

REQUEST FOR PROPOSALS (RFP)

***COMPREHENSIVE
PLAN***

APRIL 12, 2023

CITY OF BELTON

Community Planning & Building Department

520 Main St, Belton, MO 64012

816.331.4331 | www.Belton.org



PROJECT OVERVIEW



PROJECT DESCRIPTION

The City of Belton, Missouri (“City”) is seeking the services of a multi-disciplinary Consultant team to facilitate a community planning process and create an innovative and thoughtful Comprehensive Plan (“Project”). The Plan should clearly communicate Belton’s vision for the community and serve as a guiding document for the growth and development of the City for a minimum of 15 years and beyond. This Request for Proposal package describes the scope of work and submittal requirements. Compliance with all federal, state and local laws, rules and regulations is required.

PROJECT SCHEDULE

| | |
|------------------------------------|-----------------------|
| RFP Released | April 12th, 2023 |
| Question Deadline | April 28th, 2023 |
| Proposals Due at 3:00pm | May 5th, 2023 |
| Interviews with Selected Firms | May 11th - 12th, 2023 |
| Recommendation to City Council | May 30th, 2023 |
| Execution of Contract for Services | May 31st, 2023 |
| Notice to Proceed | May 31st, 2023 |
| Final Document to City | March, 2024 |

QUICK LINKS

Website Link:

<https://bit.ly/3zagUmB>

Community Planning & Building:

<https://bit.ly/3LV1MRQ>

Current Projects Maps:

<https://bit.ly/3l1kgtS>

PROPOSALS DUE:

MAY 5TH, 2023 AT 3:00PM

520 MAIN ST, BELTON, MO 64012

Any Proposal submitted unsealed or unsigned, received via fax transmissions or received after the aforementioned date and time may be disqualified and returned to the submitter. Proposals will not be opened in a public forum.

QUESTIONS: Questions regarding proposals or technical questions should be made in writing to Matt Wright at mwright@belton.org by April 28th, 2023 at 5:00pm. The written requirements in this RFP shall not be changed or superseded except by written addendum. Failure to comply with the written requirements for this proposal may result in rejection of the proposal.

STATEMENT OF INTEREST: All parties intending to submit a proposal under this RFP must contact the City of Belton and provide an email address by no later than 5:00 pm. April 28th, 2023. This address will be used for official communications from the City, including notice of any addendums. All addenda will also be posted on the City’s website.



INTRODUCTION

The City of Belton, Missouri is seeking the services of a multi-disciplinary Consultant team to facilitate a community planning process and create an innovative and thoughtful Comprehensive Plan. The successful Consultant team will lead a community planning effort to create a Plan that is innovative, practical and will generate excitement among residents, businesses and visitors. The Plan should be the foundation for land use decision-making, as well as a living document that sets the vision and establishes priorities for City development and infrastructure, identifies long-term strategies for implementation, and provides practical guidance for everyday use. The process will require the use of creative outreach techniques during the public input phase to involve a broad array of stakeholders in discussions about the future of Belton.

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. The Plan should:

- Provide a consensus-based vision for the future of Belton
- Include a framework of achievable goals, strategies

and policies for each Department to support the vision

- Provide guidance to City Officials, City Staff, developers, landowners and residents on the appropriate growth and redevelopment of Belton;
- Integrate all aspects of development including demographics, land use recommendations, parks, public facilities, infrastructure, transportation, environmental considerations, and development trends
- Coordinate decision making across all City Departments for future infrastructure, community facilities and other capital improvements
- Establish a basis of fact for land use decisions.

Qualified Consultant Teams 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 Consultant teams 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.

BACKGROUND



The City of Belton is a suburban community of approximately 25,000 residents located in northwest Cass County and 18 miles south of Downtown Kansas City, Missouri. Roughly 14 square miles in size, Belton is bisected by Interstate 49. Incorporated in 1872, Belton began as a railroad and agricultural town with a population hovering around 1,000 people for more than six decades through 1950. In the early 1950s, the Grandview Air Force Base (later renamed Richards-Gebaur) opened just northwest of Belton in Kansas City. The construction of housing supporting the Base and the outward growth of suburban Kansas City led to Belton's first residential growth period, with the population increasing to 12,270 by 1970.

