



**Request For Proposals
Comprehensive Land Use Plan**

City of Edgerton, Kansas

Date Issued: December 27, 2021

Submittal Deadline: February 11, 2022

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Request for Proposals

The City of Edgerton is seeking responses from a qualified consulting firm, or a team of consultants, to assist the City in the development of a new Comprehensive Plan which will guide the City's development while incorporating existing plans. The firm, or team, must have extensive experience and skills in community planning and the development of municipal Comprehensive Plans.

To be eligible for consideration for the Project, the consulting firm must submit one (1) electronic PDF and five (5) hard copies of a response to this Request for Proposals (RFP) in accordance with the Response Requirements named herein. Submittals must be received by the City of Edgerton no later than **February 11, 2022 at 4:00PM CST**. The envelope/package must be marked "RFP Response: Edgerton Comprehensive Plan". Electronic copies shall be provided on a standard USB/jump drive and included with the hard copy submittal. All items shall be mailed or hand delivered to:

**City of Edgerton
404 E. Nelson
Edgerton, KS 66021
Attn: Katy Crow, Development Services Director**

No oral, telephonic, emailed, or facsimile proposals will be accepted. The City shall not be responsible for any failure to receive submittals in a timely manner.

Late submittals will not be considered and will be returned to the submitter unopened.

The RFP contains proposed scope of work and requirements for submittal. Any revisions to the RFP, or additional information to be provided, will be through addenda published on the City's website (<https://edgertonks.org/>). All respondents must complete Appendix A – *Acknowledgement of Addenda* and return with their submittal to acknowledge and verify that they have received and considered all addenda.

Introduction

Purpose

The City of Edgerton, Kansas is in the beginning stages of reexamining its existing Comprehensive Plan and seeks a qualified consulting services firm to prepare a new Comprehensive Plan for the City ("Project"). The City requests prospective consultants provide a response to this Request for Proposals ("RFP").

City officials envision the new comprehensive plan will:

- Provide vision, goals, objectives, and policies to guide the City's development and redevelopment for the next 20 years;
- Guide the Governing Body, Planning Commission, City staff, developers, property owners and residents on the appropriate growth and redevelopment of Edgerton;
- Integrate all aspects of urban development including demographics, land use recommendations, parks, public facilities, infrastructure, transportation, environmental considerations, and development trends;
- Firmly define the goals and objectives, through community consensus and outreach, for development options and implementation strategies on a variety of land use issues; and
- Pull together and provide a framework for existing initiatives and planned Capital Improvement Plan projects.

In preparing the Comprehensive Plan, past and present conditions and trends relating to land use, population and building intensity, public facilities, transportation, economic conditions, and natural resources shall all be considered. In addition, trends related to development, housing, and transportation shall be evaluated with respect to how such trends may impact the future development and redevelopment of Edgerton.

The new Comprehensive Plan should provide goals, objectives, and policies to guide the City's development over the next twenty years.

A critical component of the plan will be setting the vision for the City's development and redevelopment. The planning process will be guided by a Comprehensive Plan Steering Committee ("Committee") appointed by the Mayor. The Committee will work directly with the consulting firm selected to undertake the project.

The selected consultant team or firm ("Consultant") will be responsible for the management and execution of this project, including implementing quality and innovative community engagement, communicating with staff and the steering committee, and producing the required final product.

Information covering the City, goals of the project, scope of work, and proposals and evaluations are included on the following pages.

It is expected that the Consultant will utilize the City's existing Comprehensive Plan and other long term planning documents as the beginning point for the Project. The City's current Comprehensive Plan was adopted in 2011 with no updates since adoption. An all-inclusive re-write to the existing

plan is needed. The City strives to have the Comprehensive Plan act as the leading policy document guiding development in the community.

