



**CLAY COUNTY  
PURCHASING DEPARTMENT  
REQUEST FOR PROPOSAL (RFP)**

<b>RFP NO:</b>	<b>04-23</b>	<b>CHIEF DEPUTY PURCHASING AGENT</b>	<b>ETHEL KITCHELL</b>
<b>TITLE:</b>	<b>CLAY COUNTY, MISSOURI COMPREHENSIVE PLAN</b>	<b>EMAIL:</b>	<b>EKITCHELL@CLAYCOUNTYMO.GOV</b>
<b>ISSUE DATE:</b>	<b>3/7/2023</b>	<b>PHONE NO:</b>	<b>816-407-3630</b>

**PROPOSAL RESPONSES MUST BE RECEIVED NO LATER THAN:  
3/28/2023 AT 2:00 PM CENTRAL TIME.  
PROPOSAL RESPONSES WILL BE OPENED AND READ ALOUD AT 3:00 PM CENTRAL TIME.**

**SUBMITTAL INSTRUCTIONS:** In an effort to support the County's initiative for conservation, it is preferred that the Request for Proposals (RFP) be submitted via [www.PublicPurchase.com](http://www.PublicPurchase.com). Sealed RFPs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed RFP Label** found in Attachment 1 or type **RFP Number, RFP Title** and **Return Due Date** on the lower left hand corner of the envelope or package. In order for a response to be considered complete, the Clay County document **MUST** be completed in its entirety which includes this cover page. All subsequent pages **MUST** also be initialed and the Terms and Conditions Acknowledgement form **MUST** be signed.

**RETURN RFP TO:**  
**CLAY COUNTY**  
**ATTN: ~ PURCHASING DEPARTMENT**  
**1 COURTHOUSE SQUARE**  
**3rd FLOOR COMMISSION DESK**  
**LIBERTY, MISSOURI 64068**

**AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWALS  
DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**

**PLANNING AND ZONING  
234 W. SHRADER  
Liberty, MO 64068**

By signing this RFP cover page, the vendor shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The vendor shall further agree that the language of this RFP shall govern in the event of a conflict with their proposal. In addition, the vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when a Vendor Agreement is fully executed by an authorized agent of Clay County, a binding agreement shall exist between the vendor and Clay County.

**SIGNATURE REQUIRED**

<b>Company Name</b>		<b>Authorized Representative (Print)</b>		<b>Title</b>	
<b>Street Address</b>		<b>Authorized Signature</b>			
<b>City/State/Zip</b>		<b>County</b>	<b>Date</b>		<b>Company Tax ID No.</b>
<b>Telephone No.</b>		<b>Facsimile No.</b>		<b>E-Mail</b>	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt					
<b>Vendor Tax Filing Type with IRS (Check One)</b>					

## 1. INTRODUCTION AND GENERAL INFORMATION

*This section of the RFP includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.*

### 1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed proposals from prospective vendors for Clay County, Missouri Comprehensive Plan in accordance with the requirements and provisions stated herein.

1.1.2 RFP Document Contents:

- Introduction and General Information
- Scope of Work/Functional Specifications
- Meeting Information Page
- Agreement Terms and Conditions Acknowledgement Form
  
- Exhibit A - Pricing
- Exhibit B - Experience and Expertise
- Exhibit C - Project Approach
- Exhibit D - Miscellaneous Information
  
- Attachment 1 – Sealed RFP Label

### 1.3 Questions:

1.3.1 Questions relating to the RFP must be submitted via the [www.PublicPurchase.com](http://www.PublicPurchase.com) website or e-mailed to [Purchasing@ClayCountyMo.gov](mailto:Purchasing@ClayCountyMo.gov)

1.3.2 **All questions and issues should be submitted no later than Friday, March 17, 2023.** If not received prior to the aforementioned date, the Clay County Purchasing Department may not be able to fully research and consider the respective questions or issues.

### 1.4 Background Information:

1.4.1 The previous agreement awarded through Resolution to Bucher, Willis & Ratliff Corporation in association with Richard Caplan & Associates and ETC Institute, Inc. Additionally, the subsequent amendments via Resolution 2017-415 has expired in its entirety.

1.4.2 The previous Clay County Comprehensive Plan was adopted in 2008 to replace the preceding Comprehensive Plan from 1997.

