

CRAWFORD COUNTY, KANSAS
REQUEST FOR CONSULTANT QUALIFICATIONS

Crawford County, Kansas, is requesting proposals from professional planning consultants to assist with its Comprehensive Plan update and Crawford County Zoning Regulations update.

Scope of Services: Following selection of a successful firm, a detailed scope of services will be developed by the County and consultant to outline the specific tasks, deliverables, and timeline.

Tasks the consultant must address:

Review all existing related plans and regulations: Use existing data and documents to examine past and present conditions and trends relating to land use, population, development, economic conditions, and any other pertinent element needed in the preparation of the comprehensive plan and zoning regulation update.

Public outreach/participation/ committee Coordination: Public participation should involve a wide ranging and diverse selection of residents, organizations and businesses, appropriate meeting and discussion formats, and significant information dissemination. While the consultant will compile public input and facilitate stakeholder engagement, Crawford County will be a partner in all community engagement efforts.

Demographics/socioeconomics: Consultant will be responsible for collecting current and projected demographic and socioeconomic trends. Crawford County will make the final determination as to what data will be included within the plan itself.

Current and future land use: A current land use map shall be created that reflects agricultural, residential, industrial, and commercial development in the county. The consultant will assist in evaluating current identified growth areas and identifying new potential growth areas. A Future Land Use map shall be created based on population projections, recent developments and economic trends. Specific attention shall be given to commercial wind and solar regulations and other energy related uses.

Submission Requirements:

Cover Page:

- Title of Project
- Date of Submittal
- Firm Name/Address/Phone
- Primary contact/email address/phone number

Qualifications:

- Summarize experience/qualifications for each person assigned to the project. Please do not include full resumes.
- Outline experience with long range projects, specifically comprehensive plans.
- Provide your understanding of the project and the tasks the consultant is responsible for.

- A detailed description of the types of public participation processes used successfully by the firm in similar projects.

Budget/Scope of Work:

- Please indicate your scope of work/deliverables for the life of the project and the associated cost to each.

References:

- Provide three (3) references of past clients for whom similar work has been performed and involved at least one of the primary team members listed in the proposal.
- Include the contact person's name, title, firm, address, telephone number, which consultants were involved in the project, and the year the project was completed.

Directions for Submission:

Anyone interested in submitting a proposal for this work should contact Jim Emerson, County Counselor at 620-724-6390 or at jemerson@crawfordcountykansas.org.

The deadline for the submission of proposals is 4:00 p.m. on Thursday, April 25, 2024. Proposals will be opened by the County Commissioners at its regular meeting on Friday, April 26, 2024. Proposals shall hand delivered or mailed to:

Jim Emerson
Crawford County Counselor
111 E. Forrest
P.O. Box 68
Girard, Kansas 66743

Evaluation Criteria:

- All items provided as per submission requirements.
- Demonstrated understanding of the project and tasks consultant is responsible for.
- Experience with long-range planning, specifically comprehensive plans and zoning regulations.
- Availability and experience of professional staff assigned to the project.
- Creativeness and effectiveness in facilitating public outreach and technical group engagement strategies.
- Basic knowledge of Crawford County.

Disclaimers:

Crawford County reserves the right to waive any technicalities or irregularities, to accept or reject any or all proposals, and to select the proposal which, in the sole discretion of the Board of County Commissioners, best meets the requirements of the County. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether hard copy or electronic, shall remain the property of the county and shall be provided to the county upon completion of the project.