It is the intent of the City that the final document will be innovative, informative, and interactive. City staff would like prospective respondents to review the following resources and plans which are good resources and examples of what the City would like to include in their plan:

- American Planning Association's ["Sustaining Places: Best Practices for Comprehensive Plans"](#)
- [Athens, Ohio Comprehensive Plan](#)
- [Town of Ocean View, Delaware Comprehensive Plan](#)
- [Bridgeport Community Revitalization Plan, SR173 Corridor](#)
- [Lancaster, Texas Comprehensive Plan](#)

All questions regarding the RFP and any communications related to the process must be directed to Katy Crow at kcrow@edgertonks.org. Firms are not to discuss the RFP with any other City staff member. All communications concerning this RFP are to be in written form via email to Ms. Crow. City staff will not communicate with firms (or their agents) to entertain any communications related to marketing or regarding the status of the selection process.

Community Overview: Global routes. Local roots.

Firmly anchored with rich historical roots, The City of Edgerton is the "Southwest Cornerstone" of Johnson County in northeast Kansas. Incorporated in 1883, Edgerton is a rural, fringe suburb of the greater Kansas City metropolitan area bursting with small, hometown character. Residents of Edgerton enjoy a small town setting in one of the fastest growing counties in the nation. Located along the route of both the Santa Fe and Oregon trails, today Edgerton is flanked by two major roadways: U.S. 56 and Interstate 35. These important thoroughfares connect Edgerton to a more densely populated suburban Johnson County to the north and rural adjacent counties to the south and west.

Amenities are close by and the Gardner-Edgerton School District, which serves the community, is nationally rated for excellence in education. Edgerton is an active community where residents of all ages gather at events and activities ranging from Frontier Days in June to the Mayor's Christmas Tree Lighting in December. The 2020 census gauges Edgerton's population at 1,748 people, up 4.4% from 2010. Seventy percent of the population is over 18 years of age.

The railroad has always played an important role in Edgerton's history. The Burlington Northern Santa Fe (BNSF) transcontinental rail line connects Edgerton and the Kansas City metro with the rest of the Pacific Rim and in 2010, BNSF selected Edgerton to be the home of their Logistics Park Kansas City Intermodal Facility. Locating the intermodal facility in Edgerton has in turn led to the development of a logistics park that is a heartland hub with a global reach. Today Logistics Park Kansas City (LPKC) covers over 3,300 acres and is home to several major companies: DeLong Grain, Arrowhead Intermodal, Flexsteel Industries, Dot's Pretzels, Amazon, Kubota Tractor Corporation, and Hostess Brands to name a few. Because of the significant investment made in the infrastructure which supports the intermodal and LPKC, thoughtful development requirements help the logistics

park retain the look and feel of an office park rather than that of an industrial area. Due to an increased need for supply chain logistics, LPKC has grown at a much faster rate than was originally anticipated and in 2018 the park expanded south of Interstate 35. Today, LPKC is home to approximately 16 million square feet of distribution and warehouse development and employs over 4,000 people.

Edgerton has a small downtown business district along Nelson Street between East 5th Street and East 3rd Street. In 2018 the Downtown Edgerton Plan was adopted with the goal to revitalize and reimagine a streetscape that maintains the small town character and charm that draws people to Edgerton today. Along 56-Highway between East 2nd Street and 1st Street there are several small businesses which serve the residential community. In the spring of 2018 Edgerton welcomed a new Dollar General – the first new commercial development in over 40 years.

In September 2018, Johnson County opened Big Bull Creek Park in Edgerton. The 2,060 acre park is located between the residential downtown area of Edgerton and Logistics Park Kansas City. The park features shelters, campgrounds, an extensive trail system and an 18-hole disc golf course. It is a destination and attraction for many out-of-town guests and serves as an amenity Edgerton residents enjoy year-round.

August 2021 saw the opening of the first truck stop in Edgerton, and the first new commercial to serve LPKC at the Homestead and I-35 interchange. Also in 2021, several new, small businesses moved into vacant spaces in the downtown area. The Sunflower interchange is viewed as the gateway to the residential area of Edgerton. In January 2021 an indoor athletic facility opened a new business in vacant space located on the frontage road adjacent to that exit.

