation & Trails
- 9.) Parks & Recreation
- 10.) Utilities/Broadband
- 11.) Public Facilities
- 12.) Historical Preservation
- 13.) Implementation

In addition to the above noted sections, specific focus will be required on the development of a comprehensive public participation process, employing multiple techniques to ensure an open public dialog through the development of the Comprehensive Plan. This public participation will include regular meetings and presentations with the Comprehensive Plan Steering Committee, the Planning Commission, and City Commission.

Submission Content

The following information must be included as part of a firm's response to this request:

- **Letter of Interest:** Cover letter indicating interest in the project and identifying the firm's ability to provide services needed.
- **Introduction:** A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.
- **Work Program:** Describe the general project approach and process to be employed, describe a process approach that was used in the past to successfully complete a similar project, describe the proposed project schedule, including timeline of major milestones, deliverables, and completion.
- **Experience and Qualifications:** Brief documentation of the firm's prior work relevant to this RFP including the name, address, and phone numbers of client references and the primary contact persons.

- **Consultant Personnel:** Identify individuals from the firm's professionals and others who will work on the project.
- **Timeframe Flow Chart:** Submit a flow chart with estimated project timeframe for meeting important project targets.
- **Cost Estimate:** estimate for completing the entire project, including a lump sum dollar figure for all consultant and sub-consultant services, fees, and charges, as well as document and graphics preparation, reproduction, and delivery. The basis of the total budget shall be on the required tasks identified in your proposal. The budget should include all anticipated costs. The contract is expected to be constructed in a single total fee arrangement for all items.

Selection Process & Evaluation Criteria

Proposals received will be evaluated by the Comprehensive Plan Steering Committee. Based on the materials submitted, the city may invite any or all firms for proposal interviews. Upon selection, the City will negotiate a contract with the firm. It is the City's desire to select a consultant and get final City Commission approval during their January 23, 2023, meeting.

All proposals received will be evaluated based on the following criteria:

- Capabilities and previous experience in comparable projects, including qualifications of individuals who will have direct involvement in tasks on this project.
- The firm's general approach to the project. Although the City has identified the general nature of services required, the consultant is given leeway toward the approach to the methodology to provide the proposed services.
- Past record and performance on contracts with other governmental agencies, including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.
- Capacity of the candidate to perform the work in a timeline manner and affirmatively respond to the inquiries and schedule of the City and dedicate the appropriate personnel as the schedule dictates.
- Compatibility with the City's financial obligations.

Timeline

- **RFP Release** – November 7, 2022
- **Deadline for Submittal of RFP** – December 9, 2022
- **Initial Review by Comprehensive Plan Steering Committee** – December 12-16, 2022
- **Consultant Interviews (if necessary)** – December 19-22 or December 27-30, 2022
- **Final Review by Comprehensive Plan Steering Committee** - January 3, 2023
- **Recommend to Planning Commission** – January 4, 2023
- **City Commission Study Session Review** – January 17, 2023
- **Recommendation of Contract to City Commission** – January 23, 2023
- **Expected Comprehensive Plan Adoption** – November 1, 2023

Deliverables of the Plan

- Text and report files shall be in MS Word and PDF formats. These shall be in formats acceptable to the City to enable low-cost reproduction, revision, and direct web and social media posting. High resolution versions shall be expected as well.
- The final Plan shall be 8 ½" by 11" vertically oriented. Three-ring binder is preferred but binding is possible if low cost and easy to change out as the plan may be updated. Final number of hard copies to be determined with final scoping.
- Maps and associated data shall be provided to the City.
- Presentation graphics for public meetings to be determined prior to meeting
- Updates and other information including graphics suitable for posting on the City's website; the city is responsible for website updates of available project materials.

RFP Terms & Conditions

1. The City of Abilene reserves the right to reject any or all proposals.
2. Questions regarding the RFP shall be submitted in writing to Kari Zook, Community Development Director, at kari@abilenecityhall.com by **November 23, 2022**. Responses to all questions received will be emailed to all respondents by December 2, 2022.
3. Although cost is an important consideration, the City of Abilene shall not be obligated to accept the lowest cost proposal but will base its decision on the criteria noted.
4. All data, documents, and other information provided to the City of Abilene by the consultant because of the RFP shall become property of the City of Abilene.
5. Expenses incurred in the preparation and submittal of proposals are solely the responsibility of the respondent and not the City of Abilene. 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 of Abilene.