

**REQUEST FOR PROPOSALS**  
FOR  
**PROFESSIONAL PLANNING SERVICES**  
FOR THE  
**Olathe Economic Development Strategic Plan**

The City of Olathe, Kansas  
City Planning Division  
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Olathe, Kansas 66061  
(913) 971-8750

Olathe Chamber of Commerce  
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September 7, 2022



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## **INVITATION FOR REQUEST FOR Proposal**

### **A. PURPOSE AND INTRODUCTION**

The City of Olathe, Kansas (“City”) has determined that it is in its best interest to contract out economic development activities to the Olathe Chamber of Commerce (“Chamber”). As such, while the city council determines the ultimate economic development policies, the Chamber takes the lead in the implementation of that policy.

The City of Olathe and the Chamber of Commerce are seeking experienced, qualified firms to submit proposals for the development of an innovative Economic Development Strategic Plan addressing the City’s unique areas, character, assets, and opportunities. The Plan will provide a road map for the city in determining where to allocate resources and identify priorities over a **ten-year** period in business attraction, retention, and expansion. The strategy is to be fact-based and market-disciplined and is to include specific action items geared towards creating new job opportunities, encouraging entrepreneurship and innovation, enhancing fiscal sustainability, investing in catalytic development areas, and increasing private investment throughout the city.

The City expects to hire an accomplished consultant firm, seasoned in producing municipal or county economic development strategic plans to assist Olathe in being future-ready with new ideas, inventive thinking, economic strategic tools and approaches, and implementable policies and action plans. This effort, along with implementation of the Plan, will be led by the Chamber working closely with City staff.

### **B. OLATHE HISTORY**

The City of Olathe, Kansas is located approximately 20 miles southwest of downtown Kansas City. Olathe is the county seat of Johnson County and covers an area approximately 64 square miles, with a total future growth area of approximately 92 square miles. The 2020 census identified Olathe with a population of 141,290, making Olathe the second largest city in Johnson County, the fourth largest city in the Kansas City metropolitan area, and the fourth largest city in Kansas. Our projected growth is expected to reach 181,150 by the year 2040.

Olathe was founded in 1857 and is one of the oldest communities in the state of Kansas. By 1868, more than 50 buildings were erected in the city, and by 1873, three railroads traversed Olathe. By 1885, Olathe had a population of just over 3,000.

The Strang Trolley Line opened in 1907, which provided a connection from Olathe to downtown Kansas City. This was the first gas-electric trolley car and one of the most profitable inter-urban railroads in the country. This trolley service enabled suburban growth within Olathe.

### Infrastructure and City Services

The construction of Interstate Highway 35 in 1957 was the impetus for more rapid suburban development, and Olathe's population had increased to 10,011 by 1960.

In 1971, Santa Fe, a major commercial corridor, was widened to four lanes and urban renewal continued. In 1973, plans for the construction of a new city hall and the demolition of the existing building were also completed.

In the 1990's Olathe saw the completion of the overpass at I-35 and 151st Street and the opening of the 119th Street Interchange with I-35. Olathe currently maintains over 1,300 miles of public roads. Olathe is also a full-service city providing water, recycling, waste, and sanitary sewer services throughout the community and has been recognized as a leader by the American Public Works Association and American Water Works Association. In 1996 Garmin International, industry leader in navigation and communications electronics relocated their headquarters to Olathe. With this commercial and residential growth came seven new elementary schools, one junior high school, and one high school. And in 1997 Olathe was home to the Great Mall of the Great Plains located just off I-35 and 151<sup>st</sup> Street.

### Strategic Planning Efforts

With input from residents, Olathe's first Strategic Plan was adopted in 2001, establishing Olathe's 20-year vision in the strategic areas of transportation, public safety, active lifestyles, public services, downtown, economic sustainability, and diversity. In January 2004, Money Magazine listed Olathe as the third "hottest" town in the central United States, and in July 2006, Money ranked the City of Olathe as 13th on its Best Small Cities list. The Strategic Plan was updated again in 2004 and most recently in 2019 (known as Olathe 2040) to ensure that we continue looking ahead through innovation and service to be future-ready focusing our services and priorities into four focus areas: Exceptional Services, Quality of Life, Economy, and Infrastructure.