Water and sanitary sewer services are provided by the City. Private industry owns and operates electric, telephone, natural gas, and solid waste disposal services.

The City is comprised of five operating departments - administration, community development, finance, parks, and public works (includes parks and utilities) and two enterprise departments - water and wastewater. The City has 23 full time employees and 3 part time employees with an annual operating budget of approximately \$4 million.

Edgerton has had three Comprehensive Plans since its incorporation. These plans were approved in 1971, 2000 and 2011. In addition, the City developed the Edgerton Downtown Plan in 2018 and a Parks Master Plan in 2020. In addition to these City plans, Edgerton has adopted a number of other plans related the area (i.e., US-56 Corridor Management Plan, Southwest Johnson County Area Plan, etc.).

Challenges and Opportunities

Housing Market - The majority of Edgerton's current housing stock was developed in the 1960's and 1970's with much of the growth in the Edgerton residential community occurring in the past 50 years. Many of those that first moved to the City during those early years still remain, choosing to

“age in place.” Others have moved on, which has provided opportunities for new, younger families to move in. Edgerton has strived to be a community for all ages, but this comes with challenges in housing options, transportation and accessibility, and services. Affordable housing options, opportunities for older residents to stay in their homes, and alternative residential options (i.e. accessory dwelling units) are ideas that have been reviewed by staff while working to spur new residential development. In 2021 Edgerton participated in the Johnson County Community Housing Study and invested additional funds for an Edgerton specific housing assessment. The current Unified Development Code related to residential development has not been updated since 2003 which can be both a positive and a negative to the development process.

Per the 2020 Census, Edgerton has a 96% housing occupancy rate. There are a few multi-family units scattered throughout the community with one street dedicated to duplex development. There are no large scale apartment complexes. Infrastructure costs have delayed the boom in residential development that the rest of Johnson County has experienced. Edgerton has had just 4 new homes built on infill lots over the past 5 years.

Infrastructure Maintenance and Improvements – Edgerton’s initial infrastructure varies in both age and type. Beginning in 2014, the City began investing in critical infrastructure to bring roads up to new standards and then maintain these improvements through consistent maintenance programs. In the past ten years, Edgerton has been able to touch every street in town related to road surface improvements. Whether it be mill and overlay or chip and seal, streets were inventoried and evaluated to determine the best options for repair and a go forward maintenance schedule was established.

In 2020 the City engaged Olsson Inc., an engineering consulting firm, to gather information on the existing stormwater infrastructure conditions, and then to conduct an analysis and create a Master Plan for prioritized projects across the system. Also in 2020 the City engaged Burns & McDonnell, Inc., to analyze and develop a Wastewater Master Plan. The goal of this project is to review existing development patterns and target future development and system expansion.

City staff has also developed a detailed and systematic five-year capital improvement program that addresses infrastructure, parks, and facility improvements.

The Greenspace project - The City is the initial stages of a design-build project known as the Greenspace, a new community-focused gathering space in the heart of the residential community. The building is estimated to be approximately 20,000 to 30,000 SF with a variety of desired amenities determined through a public engagement process. The Insite Design Studio and Henderson Building Solutions teams have been engaged to design the new facility and surrounding sites and conduct a space needs study of the existing City Hall building as part of the design of the project.

Scope Expectations

The City will select a qualified team with extensive experience in community planning and redevelopment strategies, to create a Comprehensive Plan that will guide the development and redevelopment of Edgerton over the next 20 to 25 years. It is imperative that the update process engages and gives the community the opportunity to provide input and feedback on the plan's creation. A key aspect to this will be establishing the community's vision for Edgerton's future. The result of the update process will be a Comprehensive Plan that provides guidance to the community on how to reach that vision. The adopted Plan will meet the provisions of Kansas Statutes Annotated (K.S.A.) 12-747.