- a. The Comprehensive Plan (also referred to as “the Plan”) indicates how citizens want the County to improve and grow in both the near-term as well as a longer-term up to the next 20 years.
- b. The Plan is a rational and comprehensive guide for physical development that fosters quality growth, conservation, and preservation of natural resources and development throughout the County and its unincorporated planning area.
- c. Clay County is a Constitutional, Charter County regulating land use under authority granted first class charter counties in the Missouri Revised Statutes, Chapter 64, et. seq.: “The county planning commission shall have power to make, adopt and publish an official master plan of the County”. These statutes provide the authority for Clay County to prepare and adopt a “Master Plan” (or comprehensive plan) through the same basic process as it has in the past.
- d. Together with the 1999 Highway 69 Corridor and Airport Area Use studies, the adoption of the 2011 Land Development Code (LDC), and Northland Trails Vision Plan (NTVP), the 2008

Vendor’s Initials: \_\_\_\_\_

Comprehensive Plan represented a cornerstone of direction in approving or denying land use and rezoning requests that will reach far into the future.

- i. The 3 LEVELS of the Land Use Tier Policy include:
    - 1). Natural Resources Tier
 

Generally consists of areas principally in use for agricultural production and may be used for farming, crops, pasture, agribusiness ventures such as growing and marketing of products, and a limited number of rural residences. This tier is located outside of the Urban Service Tiers. Such areas are intended to remain generally undeveloped unless logical expansion of the urban area occurs inside one of the Urban Service Tiers.
    - 2). Rural Low-Density Tier
 

Generally consists of areas located where there are no immediate or near-term urban services. Typically the areas are beyond one mile of an existing municipality in unincorporated Clay County, and beyond one mile from a major drainage way having existing or planned sanitary sewer service. These areas may be appropriate for large-lot subdivisions served by permitted septic systems and other low density residential development depending on environmental considerations.
    - 3). Urban Services Tier
 

Generally areas located in sub-basins that can have gravity flow sewer to existing or future wastewater treatment plants. The tier includes land within about one mile of a city boundary, which is the area where advice and consent of the city is sought as input to the County's regulatory decision. The areas close-in to cities with ready access to municipal or regional sewer district with a full range of urban services available should be reserved for urban development, irrespective of time frames. Land proposed for urban development in the higher-density residential districts, and the non-residential districts should be served by appropriate facilities and services which are adequate to support this more intense, non-agricultural development. The intent is that land should not be approved for development unless and until adequate appropriate facilities exist or provision has been made for public facilities.
  - e. Each level addresses unique, specific development standards such as the intent, primary uses, residential uses, non-residential uses, minimum sanitary sewer provisions, and appropriate zoning districts.
  - f. The Clay County Planning & Zoning Department has **home rule jurisdiction or control over only the unincorporated areas of the County**, or those areas outside of city limits.
- 1.4.3 Although an attempt has been made to provide accurate and up-to-date information. Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

Vendor's Initials: \_\_\_\_\_

**1.5 Estimated Quantities:**

- 1.5.1 The County shall not guarantee any minimum or maximum amount of the vendor's products and services that may be required under the Agreement.
  - a. The vendor shall provide products/services on an as needed basis.
  - b. The County shall not guarantee any usage of the contract whatsoever.

**1.6 Award Determination**

- 1.6.1 Any award of Agreement must be approved by the County Commissioners and shall be made by notification from the Purchasing Department to the successful bidder.
  - a. Clay County shall have the right to make awards by items, or as an all or none basis.
  - b. Clay County may make awards to multiple vendors.
  - c. The grouping of items and/or multiple vendor awards shall be determined by Clay County based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.
- 1.6.2 Clay County receives the right to reject any and all proposals received without clarification.

Vendor's Initials: \_\_\_\_\_

**2. SCOPE OF WORK**

*This section of the RFP includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of Clay County. The contents of this section include mandatory requirements that will be required of the successful vendor and subsequent vendor. The vendor is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The vendor's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the proposal is accepted by Clay County. The vendor must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the vendor (if any) in the appropriate sections of Exhibit A, Pricing Pages.*