Modest growth in the 1970s led to a second strong residential growth period in the 1980s and 1990s, ending the century with a population of 21,730. While residential growth slowed in the 2000s, commercial growth increased and later joined in the late 2010s by industrial growth.

Today, all development sectors are experiencing significant growth, leading to the need for a new Comprehensive Plan to guide future development. The following is a summary of current and projected growth in various development sectors and community districts:

RESIDENTIAL DEVELOPMENT

Since 2018, more than 1,400 new housing units have been permitted, including two Class A apartment developments totaling 628 units. Most single-family subdivisions that were platted prior to the Great Recession have been built out or are nearing build out.

Continued job growth in Belton and in the nearby I-49 Logistics Center just north of the city limits, is expected to keep residential demand high for the foreseeable future. Currently, there are limited options available for new owner-occupied single-family housing, which is a market sector that needs to be addressed.



Since the development of Belton Towne Center in 2002, Belton has experienced sustained commercial growth for the past two decades. Belton continues to see commercial businesses at all scales from small home-based businesses to mainstreet shops to large chains grow and flourish.

As the 58 Highway/North Avenue corridor has limited vacancies, current and future commercial growth will likely be concentrated along the 163rd Street/Y Highway corridor.

COMMERCIAL DEVELOPMENT

INDUSTRIAL DEVELOPMENT

Over the past 4 years, the former Southview Golf Course at I-49 and 155th Street has been redeveloped as the Southview Commerce Center with over 2.2 million-sf. of Class A industrial space. All four industrial buildings are fully leased with the creation of 2,000 jobs across five tenants, including the City’s largest employer, Chewy, Inc., with more than 1,600 employees. Although there are few sites in Belton likely to accommodate industrial development on Southview’s scale, there is still interest and need for continued industrial development in the community.



The N. Scott Avenue Corridor was Belton’s first suburban commercial strip, largely developed between 1950 and 1980 as a connection between the former Air Force Base and downtown. In the 1980s, businesses slowly started migrating towards the 58 Highway/North Avenue corridor towards the I-49 interchange (then U.S. 71). The closure of the Air Force Base coupled with continued residential and commercial growth away from the Corridor led to increased vacancies and disinvestment for a sustained period of time. Retail and restaurant uses turned over to a mix of service, contractor, and light industrial uses. In 2014, the City adopted a Corridor Plan which was implemented by new Overlay District Guidelines that were adopted in 2017. Since 2017, redevelopment efforts have been slow, however, recent and proposed public and private investments along and adjacent to the Corridor is anticipated to spur additional interest.

NORTH SCOTT CORRIDOR

DOWNTOWN DEVELOPMENT

Downtown’s central and historic location has experienced significant reinvestment over the past few years. Storefronts that had previously been office and service uses have been transformed into restaurant and retail uses, expanding the draw of the downtown area with open hours beyond 5:00 PM. The surrounding neighborhood on the City’s historic angled street grid has also experienced reinvestment in residential properties. In 2021, the City approved a property tax abatement program to provide additional support for continued reinvestment. There are still many opportunities for redevelopment of vacant or underutilized properties through the downtown area, with a goal of making downtown a multi-modal mixed-use neighborhood.



FUTURE DEVELOPMENT AREAS (UNINCORPORATED CASS COUNTY):

The City’s future development areas include over 19 square miles south and west of the current city limits, which allows the opportunity for Belton to more than double in size at build out. The future development area is generally located between the Missouri/Kansas state line to the west, I-49 to the east, and 203rd Street to the south.

KEY TOPIC AREAS

The Comprehensive Plan will serve as the guiding document for growth and development over the next 15+ years. As such, there are a number of key topic areas that need to be addressed and meet the [American Planning Association's \(APA's\) Sustaining Places Best Practices for Comprehensive Plans](#), including:

LAND USE

The Plan must include a Future Land Use Map with an illustrated land use guide. The land use component should include a focus on existing or developing character areas, including downtown, neighborhoods, corridors, and historic districts. The Plan should also take into consideration future development areas and how those factor into the overall vision for the future. Recommended modifications to the Unified Development Code (UDC) should be included with the land use section to allow for smooth implementation.