Services

The Consultant engaged for the Project is expected to provide a wide range of services related to the plan update. Those services include, but are not limited to, the following:

1. A thorough evaluation of the City's existing Comprehensive Plan, other City plans, and any outside plans the City is a party to, that guide and/or impact development. These plans include, but are not limited to, the following: Edgerton Downtown Plan, Parks Master Plan, Capital Improvement Plan (CIP), Edgerton Housing Assessment, Johnson County Southwest Area Plan, etc. This review should not only be for background, but also with an eye toward whether these plans are still relevant and the recommendations applicable. The consultant will make recommendations for updates or additional studies that may be appropriate. Additional plans and studies are listed in the Resources section of this document.
2. Evaluate existing land use map and categories and provide recommendation on a revised/new map and categories offering innovative ideas to address the future trends in land use and community development. The consultant will also be expected to review the City's existing zoning code with an eye toward any amendments that may need to be made to support recommendations in the above categories.
3. Analysis of population, economic, and land use trends and integrate them into the Comprehensive Plan.
4. Identify opportunities for development and redevelopment that will strengthen the City's housing, industry, and commercial land uses.
5. Provide strategies for a coordinated approach to housing (both affordability and mix of housing types). The consultant will review the community's current housing development, as well as emerging trends regionally and nationally in the housing development sector such as tear-downs and rebuilds, accessory dwelling units, and affordable housing.
6. Recent trends in multi-family construction and their impact on established neighborhoods and future buildout scenarios.
7. Analysis of, and provide specific recommendations for, the City's various "sub areas"; including Downtown, Sunflower Interchange, 56-Highway, and other residential and commercial areas.
8. Recommendation on a new Comprehensive Plan that will guide the community's vision for

the City's development over the next 20 years.

9. Create a robust public outreach program that is multifaceted, unique, and reaches out to residents and property and business owners.

10. Coordinate public participation and plan creation with the Comprehensive Plan Steering Committee, City Council, Planning Commission, and City Staff.

11. Attend and coordinate public meetings, including outreach and informational meetings with the public, City Council, and Planning Commission.

12. Preparation and presentation of a Draft Plan. When nearly complete, a draft plan will be presented to the Steering Committee, Planning Commission and City Council in a general public forum. The presentation should include a methodology or process for gathering input and weighting the value of the input on the final plan. Such presentation(s) will provide for a systematic, participatory process for gathering and recording comments on the plan and its recommendations. The consultant will then lead the advisory committee in evaluating recorded comments and making final adjustments to the recommendations in the plan.

13. The final Comprehensive Plan document will be presented to the Planning Commission and City Council for formal adoption. The plan will be an electronic form that is posted on the city's website and will include necessary maps, tables, graphs to further clarify and support the analysis, narrative, and recommendations of the new Comprehensive Plan. The Plan will be presented in a format that is user-friendly and easily comprehensible. Every effort should be made to minimize the use of technical, planning language.

Public Engagement

One of the most important aspects of the Project is public engagement. Public outreach shall be multifaceted, unique, and include residents, property owners, and business owners. It is the City's intent to involve and engage the community's residents, leaders, employees, businesses, etc. and this involvement and engagement is a critical component to the success of the Project. The City expects the consulting firm to design and implement a fun and robust public outreach program that insures the public is given the opportunity to participate in the process and provide feedback and direction on the Project. Public outreach activities shall include but are not limited to: marketing materials, mailings, interactive workshops, branding creation, and print/web materials.

One aspect of public engagement must include specific outreach for the area development plans and land use guides from surrounding residents and stakeholders.

The Consultant shall have experience conducting public outreach and incorporating findings within similar projects.

The public engagement scope will be closely coordinated with the City's Communications Manager to clearly define roles and responsibilities and ownership of the various tools.

Plan Implementation

The plan should include a planning horizon in order to develop projections on how the community wants to grow, goals for how to get there, and performance measures that assess progress.

Specifically this will include approaches that tie these actions to defined timetables, activities, budgets, and responsible parties. A detailed strategy for regular reporting of implementation effectiveness to the public and methodology for revising the plan based on the reported findings will be expected.