**2.1 Specific Requirements:**

- 2.1.1 The vendor shall provide a Comprehensive Plan Update, which meets or exceeds the specifications contained in this document.
- 2.1.2 Clay County, Missouri seeks consulting services to prepare a comprehensive land use plan utilizing the 2008 Comprehensive Plan as the starting point.
  - a. Once completed, the new plan will provide guidance to Citizens, Developers, Planning & Zoning Commission, County Commission, Community Stakeholders, and the Clay County Planning & Zoning Department.
  - b. The current Comprehensive Plan was adopted by the Clay County Planning & Zoning Commission on June 3<sup>rd</sup>, 2008 and has been amended multiple times.
  - c. An extensive revision is needed to address the changing conditions in Clay County.
- 2.1.3 The updated plan will provide a road map for how to develop the unincorporated portions of Clay County over the next 20 years.
  - a. The project will consider all aspects of development with critical components including input from the public, existing strategic plans already in place for Clay County, and future growth of adjacent municipalities.
- 2.1.4 Scope of Services will include but not be limited to the following:
  - a. Schedule and conduct meetings with appropriate elected and appointed officials. These meetings may include the County Commissioners, the Planning & Zoning Commission, the County Administrator, the project liaison, and Clay County Staff as needed.
  - b. A thorough evaluation of the County's current Comprehensive Plan and Land Development Code.
  - c. Evaluate the current planning tier map and provide recommendations for a new map and tiers.
  - d. Review land use plan summaries from adjacent communities and other government entities and identify potential land uses in reference to those plans.
  - e. Provide innovative ideas to address the unique qualities of the unincorporated portion of Clay County relating to the future trends in land use and community development.
  - f. Review and incorporate information from the County's Parks Master Plan and the Master Plan for the Midwest National Air Center.
  - g. Create an extensive public outreach and participation process to allow Clay County citizens a prominent role in the revision of the plan.
  - h. Attend and coordinate public meetings including outreach and informational meetings with the public, County Commission, Planning & Zoning Commission, and County Staff.
  - i. Review current FEMA flood maps to ensure coordination with future land use plan.
  - j. Develop planning goals, objectives, and implementation strategies.
  - k. Give periodic updates to the project liaison.
  - l. Prepare final Comprehensive Plan document.
  - m. Present the final Comprehensive Plan draft to the County Commission and Planning & Zoning Commission.
- 2.1.5 Project Schedule
  - a. The County anticipates that the Comprehensive Plan update will occur in 2023 & 2024.
  - b. The project will begin in the spring of 2023 and be completed in the first quarter of 2024.
  - c. Project completion is defined as production of the final Comprehensive Plan draft for presentation and adoption to the County Commission and Planning & Zoning Commission.

Vendor's Initials: \_\_\_\_\_

**2.2 Miscellaneous Requested Information:**

2.2.1 The vendor should respond to the information requested in all sections and all exhibits.

**3. RFP OPENING**

3.1.1 RFP Responses will be read out loud at 3:00 PM on March 28, 2023 in the Purchasing Department.

- a. 16 W. Franklin Street  
Liberty, Missouri 64068
- b. Location subject to change.
- c. The only information that will be read on March 28, 2023 at 3:00 P.M is the Names of the Vendors who sent responses.

Vendor's Initials: \_\_\_\_\_

**4. AGREEMENT TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM**

The undersigned vendor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located at:

[https://www.claycountymo.gov/application/files/1515/9923/0486/CONTRACT\\_TERMS\\_AND\\_CONDITIONS.pdf](https://www.claycountymo.gov/application/files/1515/9923/0486/CONTRACT_TERMS_AND_CONDITIONS.pdf)

All terms and conditions as stated shall be adhered to by vendor upon acceptance of Agreement. Vendors enter into this agreement voluntarily, with full knowledge of its effect.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor Name

Vendor's Initials: \_\_\_\_\_

**EXHIBIT A  
Pricing Pages**

**PRICING TABLE 1: REQUIRED PRICING**

The vendor shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the RFP.

DESCRIPTION	TOTAL PROJECT COST
CLAY COUNTY, MISSOURI COMPREHENSIVE PLAN	\$

**PRICING TABLE 2: OTHER REQUIRED PRICING**

The vendor must state below all other applicable costs necessary to satisfy the mandatory requirements of the RFP. Unless stated in Exhibit A, the County shall assume that absolutely no other fees or charges, will be assessed to the County whatsoever in connection with the total project cost of RFP 04-23 Clay County, Missouri Comprehensive Plan herein and to satisfy the RFP requirements.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE

**PRICING TABLE 3: OPTIONAL PRICING**

The vendor may provide firm, fixed pricing for optional services for RFP 04-23 Clay County, Missouri Comprehensive Plan. Also, list any pricing discounts.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE

Vendor’s Initials: \_\_\_\_\_



**EXHIBIT A, continued**

**PRICING TABLE 4: FEE SCHEDULE**

If additional services are requested by the County, the vendor shall prepare and submit to the County an estimate of the total cost associated with such additional services. The vendor must indicate in the pricing table below the firm, fixed hourly rate for the personnel job classification that may be necessary to fulfill the requirements of the RFP.

