

# OTTAWA COUNTY, KS

## County Zoning Plan Update

### Request for Proposals

#### **PURPOSE:**

The purpose of this RFP is to obtain competitive proposals from qualified individuals or firms, interested in aiding Ottawa County in understanding and adopting land use policy and planning as it relates to the Fort Riley to Smoky Hill Ranges Unmanned Aircraft Systems (UAS) Route Phoenix Corridor. Per a Fort Riley to Smoky Hill UAS Corridor Study completed in 2019, it is planned to pursue most, if not all, of the committee recommendations for Ottawa County as deemed appropriate by the Ottawa County Commissioners and Planning Board. This UAS report is available upon request. The existing Ottawa County Zoning Plan can be seen [here](#).

The North Central Regional Planning Commission, Beloit, Kansas, will serve as the project administrator. With input from the Counties, the NCRPC intends to select a Consultant to assist in the preparation and adoption of the updated County Zoning Plan.

#### **SCHEDULE:**

The County intends to select a consultant and begin work on updating the current Comprehensive Plan by April 15, 2021. All plan updates must be completed and adopted by August 31, 2021.

#### **TASKS:**

The consultant should consider the following when updating the zoning plan:

1. *Include recommendations provided for land use policy and planning as it relates to the Fort Riley to Smoky Hill Ranges Unmanned Aircraft Systems (UAS) Route Phoenix Corridor (*This report is available upon request*):*

Per a Fort Riley to Smoky Hill UAS Corridor Study completed in 2019, it is planned to pursue most if not all of the committee recommendations for Ottawa County.

Plans are for Ottawa County to explore adopting into their existing Zoning Regulations various terminology that establishes coordination procedures between the Installation and the communities when development is proposed within the UAS corridor. This language shall include the adoption of an overlay district of the Corridor to be shown on both Future Land Use and Zoning Maps. The overlay will provide for the identification of the Corridor on local maps. This identification will provide notice to property owners and aid in coordination between the counties and Fort Riley. To ensure consistency in standards across the UAS corridor, similar language for each municipality is expected to be used. Furthermore, education for local pilots should be developed in order to prevent accidents involving aircraft and drones.

2. *Public Outreach and Participation:*

At least one public meeting will be required. Public engagement will be absolutely essential during Zoning Plan development. The NCRPC is willing to assist in all public outreach activities as needed.

#### **BUDGET:**

This project is being funded by an Office of Economic Adjustment, U.S. Department of Defense grant.

**Ottawa County has approximately \$3,500 to implement the proposed updates.** We are interested in

seeing proposals which reflect a total cost not to exceed \$3,500. The chosen consultant will contract directly with the North Central Regional Planning Commission, which is acting as the project manager and fiscal agent for the grant funds.

**DELIVERABLE PRODUCTS:**

The consultant shall provide 3 copies of the final Zoning Plan and implementation/action steps, including color maps to the County upon adoption of the Plan.

All data and information that has been collected through the process shall be provided in digital and hard copies. All documents must be available in electronic format: text should be in Microsoft Word and Adobe PDF. A future land use map shall be provided in PDF and GIS format.

**PROPOSAL REQUIREMENTS:**

***Proposals should include:***

1. Cover Letter: Cover letter shall be provided that succinctly explains the Consultant's interest in the project. The letter shall contain the name, address, and phone number of the person who will serve as the firm's principal contact person with the County and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm.
2. Qualifications of Firm/Project Team: Provide names, titles, and responsibilities of key personnel who will be responsible for the management and completion of this project. Include qualifications, experience of each, and the length of time with the company.
3. Strategy and Implementation Plan: Describe the proposed strategy and/or plan for achieving the objectives of this RFP. Acknowledgement of the County's \$3,500 budget is expected.
4. Services: Describe services to be provided and any that may be specifically excluded. Describe what, if anything, the North Central Regional Planning Commission or County is expected to provide.
5. Organization and Staffing Plan: List any outside consultants or firms who might perform services for this project. Describe personnel organization; identify the people doing the work and whether they are employees or subcontractors.
6. Timeline: Provide a time-line for completing milestones for each step and adoption of the Plan by the deadline of August 31, 2021.
7. References: Give at least three (3) references for projects of similar size and scope, including at least two (2) references for projects completed during the past two years. References of staff that will be assigned to the project are also required. Staff references shall include, but are not limited to years of experience, education, and previous projects.

**PROPOSAL DEADLINE:**

Proposals are due by Friday, April 2, 2021 to:

Emily Benedick, Executive Director  
North Central Regional Planning Commission  
109 N Mill St, PO Box 565,

Beloit, KS 67420  
(785) 738-2218 -or- [executivedirector@ncrpc.org](mailto:executivedirector@ncrpc.org)

The North Central Regional Planning Commission and Ottawa County reserve the right to reject any and all proposals. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether electronic or in hard copy, will remain the property of the County and will be provided to the County upon completion of the contract or upon request. The NCRPC does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. The selected vendor must be able to demonstrate Equal Opportunity Employer compliance.

**EVALUATION CRITERIA**

Firm selected will be chosen on the basis of their apparent ability to best meet the overall expectations of the County. The County reserves the right to reject any and all submittals. The following parameters will be used to evaluate the submittals (in no particular order of priority):

1. Responsiveness of submittal to the RFP;
2. Basic Knowledge of the community;
3. Understanding of the project and the objectives;
4. Experience in integrating UAS corridor regulations into existing zoning preferred;
5. Required skills and demonstrated capability

**CONFIDENTIAL MATERIAL:**

All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. "Proprietary or Confidential Information" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "Confidential Disclosure" and placed in a separate envelope shall establish a confidential, proprietary relationship. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.

**DISCLAIMER:**

The comprehensive plan development is being overseen by the NCRPC. The NCRPC is under contract with the Flint Hills Regional Council to complete the proposed project, with financial support from the Office of Economic Adjustment, Department of Defense. The content reflects the views of the North Central Regional Planning Commission and does not necessarily reflect the views of the Office of Economic Adjustment or the U.S. Department of Defense.

Published on the [www.NCRPC.org](http://www.NCRPC.org) website beginning March 2, 2021 and sent directly to vendors experienced with the tasks expressed above.