A successful interpretation of this requirement will provide an implementation strategy that weaves the plan into the daily activities of the City and ties into the Capital Improvement and Budgeting processes. The plan should outline ways that the CIP can complement the Comprehensive Plan to ensure infrastructure can be provided to meet the goals, with a clear definition of priorities to assist in annual budget development.

Project Timeline

The City of Edgerton anticipates the Project to occur in 2022 and 2023. The Project will begin in mid-2022 and be completed by the end of July 2023. Project completion is defined as the "Final Draft of the Comprehensive Plan presented for consideration by the Governing Body. Firms responding to this RFP should include an anticipated Project schedule.

Milestone	Key Date
RFP Provided to ElevateEdgerton! Members	December 20, 2021
RFP Issued	December 27, 2021
Mandatory Pre-submittal Meeting	January 13, 2022 – 1:30 PM CST – Edgerton City Hall, 404 E. Nelson Street, Edgerton, KS
Deadline for Questions	January 18, 2022 – 4:00 PM CST
Response to questions and/or Addendum Released	January 21, 2022 – posted to the City's website (https://edgertonks.org/)
Submittal Deadline	February 11, 2022 – 4:00 PM CST
Final Review of Submittals	February 28, 2022
Formal interviews with firms	Week of March 21, 2022
Recommendation of firm and contract to Governing Body	April 14, 2022
Project kickoff Presentation to Planning Commission and Governing Body (joint Work Session)	May 26, 2022

Deliverables

The objective of this Project is the creation of a Comprehensive Plan that provides goals, objectives, and a vision to guide Edgerton's next 20 years of development and redevelopment. In order to accomplish this, the qualified applicant must provide the following quantitative deliverables and they must be included in the proposal:

1. Public Engagement

- a. A robust and detailed public outreach program including details for implementation;
 - b. Planning Commission presentations;
 - c. Governing Body presentations;
 - d. Facilitate Steering Committee meetings.
2. A complete final draft of the Comprehensive Plan ready for adoption by the City. The plan must include, at a minimum, the following components:
 - a. Vision for the community's development;
 - b. Existing conditions;
 - c. Trend analysis;
 - d. Transportation recommendations;
 - e. Housing recommendations;
 - f. Land use plan;
 - g. Parks, Open Space, and Environmental recommendations as they relate to land use planning;
 - h. Analysis and recommendations for the city's various sub-areas: Downtown, Sunflower Interchange, LPKC, 56-Hwy Corridor, etc.; and
 - i. Goals, objectives, and strategies for implementing the Comprehensive Plan.
3. Electronic copy of the plan in pdf and Word format and/or InDesign format;
4. An executive summary (or similar document) useful to the development community; and
5. Data, analysis, and all sources used to create the Comprehensive Plan, including but not limited to, spreadsheets, mapping (ESRI format), etc.

Instructions

Applicants must follow these instructions when submitting their proposal:

- Provide one (1) electronic PDF and five (5) 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 Edgerton no later than **February 11, 2022 at 4:00PM CST**.
- The envelope/package must be marked "RFP Response: Edgerton Comprehensive Plan". All items shall be mailed or hand delivered to:

City of Edgerton
404 E. Nelson
Edgerton, KS 66021
Attn: Katy Crow, Development Services Director

- 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 Katy Crow at kcrow@edgertonks.org by January 18, 2022 at 4:00 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 (913-893-6231).

- All questions received will be answered in an Addendum Document on January 21, 2022. That document will be posted on the City of Edgerton website (<https://edgertonks.org/>)

Response Requirements

The proposal response is limited to 20 double (or 40 single) sided 8.5" x 11" pages including the title page and cover letter. Minimum font size is 10.5.