**TASK/PERSONNEL BREAKDOWN**  
SCHEDULE OF HOURLY BILLING RATES FOR SERVICES

<b>PERSONNEL CLASSIFICATION</b>	<b>TYPICAL WORK TASKS</b>	<b>HOURLY RATE</b>

Vendor's Initials: \_\_\_\_\_

**EXHIBIT B**

**Experience and Expertise**

The evaluation of the vendor’s experience and expertise shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

**B.1 EXPERIENCE:**

A MINIMUM of 5 years’ experience is required of the successful vendor, in similar services, as described in the scope. Experience and references provided by vendors shall be verified and will be a significant factor in the evaluation. Vendors should provide the information below.

How many years has your company been in the Comprehensive Plan business? \_\_\_\_\_

List a minimum of three (3) references showing Agreements held by your company providing the same or similar services for other public entities, local government or private companies.

Reference No. 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 2 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 3 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	

Vendor’s Initials: \_\_\_\_\_

**EXHIBIT B, continued**

**B.2 EXPERTISE:**

**PERSONNEL QUALIFICATIONS**

Vendors should provide the information below.

Indicate person who will be supervising project(s) and years of experience in similar work.

Name: \_\_\_\_\_ No. of Years \_\_\_\_\_

Type of Experience: \_\_\_\_\_

Complete the following for employees that would be working on this project. List any previous work directly relating to the RFP specifications that have been performed for other public entities, local government or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING/CERTIFICATIONS

**B.3 RELIABILITY & RESOURCES:**

Provide a Statement of Financial Condition.

Vendor's Initials: \_\_\_\_\_

**EXHIBIT C**  
**Project Approach**

The evaluation of the vendor’s proposed method of performance/project approach shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding the proposed method of performance/project approach. The County shall have the right to use this information, including information gained from any other source, in the evaluation process.

It is the vendor’s responsibility to make sure all products and services proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the services proposed; however, the evaluator does have sufficient technical/business background to conduct an evaluation when presented complete information.

**C.1 PROJECT APPROACH INFORMATION**

Include attachments:

Vendor’s Initials: \_\_\_\_\_

**EXHIBIT D**

**Miscellaneous Information**

**D.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):**

- 1) This section is optional, it will not affect proposal award. If the County awarded you the proposed Agreement, would you sell under the prices and terms of this Agreement to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area. (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Agreement.)  
 YES:  NO:  INITIALS: \_\_\_\_\_
- 2) Sales shall be made in accordance with the prices, terms, and conditions of the RFP and any subsequent term Agreement.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the Agreement unless they are specifically named in the RFP as a joint participating entity.
- 4) All sales to other jurisdiction shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other Agreement administration shall be the responsibility of the ordering jurisdiction.
- 5) The Purchasing Manager shall be responsible to handle the solicitation and award the Agreement. The Purchasing Manager shall have the sole authority to modify the Agreement and handle disputes regarding the substance of the Agreement.
- 6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

**D.2 WEBSITE**

- 1) Does your company have a website? YES:  NO:
- 2) If yes please provide the website address:

**D.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:**

Vendors who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor’s organization is currently an elected or appointment official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of Clay County or any Political sub-division thereof:	
If employee of Clay County or Political sub-division thereof, provide name of Clay County entity or political sub-division where employed:	
Percentage of ownership interest in vendor’s organization held by elected or appointed official or employee of Clay County or political sub-division thereof:	

Vendor’s Initials: \_\_\_\_\_

**ATTACHMENT 1  
Sealed RFP Label**

***PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE***

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**SEALED RFP RESPONSE ENCLOSED**

**DELIVER TO:**

**CLAY COUNTY ~ PURCHASING DEPARTMENT  
1 COURTHOUSE SQUARE  
3<sup>RD</sup> FLOOR COMMISSION DESK  
LIBERTY, MO 64068**

**RFP No.: 04-23    DATE: 3/28/2023**

**RFPs MUST BE RECEIVED 2:00 P.M. CENTRAL TIME  
DESCRIPTION: CLAY COUNTY, MISSOURI COMPREHENSIVE PLAN**

**SPECIFY VENDOR NAME:** \_\_\_\_\_

**SPECIFY VENDOR'S CITY, STATE LOCATION:** \_\_\_\_\_

**City, State Location**

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**Vendor's Initials:** \_\_\_\_\_