*(Source – Olathe 2040 Strategic Plan)*

According to the 2020 Census, Olathe's population today is approximately 141,290 which is an increase over 12.25% from the 2010 Census. Approximately 28% of Olathe's housing stock was built between 2000 to 2019 with the largest residential structure type being single family and an average home sales price of \$392,364.

Olathe prides itself on providing high-quality services and making them available to all residents. This includes Fourth Fridays events, Mahaffie Stagecoach Stop and Farm, and the Olathe Community Center, which had over 242,000 visitors in 2019. The opening of the new Indian Creek Library brought with it a variety of community services for all ages. Olathe has almost 40 neighborhood and community parks and was recognized as the 6<sup>th</sup> Safest City in America according to MyLife.

Olathe's top ten major employers include Garmin International, Johnson County Municipal Government, and Olathe Health. These top ten major employers provide a total of 17,800 jobs in Olathe. Olathe has several large commercial developments such as Olathe Pointe, Olathe Station, and Shops at 151<sup>st</sup>. Downtown Olathe is full of rich history and exciting high quality development activity with the recent opening of the new Johnson County Courthouse, Johnson County Square for outdoor community art and events, Arello Apartments, and a new downtown library to complete construction in spring of 2023. Southern Olathe is home to several large industrial developments such as Lineage Logistics, FedEx, Lone Elm Commerce Center, and 56 Commerce Center.

The City is dedicated to fostering a welcoming, diverse, equitable, and inclusive environment for all residents. Olathe takes a proactive approach to community planning and has a variety of long-range plans to provide additional information on the City's vision, goals, and priorities to assist in the development of this Economic Development Strategic Plan such as:

- Olathe 2040 Strategic Plan
- Olathe Comprehensive Plan (*PlanOlathe*)
- Envision Olathe Downtown Plan
- Transportation Master Plan
- Healthy Neighborhoods Initiative
- Corridor Plans and Studies (namely Woodland, K-7, Cedar Creek, and I-35 & Santa Fe)
- Water & Sewer Master Plan

An electronic version of all these plans and studies are available at [www.olatheks.org](http://www.olatheks.org)

### **Economic Development Tools**

To support high quality economic growth and development, the City of Olathe offers a variety of economic incentives and tools to facilitate Olathe being a place of choice for development. Some incentives are available only in specific areas, while others are available throughout the city. Examples of economic development tools used include but are not limited to the following:

- Industrial Revenue Bonds (IRBs) and Tax Abatements
- Tax Increment Financing (TIF)
- Community Improvement District (CID)
- Benefit Districts
- Downtown Exterior Grant Program
- Transportation Development Districts (TDD)
- Neighborhood Revitalization (NRP)
- Opportunity Zones
- State tools through the Kansas Department of Commerce
- Economic Development Rider Incentives (Evergy)

Additional information and requirements on all these incentives and programs are available at [www.olatheks.org](http://www.olatheks.org)

### **C. PLAN PRIORITIES**

Olathe is now at the stage where it desires to establish a comprehensive, 10-year Economic Development Strategic Plan. Included in the plan will be the identification and preparation of several strategies, including assistance for homegrown startup businesses and also a response to the local economy resulting from the impacts of COVID-19. The strategy will focus on the goals and strategies identified in our Olathe 2040 Strategic Plan that are based on our Vision Statement: *“Olathe is an economic leader in the region. Our strong economic base is built by highly successful businesses of all sizes, entrepreneurs, a skilled workforce, vibrant downtown, and other attractive places throughout the community.”* (Olathe 2040 page 41). The Economic Development Strategic Plan should address a variety of industry targets which may include but not be limited to:

- Entrepreneur, Small Business, Homegrown
- Manufacturing
- Technology
- BioScience
- Finance, Insurance, and Service
- Food and Beverage
- Entertainment and Recreation
- Healthcare
- Education