The proposal must contain the following information:

1. Title page: Provide the subject of the proposal; the applicant's name, address, and telephone number; individual point of contact name, address, telephone number, and email.
2. Transmittal 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. Statement of qualifications: Provide information on the size, location, available resources, 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.
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:
 - a. Identify the project manager who will lead the Project;
 - b. Identify any sub-consultants that will be part of the Project team;
 - c. Names and proposed roles of other individual team members;
 - d. Education, experience, and biographies of all team members addressing the qualifications and considerations of the RFP;
 - e. Describe the qualifications of the firm and any sub-consultants to perform the work requested including information regarding pertinent prior experience;
 - f. Outline of the proposed functions of the individuals and their back-up(s) as well as their experience in the specific assigned functions.
5. Understanding of the Project and the City of Edgerton: Include a summary of the firm's understanding of the Project as described in this RFP, the City of Edgerton, and the unique issues facing the City. Identify the City's background and issues that will 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. Provide a Gantt Chart that illustrates the Project schedule.
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 40-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 issues or projects that the firm has already committed to that may prevent this project from being completed on time.
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.

Proposal 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, and relevant experience;
- Knowledge of and experience in creating Comprehensive Plans;
- Knowledge of Edgerton and its role in the Kansas City Metropolitan area;
- Ability to bring unique ideas and perspectives to the Project;
- Firm's ability to meet schedules; and
- The appropriateness and extensiveness of the firm's experience with the public engagement process.

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 Governing Body for final approval of contract for services for the Project.

The contract award is subject to the complete and sole discretion of the Governing Body.

The firm selected for the project will be required to provide the following documents:

- The firm that is selected for the Project will be required to execute a contract for services with the City.
- Completed W-9 Form
- Proof of insurance per contract with the City named as additional insured
- City Business License (fee waived)

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. Agreements addressing business terms and performance benchmarks will be entered into between the parties. The agreement shall include requirements for insurance, bond indemnification and non-discrimination.

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.

The City is a Kansas municipality governed by the Kansas Open Records Act (KORA), K.S.A. 45-215 et seq. By responding to this RFP, the consulting firm acknowledges that its RFP response is presumed to be an open record under the KORA. If the consulting firm submits information that it believes to be subject to an exemption to disclosure under the KORA, the consulting firm must reference the particular exemption from mandatory disclosure outlined in the KORA. The words "Confidential" or "Proprietary" are not sufficient. The City cannot guarantee the confidentiality of claimed material, however. 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 City reserves the right to consider relevant and factual information gained from sources other than the response and interview.

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 request a change in any proposed sub-consultants, if applicable.

Resources

The following resources may provide additional context for interested consultants:

- [City of Edgerton Website](#)
- [2018 Downtown Edgerton Plan](#)
- [2020 Edgerton Parks Master Plan](#)
- [2021 Edgerton Housing Assessment](#)
- [2011 Comprehensive Plan](#)
- [Future Land Use Map](#)
- [US-56 Corridor Management Plan \(2010\)](#)
- [Big Bull Creek Park Master Plan \(2016\)](#)
- [The Southwest Johnson County Area Plan \(2013\)](#)
- [Johnson County CARNP: Comprehensive Arterial Road Network Plan](#)
- [Johnson County Rural Comprehensive Plan \(2004\)](#)
- [5-County Regional Transportation Study \(KDOT 2013\)](#)
- [Johnson County Community Housing Study \(2021\)](#)
- [2022 City of Edgerton Annual Budget](#)
- [2022-2026 City of Edgerton Capital Improvement Program](#)
- [2020 Edgerton Citizen Survey Results](#)
- [2021 State of the City](#)
- [Gardner-Edgerton School District](#)
- [ElevateEdgerton!](#)
- [Logistics Park Kansas City](#)

Appendix A – Acknowledgment of Addenda

Respondents will need to complete and sign this acknowledgment that they have received and considered all Addenda that were issued in relation to this RFP.

_____ (Respondent) does hereby certify that we have received any and all addendum issued by the City of Edgerton in relation to the Request for Proposals for:

New Comprehensive Land Use Plan

And, that the Respondent has reviewed and understands each addenda issued and has developed its response to the Request for Proposals in accordance with said addendum.

Name of Respondent: _____

Address of Respondent: _____

Name of Individual of Respondent with Authority to Sign on Behalf of Respondent:

Title of Individual:

Signature:
