



CITY OF
Oak Grove

2110 S. Broadway · Oak Grove, Missouri 64075 · (816) 690-3773 · Fax (816) 690-8478

CITY OF OAK GROVE, MISSOURI 2022 COMPREHENSIVE PLAN UPDATE REQUEST FOR QUALIFICATIONS

Request:

The City of Oak Grove, Missouri (“City”) is updating its Comprehensive Plan (“Plan”) for the physical development and redevelopment of the community; and invites qualified Consultants (“Consultant”) to respond to this Request for Qualifications (“RFQ”).

Notice is hereby given to any person, firm or corporation wishing to submit qualifications for the Project that the Board of Aldermen of the City of Oak Grove, Missouri will receive sealed proposals, at the office of the City Clerk, Oak Grove City Hall, 2110 S. Broadway, Oak Grove Missouri 64075, until 2:00 p.m. on the 4th day of October 2021.

Proposals received after the deadline will not be considered. Staff will publicly open and announce received “RFQs” at 2:00pm at the Oak Grove City Hall located at 2110 S. Broadway.

Selection Process:

A selection committee will evaluate and score the proposals that are submitted. Top-ranked Consultants may be invited to interview with the selection committee. However, the City of Oak Grove may dispense with interviews and select the Consultant it finds to be the most qualified to perform the work.

Consultants will be evaluated and scored as follows:

(25pts) Qualifications of Consultant and Project Team

(25pts) Relevant Project Experience

(25pts) Approach and Schedule

(25pts) Fee Schedule

The City of Oak Grove will seek to negotiate a contract, detailed scope of work and fee schedule with the top-ranked Consultant. If unable to reach an agreement, the City will terminate negotiations and commence negotiations with the second-ranked Consultant, and so forth.

Introduction:

The City of Oak Grove, Missouri is requesting qualification submissions from any and all qualified Consultants with expertise in current and future land use planning, planned growth, economic development, demography, emerging trends, community visioning and public engagement. The selected Consultant will be responsible for the management and execution of this project, including implementing quality and innovative community engagement, communicating with staff, and producing the required final product.

The current Oak Grove Comprehensive Plan was adopted in 1999. The Plan contains the following sections: Housing & Population; Economic Development; Community Services & Facilities; Physical Characteristics; Transportation & Infrastructure; and Existing & Future Land Use.

Purpose:

The goal is to engage the community in a participatory process to form a consensus for the foundation for the community's 20-year vision for development, redevelopment, and community. The Plan will address the City's existing conditions, future visioning, and phased growth/annexation opportunities.

About Oak Grove:

Oak Grove is ideally located with Kansas City on one side and beautiful rural Missouri on the other. Our residents are just minutes away from Kansas City and Metropolitan area activities, or hunting and fishing on a local farm, or enjoying a quiet evening home on the deck with family or friends.

Oak Grove has steadily flourished into an astonishing suburb supporting 8,000 residents and growing. Consisting of more than 20 subdivisions and a well-stocked existing home market, Oak Grove and the Kansas City region consistently rate among the top buyer-friendly cities in the nation for housing affordability.

Oak Grove prides itself on being family friendly! Besides the award-winning schools, the area is rife with lakes, outdoor parks, a public library, and year-round youth athletic and non-athletic activities. Adding to the quality-of-life combination includes a variety of religious denominations and a crime rate significantly lower than similar-sized communities in Missouri.

Oak Grove's quality neighborhoods and friendly people are two of the main factors attracting businesses to the community. Striking neighborhoods, strong family values, excellent schools and outstanding quality of life are cornerstones of living in Oak Grove.

The City of Oak Grove is dedicated to achieving the highest quality of development, infrastructure, and quality of life for its citizens. These goals are met, in part, through the enhancement and expansion of the local economy.

1999 Plan Goals:

GOAL #1 – TRANSPORTATION: Provide an efficient transportation network throughout the City of Oak Grove emphasizing appropriate maintenance and long-range transportation planning.

GOAL #2 - PARKS, RECREATION & OPEN SPACE: Provide accessible neighborhood and community-wide parks and open space for the use and enjoyment by every resident of Oak Grove.

GOAL #3 – HOUSING: Promote a variety of housing types to meet the housing needs of the community while ensuring that all neighborhoods have access to necessary infrastructure, open space, schools, and other community facilities.

GOAL #4 - ECONOMIC DEVELOPMENT: Promote the attraction, retention and expansion of businesses and industries within defined districts throughout Oak Grove.

GOAL #5 - UTILITIES & PUBLIC SERVICES: Provide excellent public services to all residents and businesses of Oak Grove.

Project Description:

The Consultant will work with City staff to update the existing plan. The Plan must meet all requirements of the State of Missouri, Jackson County, City of Oak Grove, and any other specifications required to be a complete comprehensive plan. The final plan must be presented in a non-technical, easy to read and understandable format.

The Oak Grove City Administrator and Public Works Director will be the primary points of contact for the Plan. City staff will be available to assist and will attend (but not lead) public engagement activities. The Consultant will be primarily responsible for public engagement and the collection and synthesizing of public input.

A contract will be negotiated and issued with a detailed project scope after a Consultant has been selected and approved. Staff anticipates a proposed budget of not to exceed \$50,000 for project completion.

Proposal Requirements and Evaluation Criteria:

1. **Cover Letter and Summary:** Summarize the Consultants qualifications relevant to the proposed project and identify key members of the project team. The Consultants overall strategy and approach to comprehensive planning, overview of project timeline and key deliverables.
2. **Description of Consultant Firm and Project Team:** Describe the firm's areas of expertise, length of time in business, number of employees, approach to work, and any other pertinent information. Include professional resumes with related experience of key team members that will be assigned to this project.
3. **Project Approach:** Describe the tasks including timelines that must be accomplished to achieve the project and associated deliverables. Provide a narrative and overall project timeline with key steps. Please describe how your firms' overall approach will best benefit this project and the City of Oak Grove.
4. **Project Timeline:** Provide a project timeline with project phases, tasks, and activities including duration and key groups for each item (ex: public, city staff, board, Consultant.)
5. **Fee Schedule:** Provide a schedule with hourly rates, fees, reimbursable expenses, and all other expenses (ex: mileage, materials, etc.) that will be incorporated in the Consultant contract. Include a grand total to complete the project as presented.
6. **References:** Provide reference for previous work completed that demonstrate relevant experience. Describe the referenced project and provide contact info including name, address, phone number and email of the client.
7. **Finished Product:** Provide a detailed list of items that will be included as part of the comprehensive plan. Examples of similar finished projects would be desirable. The Consultant will be responsible for presenting the final product to the Planning and Zoning commission and City's Board of Aldermen for adoption.
8. **Misc.:** Availability statement and commitment on the below timeline. Interest and unique approach specific to Oak Grove.

Tentative Project Schedule:

RFQ issued	August 26, 2021
Deadline for RFQ submittals	October 4, 2021: 2:00pm
Interviews/Contract Negotiation	October 4 – November 1, 2021
Selection of Consultant and Contract Execution	October 4 – November 15, 2021
Community Engagement/Plan Development	December 2021 - August 2022
Work Session with Board of Aldermen	September 2022
2022 Comprehensive Plan Adoption	October 2022

Instructions:

Applicants must follow these instructions when submitting their proposal:

Should be delivered as follows: Four (4) hard copies plus one (1) electronic PDF-file version (CD or flash drive) shall be submitted to the address below in a sealed package clearly marked to the attention of:

Matthew Randall
City Administrator
City of Oak Grove, MO
2110 S. Broadway
Oak Grove, MO 64075
mrandall@cityofoakgrove.com

Proposals received after a specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process any time before the submittal deadline. The City reserves the right to extend time for submittals.

- Additional promotional materials/brochures may be included with the proposal but may not substitute for any of the content requirements of the proposal itself. These additional materials need not be submitted in an electronic format.
- Communications (other than the process described herein) with the City, the selection committee, or the general public relative to this RFQ prior to the announcement of a selection is strictly prohibited.
- The City reserves the right to request a change in any proposed sub-consultants, if applicable.
- The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any Consultant or individual submitting a proposal.
- The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
- All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

Materials Available Upon Request:

- 1999 Comprehensive Plan
- 2020 Guiding Principles and Goals Document

Additional Information:

Questions regarding the project may be directed to Matthew Randall, City Administrator, at 816-690-3773 ext 1000. mrandall@cityofoakgrove.com

The provisions of this RFQ cannot be modified by oral interpretations or statements. If inquiries or comments raise issues that require clarification by the City, or the City decides to revise any part of this RFQ, addenda will be provided to all parties that have provided notice to the City of their intent to submit a proposal. Any addenda will also be posted on the City's website at www.cityofoakgrove.com

The issuance of the RFQ and the receipt and evaluation of submissions does not obligate the City of Oak Grove to award a contract. The City will not pay costs incurred in responding to this RFQ.

The City may, in its discretion, cancel this process at any time prior to the execution of a contract without liability.