

REQUEST FOR PROPOSALS

Regional Planning Organization

Flint Hills Region

INTRODUCTION

The City of Manhattan, Kansas, on behalf of the Flint Hills Region, seeks a Consultant to provide professional services for a multi-jurisdictional partnership. The Region has been awarded a Planning Assistance Management Grant from the Office of Economic Adjustment (OEA), Department of Defense, to develop a model for a Regional Planning Organization (RPO).

The convergence of several Department of Defense initiatives has accelerated the Flint Hills Region's historic rate of growth. Base Realignment and Closure (BRAC), Army Modular Force, the Global War on Terrorism and Global Defense Posture Realignment are rapidly transforming the military missions of installations around the country, increasing the end strength of the U.S. Army and building more units of action in the form of brigades. As a result of these activities, Fort Riley will gain approximately 9,700 active military personnel and nearly 2,000 new civilian employees by 2012.

Preparation for this growth on the installation and in the surrounding areas has been an ongoing process beginning in December of 2005 with a Tri-County Congress retreat involving Geary, Riley, and Pottawatomie Counties. Emphasizing a regional approach, stakeholders then formed the Flint Hills Regional Task Force. Grants from the Department of Labor and the Department of Defense have also been utilized to conduct advanced planning for the affected local communities around Fort Riley.

Flint Hills Regional Growth Plan: In 2007, Department of Defense funds were provided to the Region, which included primary (Geary, Riley, and Pottawatomie Counties) and secondary (Clay, Morris, Wabaunsee, Dickinson Counties) study areas. The funds were used to complete the *Flint Hills Regional Growth Plan*, which enabled local communities and service providers to lay the foundational steps necessary to absorb unprecedented population and economic growth at Fort Riley.

The Plan assessed current conditions, determined the future needs of an increased population, identified short term and long term priorities under twelve separate resource areas and established a clear set of action steps for regional stakeholders. The Plan addressed the following questions:

- Where is future growth going?
- Do communities in the Region have the tools to shape more desirable growth patterns?
- What physical improvements or organizational actions are necessary to maintain desired levels of service?
- What constitutes quality of life in the Flint Hills Region and how can growth be accommodated without diminishing community identity?

A key finding of the Plan is a recommendation that the Region pursue the creation of a Regional Planning Organization (RPO) to address common issues that transcend the traditional political boundaries of cities and counties. Four initial recommendations were made as follows:

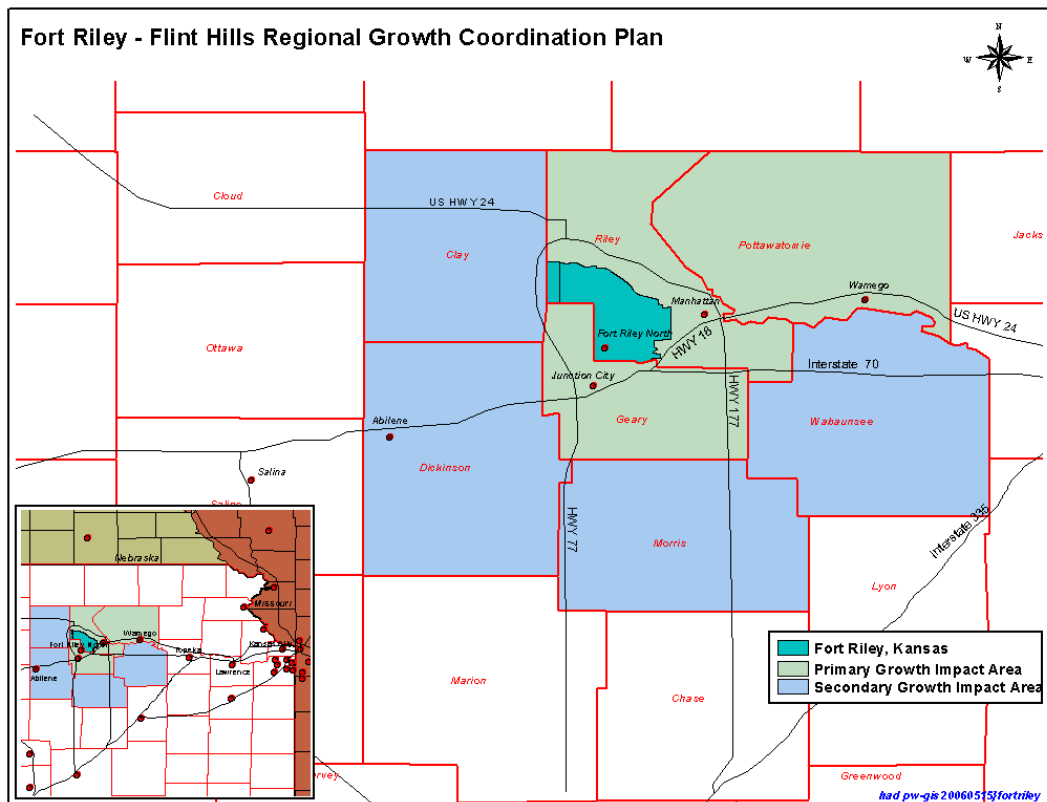
- Transportation, data centralization, planning technical assistance, and military community coordination are essential services that require increased inter-jurisdictional coordination in the Flint Hills region.
- Develop a Memorandum of Understanding to agree to work together to create a regional organization.
- Pursue Office of Economic Adjustment funding to seed the start-up of a regional entity.
- Define the regional organization, including mission, staffing, governance, services and budget.

