

## **Request for Qualifications: Zoning Ordinance Update**

The City of North Kansas City seeks the services of a qualified consultant to update the city's Zoning Ordinance.

### **Project Summary**

The purpose of this project is to update the city's Zoning Ordinance to align with the goals and directives of the City's newly adopted Master Plan.

The City Council and Planning Commission adopted a new [Master Plan](#) to guide the development and redevelopment of North Kansas City in June, 2016. As part of that project, the City's zoning ordinance was evaluated for its usability, organization, and substantive standards. The resulting Zoning Framework (Appendix B to the plan) provided recommendations for a future ordinance update.

The existing Zoning Ordinance ([Title 17 of the Municipal Code](#)) was adopted in 2002 and has been the subject of several amendments since that time. Some of the most significant amendments since 2002 include the addition of the Burlington Corridor Overlay District in 2010 and an update to the chapter addressing non-conformities in 2013.

### **The North Kansas City Community**

The City of North Kansas City was established in 1912 and still retains its strong industrial roots as one of the region's earliest and most prolific manufacturing and distribution centers. However, the City now has a much more diversified economy, from high tech office campuses and health facilities, to the smaller retail storefronts within the City's vibrant downtown retail district. The City is home to nearly 1,000 local businesses that employ approximately 20,000 persons. The City's two industrial zoning districts comprise over 1,500 acres of land and cover over half of the city's area.

North Kansas City is a city of the third class, encompassing approximately 4.3 square miles, and has a 2015 Census-estimated population of 4,354 persons. More information about the City is available at [www.nkc.org](http://www.nkc.org).

### **Statement of Qualifications Requirements**

Responses should include the following information presented in this order:

1. A cover letter that clearly identifies the contact person for this selection process and this project.
2. A general statement describing the consultant's understanding of or philosophical approach to zoning ordinances and development regulations, critical issues to be addressed when updating a zoning ordinance, and how the consultant has addressed

these issues in past projects. Please note that this statement is not to be a scope of services or project proposal.

3. Résumés for key personnel. If the statement is from a team of firms, please describe past experience in working together.
4. Experience with similar communities, including at least three references from clients within the past five years, with contact name, phone number, and email address.

Responses shall be no longer than 20 pages.

Interested firms should submit one electronic copy of their response in pdf format on CD or USB drive and three printed copies of the response. The submittal must be clearly marked "RFQ – Zoning Ordinance" and received no later than 4:00 pm on Friday, November 4, 2016. Responses should be delivered to: Crystal Doss, City Clerk; City of North Kansas City; 2010 Howell Street; North Kansas City, MO 64116.

## Evaluation

The City will evaluate responses on the following factors:

- Experience with drafting and updating zoning ordinances and development regulations;
- Expertise and experience of personnel;
- Recent references; and
- Quality and completeness of the submission.

## Selection Process and Timeframe

The City will adhere, as closely as possible, to the following review schedule. The City reserves the right to change this schedule to meet the needs of City staff, the selection committee, the Planning Commission, and the City Council.

Milestone	Date
Pre-Submittal Conference	Thursday, October 20
Addendum of Additional Information Released	Tuesday, October 25
Submittals due	Friday, November 4
In-person Interviews	Week of December 5

A pre-submittal conference will be held on Thursday, October 20 at 2pm in the Police Department Community Room, 2020 Howell, North Kansas City.

Consultants invited to interview for this project will be asked to present their recommended update process, including community engagement recommendations, as part of the interview.

This RFQ is an invitation by the City for interested firms to submit statements of qualifications, which may be subject to subsequent discussions and negotiations. It is not a request for a competitive bid. Submission of a response does not create any right in or expectation to a contract with the City. The City reserves the right to reject any and all responses and to waive minor technicalities.

## Questions

All interested consultants are encouraged to email Sara Copeland ([scopeland@nkc.org](mailto:scopeland@nkc.org)) to register their intent to respond to this RFQ. All firms expressing interest will be notified of any additional information or addendums issued for this RFQ.

Any questions regarding the proposal may be submitted via email to Sara Copeland ([scopeland@nkc.org](mailto:scopeland@nkc.org)). Questions must be submitted prior to the pre-submittal conference, or may be asked at the conference. Attendance at the pre-submittal conference is optional. Responses to all questions will be sent to all registered firms no later than Tuesday, October 25.