The City’s business attraction, retention, creation, and expansion are important in the development of a strategic plan. Goals and measurable objectives should include expansion of the tax base, job creation, and development and expansion of the targeted economic clusters identified above as well as addressing the goals identified in the Olathe 2040 Strategic Plan. The City believes in the value of community engagement, partnerships, and communication. The City also contracts with the Olathe Chamber of Commerce and works in cooperation with them regularly on a variety of development projects. Examples of guiding principles include:

- Focus on revenue enhancing economic development opportunities for private businesses
- Identify public private opportunities and partnerships
- Foster strong relationships with business owners, entrepreneurs, leaders in industry and other community stakeholders

- Identify opportunities that strengthen Olathe’s workforce and position to attract high quality businesses
- Advance diversity, equity and inclusion efforts for a prosperous and thriving community for all.
- Stimulate local growth by encouraging private investment
- Evaluate return on public investment and community benefit
- Ensure Olathe’s tax base is strong, diverse, innovative, and resilient
- Expand accessibility of resources for workforce development
- Seek the integration of cutting-edge and future technologies
- Recognize public incentives as catalysts to leverage and encourage private investment

#### **D. SCOPE OF WORK**

The following section identifies tasks that will be the focus of the consulting services agreement and the expected tasks in preparation of an Economic Development Strategic Plan. The tasks identified do not represent a complete and exhaustive list of the tasks that may be necessary in the preparation of a comprehensive plan. Bidders are encouraged to expand on the Scope of Work to demonstrate expertise. Anticipated work tasks will be done in coordination with the Olathe Chamber of Commerce with an expected robust public engagement effort, detailing the strategies that will be used, meeting schedule, tools and techniques, and explain strategies to engage key stakeholders representing the diversity of the businesses and community.

#### **Task Area 1: General Consulting Services**

1. Facilitate all stages of the economic development strategic planning process.
2. Develop and prepare an economic development mission statement, vision, goals, and objectives.
3. Review existing economic development strategies and related documents.
4. Develop and prepare an update to existing economic and community profiles and demographics.
5. Review existing economic development programs and incentives.
6. Develop and prepare new programs and incentives and/or updates, as needed.
7. Conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis.
8. Identify economic development priorities.
9. Identify citywide business leakage.
10. Identify targeted industries for job creation and retention.
11. Identify catalyst economic and housing development areas and sites.
12. Identify opportunities to implement Envision Olathe Downtown business initiatives.
13. Identify potential opportunities to leverage City-owned properties in development negotiations.
14. Identify roles, responsibilities, and partnerships with other entities, both internal and external such as the Olathe Chamber of Commerce Economic Development Council, KC Area Development Council, Kansas Department of Commerce, major employers headquartered in Olathe.

15. Develop specific actions or work plans to implement overall strategies successfully.
16. Identify needs and resources necessary for implementing recommendations and strategies.
17. Structure and prioritize recommendations and strategies for short, middle, and long-term goals.
18. Establish metrics in which to measure strategic performance.

### **Task Area 2: Community Engagement and Outreach Efforts**

1. City and Chamber Staff.
2. Engage with public and private stakeholders such as school district representatives, the Downtown Olathe Business Association, major employers and other community partners.
3. Facilitate regular project meetings with City staff throughout the process.
4. Assist in creation and development of a project steering committee and facilitate meetings.
5. Develop an innovative engagement plan for public input such as community meetings, open houses, surveys, listening sessions to obtain meaningful and diverse public input.
6. Present updates and the final plan to City Staff, Economic Development Council (Chamber), City Council, including a study session if necessary.

### **Task Area 3: Deliverables and Strategy Recommendations**

1. Develop and prepare a comprehensive, innovative Economic Development Strategic Plan that incorporates a strategy to:
  - a. align with the goals of Olathe 2040 Strategic Plan that takes a future ready approach where residents and businesses thrive.
  - b. support business attraction, retention, and expansion of all sizes.
  - c. advance diversity, equity and inclusion efforts for a prosperous and resilient community for all.
  - d. implement national and changing trends in retail, entertainment, and other industries for a strong and resilient tax base.
  - e. evolve the shopping, event, and dining experience in Downtown Olathe.
  - f. support entrepreneurship and innovation.
  - g. collaborate with educational institutions in job creation and advancement of economic clusters identified.
  - h. identify opportunities for mixed residential/commercial development areas to create a *“live, work, play experience”*.
  - i. Identify nodes or areas of development or redevelopment.
  - j. capture Olathe’s strengths while identifying ways to create opportunities from challenges.
  - k. identify infrastructure constraints and opportunity strategies.
  - l. provide a 10-year strategy with implementation tools and measurable outcomes. Include examples of other benchmarking city implementation successes, strategies, and outcomes.



