

MEMO

From: Cherokee County Planning Commission

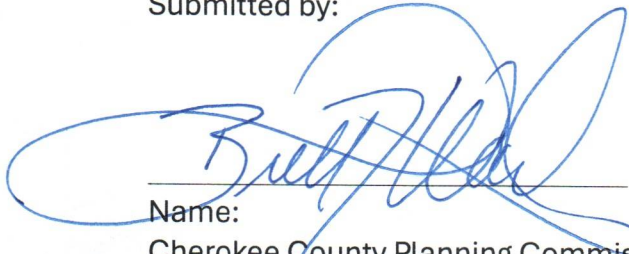
To: Cherokee County, Kansas Board of County Commissioners

Date: February 5, 2025

Re: Request for Proposal

Pursuant to the Cherokee County, Kansas Procurement Policy, Resolution 10-2024, the Cherokee County Planning Commission has reviewed and approved the attached Request for Proposal – Comprehensive Plan Development. The Planning Commission hereby recommends the same be approved by the Board of County Commissioners. Further, the Planning Commission has determined, due to the nature of the request, it should be published by being posted on the Cherokee County, Kansas website and sent directly to known firms available to provide the requested services.

Submitted by:



Name:

Cherokee County Planning Commission Chairman

Date: 02/05/2025

REQUEST FOR PROPOSAL
Comprehensive Plan Development

Cherokee County Planning Commission

I. Introduction

Pursuant to K.S.A. 12-747, the Cherokee County Planning Commission, hereinafter referred to as “the Commission”, is requesting proposals from professional planning consultants, hereinafter referred to as “Consultants”, to develop a comprehensive plan for the coordinated development of Cherokee County, Kansas, hereinafter referred to as “the County”.

II. Background and Objective

Cherokee County is the southeasternmost county in Kansas, sharing borders with Oklahoma and Missouri. As of the 2020 census, the County’s population was 19,054. There are three incorporated cities within the County, to wit: Baxter Springs (approximate population 3,800), Columbus (approximate population 2,800), and Galena (approximate population 2,700).

Cherokee County does not currently have a comprehensive plan. Baxter Springs and Columbus have developed and adopted comprehensive plans. While Baxter Springs’ comprehensive plan is limited to the area within its incorporated city limits, Columbus recently updated its comprehensive plan to include areas outside of the incorporated city limits, as provided by K.S.A. 12-715b.

The Commission seeks to develop a comprehensive plan for a thoughtful, strategic, and informed approach to future development in the County.

III. Focus

The Comprehensive Plan shall be prepared in accordance with the requirements of K.S.A. 12-747(b) and all other applicable laws. Consultant shall prepare comprehensive surveys and studies of past and present conditions and trends relating to land use, population and building intensity, public facilities, transportation and transportation facilities, economic conditions, natural resources and may include any other element deemed necessary to the comprehensive plan. Such proposed plan shall show the Commission's recommendations for the development or redevelopment of the territory including:

- a. The general location, extent and relationship of the use of land for agriculture, residence, business, industry, recreation, education, public buildings and other community facilities, major utility facilities, both public and private, and any other use deemed necessary;
- b. population and building intensity standards and restrictions and the application of the same;

- c. public facilities including transportation facilities of all types whether publicly or privately owned which relate to the transportation of persons or goods;
- d. public improvement programming based upon a determination of relative urgency;
- e. the major sources and expenditure of public revenue including long range financial plans for the financing of public facilities and capital improvements, based upon a projection of the economic and fiscal activity of the community, both public and private;
- f. (f) utilization and conservation of natural resources; and
- g. (g) any other element deemed necessary to the proper development or redevelopment of the area.

The County and the Commission acknowledge public input is essential in developing a comprehensive plan. Accordingly, development of the comprehensive plan shall be structured to provide ample opportunity for public input. A proposal submitted in response to this request should include Consultant's plan for providing such opportunity.

IV. Final Scope of Services

The final scope of services will be developed by the selected Consultant and the Commission to outline the specific purposes, objectives, and tasks to be performed.

V. Procedure

a. Timeline

Date	Activity
February 10, 2025	Publish RFP
March 21, 2025	Proposals Due
March 24, 2025	Proposals Reviewed by County Commission
April 2, 2025	Planning Commission Review/Selection
April 7, 2025	County Commission Final Review

b. Inquiries

Inquiries regarding this Proposal shall be submitted to the Cherokee County Clerk, Rebecca Brassart, via email at rebecca.brassart@cherokeecounty-ks.gov, or by phone at (620) 429-9500.

c. Submission

Consultant must submit their proposal to the Cherokee County Clerk's office on or before March 21, 2025 at 2:00 p.m. CST. Proposals must be submitted in person at the Cherokee County Clerk's Office, 110 W. Maple Columbus, Kansas or submitted by mail at County Clerk, ATTN: Planning Commission, PO Box 14, Columbus, KS 6675. The proposal must be submitted in a sealed envelope marked "Proposal for Comprehensive Plan Development".

d. Review/Selection

The Cherokee County Board of Commissioners will open and review all proposals at the first regularly scheduled meeting following the submission deadline. The Board will refer all proposals to the Planning Commission for review and recommendation. The County Commission will review and select the winning proposal at the Commission Meeting on April 7, 2025, in accordance with the Cherokee County Procurement Policy.

e. Terms and Conditions

- i. This request does not commit the County or the Commission to award a contract.
- ii. The Commission is not responsible for any cost incurred by Consultant in preparing a proposal.
- iii. The Commission reserves the right to extend the deadline for receiving proposals or selecting a winning proposal with no further public notice.
- iv. The Commission reserves the right to request additional information and/or clarification from any and all Consultants who submit a proposal.
- v. Any proposal submitted in response to this Request must be valid until June 30, 2025.

VI. Proposal Requirements

- a. **Cover Letter.** Consultant should include a letter summarizing the proposal, stating any reason Consultant believes it is best suited to meet the needs of this Request, and any other information Consultant deems appropriate for consideration of the Commission.
- 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 this Request. Each proposal should detail the strategies to be taken to develop an understanding of the community and solicit public input.

- 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. **Fee.** 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. **Proposed Schedule.** The proposal must include an estimated timeline for completion of each phase of the work to be provided.
- g. **References.** The proposal must include at least 3, but no more than 5 references for similar projects previously completed by Consultant in the past 5 years. For each reference, provide a contact, phone number, and email address.