The RPO effort will provide a model that can be immediately implemented for ongoing regional coordination, communication and monitoring and will allow the Region to speak with one voice and better coordinate efforts in areas such as: Economic Development; Military Relations; Environment; Homeland Security and Disaster Relief; Data Coordination; Technical Assistance and Coordination for grants; Land Use Planning; Population Forecasting; Social Services; Education and Workforce; Housing and Rural Development; and MPO Transportation Planning.

PLANNING AREA

The Study Area, as depicted in *Figure 1*, will include Geary, Pottawatomie and Riley Counties and the Cities of Junction City, Manhattan and Wamego as a primary study area; however it is expected that an RPO could also serve Clay, Dickinson, Morris, and Wabaunsee Counties.

Figure 1



SCOPE OF WORK

Task 1 - Three-Year Strategic Plan

The expected outcome of this task is to develop and document a regionally coordinated strategic plan for the RPO. This plan shall, at a minimum, contain a description of the mission of the organization, a description of the authority of the organization given it by participating local units of government, as well as the goals and objectives for the organization in its first three (3) years of operation. For each defined goal/objective, a detailed implementing action plan will be developed. The plan also will contain a more detailed plan of action for the first year of operation. This task will include a number of items for the Flint Hills Region to consider including: research into the statutory authority to establish an RPO; determination if any amendments or new enabling legislation is necessary to create the organization; identification of future options and alternatives for establishing an RPO; and strategies to insure the long term fiscal sustainability of the RPO.

Task 2 - Description of Organizational Structure

The expected outcome of this task is a fully coordinated and agreed to description of the purpose, authority and operating procedures for a Board of Directors for the RPO. Included in this description will be a fully documented description of the requirements that must be met to become a voting member of the Board of Directors.

Task 3 - Operations Manual

The expected outcome for this task is a fully coordinated operations manual and employee handbook for the RPO. Included in the operations manual will be, at a minimum, a description of: the organization's internal structure; financial controls; employee job description(s); and, routine reporting requirements. The employee handbook will contain typical handbook topics such as conditions/terms of employment, vacation time, sick days, health plan description, retirement plan description, ethical guidelines, etc.

Task 4 - Organizational Budget

The expected outcome for this task is a fully documented budget pro forma for the RPO. This pro forma should be in conformance with generally accepted accounting practices and include as a minimum all expected income sources and amounts, and all categories of expenses such as personnel, insurance, office rent, office supplies, office equipment, travel related expenses, professional membership fees, legal fees, subscriptions to professional magazines and reports. Additionally, the pro forma will fully describe the costs associated with implementing the fully coordinated strategic plan.

Task 5 - Memorandum of Agreement (MOA)

The purpose of this task is to develop, and obtain signatures on, a MOA for implementing the RPO. The MOA shall contain all items and assurances required by local units of government in order for them to approve and sign the implementing agreement. Enclosures to the agreement will include, as a minimum, the documentation developed in Tasks 1-4 above. The MOA should also address the office location of the new regional organization.

