

**REQUEST FOR QUALIFICATIONS**

**RIVERSIDE MISSOURI  
COMPREHENSIVE PLAN**



*Upstream from ordinary.*

**City of Riverside, Missouri**

**March 24, 2022**

## PART I - GENERAL INFORMATION

### Purpose

The City of Riverside, Missouri (“City”) seeks consulting services to prepare a new comprehensive plan that will guide the City for the next twenty years. While the City’s current Comprehensive Plan can serve as a resource, it is expected that the plan will provide new vision, goals, objectives, and policies to guide the city’s development and redevelopment. This plan will also provide guidance to the Board of Aldermen, various advisory boards, planning commission, staff, developers, property owners, and residents on the appropriate growth and visual character of the city.

The updated plan will integrate all aspects of urban development including demographics, land use recommendations, public facilities, transportation, environmental, and trends. A critical component of the plan will be engaging historically underrepresented populations in the planning process. The vision component will need to analyze how technology is changing land use planning. Another key component of the plan will be an analysis of the impact that disruptive technologies (remote work, ride sharing, short term residential rentals, driverless vehicles, etc.) will have on land uses in Riverside.

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.

### History

Riverside has long roots dating to the early 1800’s, but its time as a city is much more recent, incorporating in 1951. For many decades, Riverside grew slowly as development was limited by its proximity to the Missouri River. With the arrival of the Argosy Casino and construction of a major levee in response to the 1993 flooding, the city rapidly began to develop. Today, with just over 4,000 residents, Riverside is an active community that is strategically positioned for growth.

The city covers approximately six square miles divided between the levee protected Missouri River bottoms and the upland bluffs with a variety of residential options. Park Hill South High School, opened in 1998, serves as a regional resource within the community. After the completion of the L-385 Levee in 2004, work was begun on the infrastructure for what would become Horizons Business Park. With more than 4 million square feet of Class A industrial space, the Park is home to more than 40 businesses and employs over 3,500 skilled workers in a number of industries.

Additional ground in and around Horizons Business Park is now seeing significant interest in non-industrial uses. The KC Current, Kansas City’s only women’s professional sports team, is building a \$50 million team headquarters, training facility, and training academy that will support the team beginning in 2022. It is anticipated that this development could continue to attract other destination-oriented development, along with association retail and hospitality options.

## PART II – PROJECT SCOPE

### Expectations

The Project will create a comprehensive plan that will guide the development and redevelopment of Riverside for the next 20 years. Because of this 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 Riverside's future.

The completed plan will be expected to accomplish the following results:

- Guides the future growth and development of Riverside by providing direction for future land uses and transportation systems.
- Is meaningful to the public and all city departments.
- Is written in a non-technical format, is highly visual, and organized in a way that is easily understood by most laypeople.
- Includes recommendations that are sufficiently specific and can be tied to definitive actions.
- Is integrated with the goals and objectives of all city departments.
- Focuses on innovative implementation techniques.
- Incorporates best practices regarding planning, livability, and resiliency.
- Provides flexibility to accommodate changes during the plan timeline.
- Is easily updated.

### Services

The consultant firm 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:

- A thorough evaluation of the City's existing comprehensive plans and any other City documents that guide and/or impact development.
- Provide innovative ideas to address the future trends in land use and community development.
- Evaluation of existing land use map and categories and recommendation on a revised/new map and categories.
- Analysis of population, economic, and land use trends and integrate them into the comprehensive plan.
- Identify opportunities for development and redevelopment that will strengthen the city's housing, industry, and commercial land uses.
- Recommendation on an updated/new comprehensive land use plan that will guide the community's vision for the city's development over the next 20 years.
- Create a robust public outreach program that is multifaceted, unique, and reaches out to residents and property and business owners.
- Coordinate public participation and plan creation with the Comprehensive Plan Steering Committee, Board of Aldermen, Planning Commission, and City staff.
- Attend and coordinate public meetings, including outreach and informational meetings with the public, Board of Aldermen, and Planning Commission meetings.
- Final comprehensive plan preparation and document.

### Community Involvement/Engagement

Involving and engaging the community's residents, leaders, workers, businesses, etc. is a critical component to the success of the Project. The City expects the consulting firm to design and implement a robust public outreach program that ensures the public is given the opportunity to participate in the process and provide feedback and direction on the Project.

### Project Schedule

The City anticipates the Project to occur in 2022 and 2023. The Project will begin in mid 2022 and be completed by the end of October 2023. Project completion is defined as final comprehensive plan draft to be considered by the Board of Aldermen.