ECONOMIC DEVELOPMENT

As part of the existing conditions report, the Consultant should conduct a market study for the City. The market study component of the planning process should analyze current and future trends, including advancements in technology, changes in consumer and workplace behaviors, and additional local and regional market trends that may impact local land use and the economy. The Plan should anticipate the changing nature of the retail landscape and related changes to land use planning principles in order to encourage commercial investment in appropriate locations. The planning process should reevaluate existing, long-vacant, commercially-zoned properties against current and projected market trends and identify strategies for repositioning areas where retail may have initially been considered, especially due to the effect of the pandemic and increased e-commerce.

The new Comprehensive Plan should utilize the results of the more detailed and focused market study to link land use and development recommendations to market realities.

TRANSPORTATION

The Plan should include feasible transportation recommendations for needed road enhancements and realistic expansion opportunities that are tied to future changes in land use and help connect areas within the City.

Consideration should be given to address emerging trends in transportation including electric vehicles, ridesharing services, and the like. A focus on bicycle and pedestrian connectivity is a priority.

HOUSING

The City desires to increase its housing stock to provide life-cycle housing for the community from starter home to high-end. The Plan should identify suitable locations for both higher-density residential development, new higher-end single-family detached dwellings, affordable housing, homelessness services, and promote market-supported strategies to support these housing options.

INFRASTRUCTURE & UTILITIES

The City's infrastructure capacity should be a factor in creating a realistic and implementable Comprehensive Plan. With numerous opportunities to accommodate significant development within the City, such as the undeveloped land to the West and South, it is important that future demands on infrastructure do not outstrip the City's ability to extend services or expand infrastructure capacity.

Coordination will be needed with the Public Works Department, as well as Evergy, and other utility providers throughout the planning process to ensure that land use and development recommendations can be supported.

PARKS, RECREATION & OPEN SPACE

Belton is a leader in aquatics and recreational activities, the plan should encourage policies that support and expand these activities. Due to the amount of floodplains located within the City, the Plan should address unique strategies for utilizing open space and sustainable landscapes to aid in reducing stormwater runoff.

The plan should also attempt to strengthen connections to existing natural areas, such as Markey Park and Memorial Park, through improvements such as bike trails, and leverage them as an amenity to not only local residents but those outside the community and region through increased tourism efforts. Increased tourism is a priority of the City. The Plan should identify opportunities and strategies to bring more visitors to Belton and increase overnight stays.

COMMUNITY CHARACTER

The Plan should include the public engagement phase consensus by identifying the overall community vision and how that relates to Belton's community character. The Plan should explore what makes Belton unique and incorporate the culture and vision of all the citizens of Belton. Plan recommendations should include strategies for wayfinding, pedestrian amenities, branding, and events.

IMPLEMENTATION STRATEGY

The City has a strong desire for a planning document that will serve as a regular reference guide for City staff, officials, partner organizations, and the community. Plan recommendations should identify short, mid, and long-term actions, long-term policy decisions, potential sources of funding, implementation mechanisms, and implementation partnership opportunities, where possible.



SCOPE OF WORK



The selected Consultant Team is expected to provide a wide range of services related to the Plan update. The intent of the Scope of Work is to serve as a framework which the Consultant Team can use to develop a more detailed scope of services based on their professional expertise, knowledge, and unique ideas. The final Scope of Work will be developed in collaboration with the selected Consultant Team and City staff prior to contract approval.

1. EXISTING CONDITIONS ASSESSMENT

The Consultant Team should propose an approach to analyze existing planning and land use conditions in the City and planning area. The existing conditions analysis should include an examination and summary of relevant plans and policies, demographics and market influences, current land use and zoning, transportation, the natural environment, recreation and tourism opportunities, community services, and infrastructure. Historic trends and emerging issues that have long-term implications should be assessed. The Consultant Team should work with City Staff to identify key stakeholders and a steering committee to reach out to during the public and stakeholder engagement process.

2. PUBLIC & STAKEHOLDER ENGAGEMENT

The Consultant Team should include a robust plan for public engagement in their proposal. Potential public engagement activities should be multifaceted, unique, and provide outreach to key stakeholders and the broader community. Below is a list of desired means of engagement:

- Stakeholder interviews
- Focus group meetings
- A statistically-valid survey (required)
- An interactive website (required)
- Social media
- Pop ups
- Charettes
- Open houses
- Workshops
- Project branding (required)

The City is interested in unique ways to present information to the community and obtain feedback such as visual preference surveys, interactive planning sessions and using various forms of media that are graphically based.