Task 6 - Communications

The purpose of this task is to address communication tools used during the study, including public meetings, development of a project web site, creation of a Steering Committee and the provision of field trips to allow local government officials the opportunity to meet with existing RPO representatives.

Task 7 - Deliverables

The final report will address and document Tasks 1-6, and be provided in hard copy and electronic format.

Strategic public involvement will be an important component of the project. The Consultant must have extensive experience in developing and facilitating creative and effective public participation processes, and will be required to work closely and communicate with the various Project Committees and stakeholders.

The City of Manhattan has been designated as the Planning Assistance Management Grant Administrator, and as such will enter into a contract with the Consultant for professional services. The Community Development Department of the City will be responsible for administrative activities associated with the Grant and will provide oversight to the Consultant during the contract period, however general direction during the study will be provided by the Steering Committee and Technical Management Team.

PROJECT TIMETABLE

The project schedule is as follows:

November, 2008	Advertise Request for Proposals
December, 2008	Deadline to receive proposals from consultants
January, 2009	Tentative Interview Dates
February, 2009	Manhattan City Commission authorizes contract with consultant
8-10 months	Completion of study

CRITERIA FOR SELECTION

The successful consultant must provide a team with the demonstrated qualifications, experience and expertise to complete the RPO Project, as well as demonstrate a capacity to manage the Project and experience in developing frameworks for regional planning organizations. In addition, the consultant must demonstrate an interest in the Project, convey an understanding of the requirements for the RPO Project, provide references for similar projects, demonstrate positive public participation skills, show an ability to work within the time schedule, and provide the deliverables noted in the Proposed Work Program.

The ability to communicate, develop and maintain an effective working relationship with the Steering Committee and Technical Management Team; the participating communities, counties and local governments (Junction City, Manhattan, Wamego; and Geary, Riley and Pottawatomie Counties); the media and the general public is critical to

the success of the project. Consultants should demonstrate their qualifications, expertise and experience to successfully undertake this project, and demonstrate the ability to dedicate the necessary level of senior staffing and firm resources.

INTERVIEW PROCESS

All firms submitting a proposal should be prepared to participate in an interview. The Technical Management Team will evaluate proposals received and make recommendations on a “short list” for interview purposes.

Interviews will be conducted by the Steering Committee, with time given for a formal presentation, followed by a question and answer period. The interview process will be coordinated by the City of Manhattan. Following the interviews and reference check, the Steering Committee will forward a recommendation to the Manhattan City Commission.

BUDGET AND CONTRACT

The City of Manhattan will enter into a contract with the selected consulting firm; however OEA will be consulted prior to final approval of the contract. In order to provide maximum flexibility, the City of Manhattan will require a time and expense agreement, with an established maximum fee.

SUBMISSION REQUIREMENTS

All submissions must include the following information

1. Consultant:

- a. Name of Project Director and other principal and senior staff.

2. Qualifications:

- a. Resumes of all principals and professional staff involved, demonstrating qualifications and related experience and expertise.
- b. Descriptions of similar projects completed by the firm.

3. Technical Proposal:

- a. Description of Consulting Team’s approach to the project including:
 - i. Strategy for completion of the tasks identified in the Scope of Work.
 - ii. Public Participation Plan, including number and nature of meetings.
 - iii. Framework for developing a Regional Planning Organization model.

4. References:

- a. List of references, including brief description of projects and contact name and telephone number.

DIRECTIONS FOR SUBMISSION

Interested consulting firms must submit fifteen (15) copies of the written proposal by 5:00 P.M. on December 22, 2008, to the following address:

Karen Davis, AICP
Director of Community Development
City of Manhattan
1101 Poyntz Avenue
Manhattan, KS 66502

Questions concerning this project should be addressed to Karen Davis, AICP, Director of Community Development (davis@ci.manhattan.ks.us), or Eric Cattell, AICP, Assistant Director for Planning (cattell@ci.manhattan.ks.us) or by phone (785) 587-2412.

All persons awarded and/or entering into contracts with the City of Manhattan shall be subject to and required to comply with all applicable City, State and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity and Affirmative Action.