### Deliverables

The objective of this Project is the creation of a comprehensive plan that provides goals, objectives, and a vision to guide Riverside's next 20 years of development and redevelopment. In order to accomplish this the following quantitative deliverables must be included in the proposal:

1. Public outreach program and implementation.
2. Planning Commission presentations.
3. Board of Aldermen presentations.
4. Facilitate Steering Committee meetings.
5. A complete comprehensive land use 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, Green Spaces, and Environmental recommendations as they relate to land use planning.
  - h. Goals, objectives, and strategies for implementing the comprehensive plan.
6. Electronic copy of the plan in pdf and Word format.
7. Data and analysis used to create the comprehensive plan, including but not limited to, spreadsheets, mapping (ESRI format), backing documents, etc.

## PART III – PROPOSAL REQUIREMENTS

### Submission Requirements

To be eligible for consideration, **one electronic** and **five** hard copies (maximum of 30 pages) of the response to the RFQ must be received and date stamped by the City of Riverside no later than **2:00PM, April 26, 2022**. Late submittals will not be considered and will be returned to the submitter unopened. The envelope package should be marked Riverside Comprehensive Plan.

City of Riverside  
City Clerk  
2950 NW Vivion Rd  
Riverside, MO 64150

**Questions should be directed to Michael Duffy at [mduffy@riversidemo.gov](mailto:mduffy@riversidemo.gov) or 816-372-9017**

### Proposal Format

The proposal should be complete and concise (maximum of 30 pages) and must contain the following information:

1. Title page: Provide the subject of the proposal; the firm's name, address, and telephone number; proposal's contact name, address, telephone number, and email.
2. Transmittal letter: Provide a statement regarding the firm's interest in and understanding of the Project. The letter should include a statement that the firm has read and understands the RFQ and agrees to all the conditions, requirements, and terms stated in the RFQ. 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 firm'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 information such as: education, professional registrations, area 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. Brief biographies of key team members addressing the qualifications and considerations of the RFQ.
  - e. Describe the qualifications of the firm and any sub-consultants to perform the work requested. Include information about pertinent prior experience.

- f. An outline of the proposed functions of the individuals and their back-up as well as their experience in the specific assigned functions.
5. Understanding of the Project and Riverside: Include a summary of the firm’s understanding of the Project as described in this RFQ, the City of Riverside, 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 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 RFQ’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 this Project.
7. Project timeline: Provide a proposed schedule from the start to the completion of the Project. The schedule should include phasing, key tasks, milestones and approximate completion dates.
8. Work samples: List and provide in electronic format only (web link or pdf) at least three (3) examples of comprehensive plans completed with the last five (5) years in which the consulting firm was the project’s lead agency. The work samples are not included in the 30-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 RFQ. Provide contact information (name, position, address, telephone number, and email) of persons that 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 RFQ and in the manner described in the RFQ response.
11. Supporting information (optional): Provide other supporting information that the firm feels may assist the city in reviewing the firm’s qualifications and RFQ response.

Tentative Schedule

- Release of RFQ March 24, 2022
- Deadline for Questions April 8, 2022
- Response to questions/addendum to RFQ April 15, 2022
- Proposal submission deadline: April 26, 2022 at 2:00PM
- Selection group review complete: May 10, 2022
- Firm interviews: May 17 thru May 20, 2022
- Award recommendation to Board of Aldermen: June 7, 2022
- Contract awarded: June 21, 2022

### Questions

Any additional questions must be emailed to [mduffy@riversidemo.gov](mailto:mduffy@riversidemo.gov). The deadline for the receipt of questions is April 8, 2022. The city's response to the questions and/or addenda will be posted on the city's website at [www.riversidemo.gov](http://www.riversidemo.gov).

### Communications

Following the Release of RFQ date all questions and communications related to the RFQ must be directed to Mr. Duffy. Firms are not to discuss the RFQ with any other city staff member. All communications concerning this RFQ are to be in written form via email to Mr. Duffy. 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.

## PART IV – SELECTION PROCEDURE

### Selection Process

The city will convene a Firm Selection Group that will review and score the RFQ responses. The RFQ scores will be used to identify a “short list” of firms that the Selection Group will interview. Based on the RFQ responses and interviews, the Selection Group will recommend a firm to the Board of Aldermen. The Board of Aldermen will review the Selection Group's recommendation and, if approved, award a contract for services to the firm for the Project.

### Evaluation Criteria

Selection will be based on a comparative evaluation of firm's professional qualifications including:

- A. Past performance on similar projects;
- B. Understanding of Project scope;
- C. Approach in completing the objectives of the Project;
- D. Qualifications, relevant experience, and availability of key personnel, and relevant experience;
- E. Knowledge of and experience in creating comprehensive plans;
- F. Knowledge of Riverside and the Kansas City Metropolitan area;
- G. Ability to bring unique ideas and perspectives to the Project;
- H. The firm's “Quality Control” program;
- I. Firm's ability to meet schedules.