3. ESTABLISHMENT OF VISION & GOALS

Based on community input and other factors, the Consultant Team should develop a consensus-based vision for the future of Belton, as well as an interdepartmental framework of achievable goals, strategies and policies to support the vision.

4. KEY RECOMMENDATIONS

At approximately the midpoint of the project, before the preparation of the draft plan begins in earnest, the Consultant Team should be prepared to discuss the plan's expected recommendations. The purpose of this deliverable is to provide the City with a summary of key recommendations before significant resources are spent drafting the plan. This task should be used to identify any significant concerns with elements of the proposed plan. The deliverable should be provided to the City for review and comment.

5. DRAFT PLAN

Using all input obtained in the data gathering, public engagement and review of key recommendations, a draft plan should be developed. The Consultant Team has flexibility in the format and length of the draft plan, but not expected to provide a full plan outline in their proposal. Respondents should give some indication of the types of recommendations that are expected to be made regarding the topics that were identified as priorities in this RFP. The draft plan should also address implementation, including actions, which should be taken in the near future to advance its recommendations. As above, the format and length of the draft plan are flexible, but the approach should be clearly specified in the proposal. Respondents should assume that several meetings would be necessary to review the draft plan, including an initial presentation to City Staff, an informational open house, and presentations to the steering committee, Planning Commission, and the City Council.

6. FINAL PLAN

The Consultant Team should prepare a final plan based on comments made regarding the draft plan by City staff and officials, stakeholders, and others. The Belton Planning Commission will review and adopt the final plan. Respondents should assume that a series of meetings would be necessary, including an initial presentation to City Staff, an informational open house, a formal public hearing, and presentations to the steering committee, Planning Commission, and the City Council.

DELIVERABLES

The selected Consultant Team must provide, at a minimum, the following quantitative deliverables and they must be specified in the proposal:

1. A complete final draft of the Comprehensive Plan ready for adoption by the City, including all exhibits and attachments;
2. Electronic copy of the plan in an interactive PDF; all maps should be provided in PDF form and layers in ARCGIS or similar format acceptable to the City.
3. An executive summary (or similar document) useful to the development community; and
4. Data, analysis, and all sources used to create the Comprehensive Plan, including but not limited to, spreadsheets, mapping (ESRI format), etc.
5. The full statistically-valid survey report with local City comparisons in PDF format.



SUBMITTAL INFORMATION



CONSULTANT TEAMS RESPONDING TO THIS RFP MUST:

- Provide one (1) electronic PDF and five (7) hard copies of a response to this RFP in accordance with the Response Requirements named herein.
- Electronic copies shall be provided on a standard USB/jump drive and included with the hard copy submittal.
- Submittals must be received by the City of Belton no later than May 5th 2023 at 3:00 PM CST.
- The envelope/package must be marked “RFP Response: Belton Comprehensive Plan.” All items shall be mailed or hand delivered to:

**CITY OF BELTON
520 MAIN STREET
BELTON, MO 64012**

ATTN: MATT WRIGHT, DIRECTOR OF COMMUNITY PLANNING & BUILDING

- Communication (other than the process described herein) with the City, the selection team, or the general public relative to this RFP prior to the announcement of a selection is strictly prohibited.
- Specific questions related to the items requested in this document must be submitted in writing, via email, to Matt Wright at mwright@belton.org by April 28th, 2023 at 5:00 PM. The subject line of the email should read COMP PLAN RFP QUESTION. An email responding “Received” will be sent in response. If you do not receive this email, please call to confirm receipt of your questions (816-892-1266).
- All questions received will be answered in an Addendum Document on May 1st, 2023. That document will be posted on the City of Belton’s website: www.belton.org.

STATEMENT OF INTEREST: All parties intending to submit a proposal under this RFP must contact the City of Belton and provide an email address by no later than 5:00 pm. April 28th, 2023. This address will be used for official communications from the City, including notice of any addendums. All addenda will also be posted on the City’s website.

