



NOTICE INVITING REQUESTS FOR PROPOSAL and QUALIFICATIONS TO UPDATE THE COMPREHENSIVE PLAN.

The City of De Soto, KS is seeking a written proposal and qualifications from a consultant to update the Comprehensive Plan for the City. Primary areas to examine are economic analysis, future land use and growth areas, utility planning and maintaining community character.

The contract will be awarded with a predetermined amount of funds available. The final scope of work is not to exceed \$35,000. The project is expected to commence in December 2017 with completion by June 2018. The selected consultant will be responsible for revising and writing the update including exhibits as directed by City staff. The 2007 comprehensive plan and the recently completed 2017 Strategic plan can be found on the De Soto web site at the following.

<http://www.desotoks.us/comp-plan.html>

<http://www.desotoks.us/visioning.html>

Proposal Requirements

The proposals should include the following elements:

1. Identify the name of the project as COMPREHENSIVE PLAN UPDATE – City of De Soto, KS. Include the name of the firm, official address, contact person, voice telephone and email address.
2. Description of the firm's history, size and professional capabilities to undertake the project in a timely manner, including sub-consultants. Include individuals resumes that will be involved in the project.
3. Outline the experience of the firm regarding relevant similar projects.
4. Proposed method of organizing and executing the work for the project, including critical dates.
5. At least 3 examples of recent similar work performed including reference contact names, addresses and phone numbers.
6. A preliminary scope of services based upon fee available. Additional items can be included but must be noted as additional cost. Please include a fee for each separate task in your proposal.

Qualified consultants are required to submit one (1) electronic and five (5) paper copies of the material described in the RFP Scope of Work section.

Please remit Proposals to: City of De Soto 32905 W 84th Street, De Soto, KS 66018. **Proposals must be received no later than 4:00 p.m. on October 13, 2017.** Proposals will be reviewed and the consultant whose proposals most appropriately meets the City's needs will be recommended to the City Council. Upon selection, the City will enter into negotiations with the selected firm to execute an agreement for professional services, during which a more detailed scope of services and fee proposal will be established. Interviews maybe requested if needed for a final determination. The City of De Soto reserves the right to reject any and all proposals.

Sincerely,

Brad Weisenburger, Planning and Capital Projects Director
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