RESPONSE REQUIREMENTS

The proposal response is limited to 25 double (or 50 single) sided 8.5” x 11” pages, including the title page and cover letter. **The proposal must contain the following information:**

1) TITLE PAGE: Provide the subject of the proposal; applicant’s name, address, and telephone number; individual point of contact name, address, telephone number, and email.

2) COVER LETTER: Provide a statement regarding the applicant’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 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) QUALIFICATIONS: Provide information on the size, location, project cost, public engagement used, and a brief discussion on past experiences related to updating and creating Comprehensive Plans. Submitted materials should demonstrate the applicant's, and any sub-consultant's qualifications, and those of the particular 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, and other related projects from sub-consultants within the last 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: education, professional registrations, area(s) of expertise and years of service in their respective fields. The following information should be included:

- Identify the project manager who will lead the Project;
- Identify any sub-consultants that will be part of the Project team;
- Names and proposed roles of other individual team members;
- Education, experience, and biographies of all team members addressing the qualifications and considerations of the RFP;
- Describe the qualifications of the firm and any sub-consultants to perform the work requested including information regarding pertinent prior experience

5) PROJECT UNDERSTANDING: Include a summary of the firm's understanding of the Project as described in this RFP, the City of Belton, and the unique issues facing the City. Identify the City's background and issues that may 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 in order 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 the new Comprehensive Plan.

7) PROJECT TIMELINE: Provide a proposed schedule from the start to the completion of the Project. The schedule should include phasing, milestones and approximate completion dates.

8) WORK SAMPLES: List and provide in electronic-format only (web link or pdf) at least three examples of comprehensive plans completed within the last five years in which the consulting firm was the project's lead agency. The work samples are not included in the 50-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 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. Provide information regarding any other projects that the firm has already committed to that may occur simultaneously with this project.

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. Provide a comprehensive Project budget as well as a payment schedule.



EVALUATION & SELECTION PROCESS



A City review team will review and score the RFP responses. The RFP scores will be used to identify a “short list” of firms that will be interviewed. Selection will be based on a comparative evaluation of firm’s professional qualifications including:

- Past performance on similar projects
- Understanding of Project scope
- Approach in completing the objectives of the Project
- Relevant experience, and availability of key personnel
- Knowledge of and experience in creating Comprehensive Plans
- Knowledge of Belton and its role in Cass County and the Kansas City Metropolitan area
- Ability to bring unique ideas and perspectives to the Project
- Firm’s ability to meet schedules
- The uniqueness and extensiveness of the firm’s public engagement process
- Cost reasonableness

OTHER INFORMATION

Upon selection of the final proposal, the City will negotiate final business and performance terms with the selected development team(s) and recommend a firm to the City Council for final approval of contract for services for the Project. The contract award is subject to the complete and sole discretion of the City Council.

The commencement of negotiations does not commit the City to accept any or all of the terms of the proposal, and negotiations may be terminated by the City at any time, in which case the City reserves the right to enter into negotiations with other proposers. These negotiations may result in minor or material changes to the proposal, including both the business terms and the Project. Successful negotiations will result in an award recommendation.

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 in its sole discretion to select the response that best meets the needs of the City and to waive any informalities, technicalities, or irregularities in the response.

Responses that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-

compliance. The City reserves the right to reject all proposals and re-issue this RFP at a later time.

Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Negligence upon the part of the respondent in preparing the proposal confers no right of withdrawal after the Submission Date for the submission of proposals.

The City reserves the right to waive informalities and minor irregularities in submittals received. The City reserves the right to revise the selection schedule.

By making a proposal, you agree that all proposals shall be considered firm offers for a period of 180-days following the due date. Once submitted, proposals may not be changed without the written consent of the City.

The selected firm and the firm’s sub-consultants will be expected to utilize the personnel listed in their response as long as the individuals are employed by the company. Any changes in personnel are subject to written approval by the City.

All documents submitted in response to this RFP will become the property of the City, unless expressly

identified by the submitting party as proprietary. By responding to this RFP, the consulting firm acknowledges that its RFP response is presumed to be an open record under the Freedom of Information Act (FOIA). Consulting firms specifically waive any claims against the City related to the disclosure of any material if made pursuant to a public records request.

The applicant covenants that at the time of submittal of the response, the firm has no other contractual relationships, which would create any actual or perceived conflict of interest.

The City reserves the right to consider relevant and factual information gained from sources other than the response and interview.