## **E. PROPOSAL SUBMITTAL REQUIREMENTS**

We are particularly interested in progressive experience related to similar, rapidly growing communities. The development of a strategic plan must provide a flexible and innovative document inclusive of the diverse characteristics of the city. Olathe is a rapidly growing and diverse community with a high priority on quality-of-life initiatives, and standard “cookie-cutter” approaches to economic development will not yield desired results.

To be eligible for consideration, **one electronic** copy of the response to the RFP must be received by the Olathe Chamber of Commerce no later than 5:00 pm CST, on **October 4, 2022**. Late submittals will not be considered and will be returned. The font should not be smaller than 12 point. Covers, cover letter (single page max) and table of contents are not included in the 6-page limit.

### **Contents and Format**

Submittal and Project Understanding and Approach not to exceed 6 pages which addresses the following:

- Responses should include a proposed approach to the project that includes the proposer’s understanding of the project’s objectives and local context, a description of your approach to each of the tasks, description of all project deliverables and tentative public engagement processes. Please provide your staff capacity for meeting the project requirements. Identify the key team members who are likely to be assigned to this contract if your proposal is selected along with a description of their roles and responsibilities. State approximate date your business/firm is available to begin work on the Economic Development Strategic Plan (the “Project”). Provide a list of subcontractors to be included on the consultant team, along with a brief description of their qualifications and services they are likely to perform.
- Responses should include a proposed approach to public outreach and engagement including process, meetings, tools, and techniques to be utilized for engaging the community and key stakeholders in this project.

TAB A: Project Experience (2 pages per project, maximum of 5 projects)

TAB B: Key Personnel Resumes (1 page per resume, plus organizational chart)

TAB C: Project Work Plan/Schedule

### **TAB A - Project Experience**

Identify at least three (3) but no more than five (5) projects where the firm was the primary consultant specific to Strategic Planning for Economic Development. Demonstrate the experience of your firm and/or proposed team, including all sub-consultants, on projects same/similar to that described in this solicitation for same/similar services. The projects submitted should also demonstrate that the consultant and/or the team have performed a same/similar type of service to be considered relevant in the last five years.

### **TAB B - Key Personnel Resumes**

For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. There are no limitations on the number of key positions the firm may provide. However, at a minimum, the firm must provide the primary consultant, and at least one (1) person from each sub-consultant identified. Each resume is limited to one (1) page.

Include an organizational chart (maximum 2 pages) at the end of this tab, chart may be submitted in 11”X17” that depicts the project team organization and lines of authority. Clearly indicate superior/subordinate reporting relationships. Provide names of each position and identify the associated firm or sub-consultant.

### **TAB C – PROJECT WORK PLAN/SCHEDULE**

Provide a tentative Project Work Plan/schedule showing key project milestones and deliverables. The schedule shall demonstrate firm’s ability to meet the designated milestones.

### **F. PROJECT REPRESENTATIVES**

Project Representatives will be the primary point of contact for this project. The Project Representatives for this project are:

Tim McKee, IOM, CEO  
[Tmckee@olathe.org](mailto:Tmckee@olathe.org)  
Olathe Chamber of Commerce  
18103 W. 106<sup>th</sup> St., Suite 100  
Olathe, Kansas 66061  
913-764-1050

Aimee Nassif  
[AENassif@Olatheks.org](mailto:AENassif@Olatheks.org)  
Chief Planning and Development Officer  
City of Olathe  
100 E. Santa Fe  
Olathe, Kansas 66061  
913-971-8746

Firms interested in being considered for this project shall submit one electronic copy of their Statement of Proposal in pdf format on USB flash drive or email directly. Submit Statement of Proposals no later than **5:00 pm CDT, October 4, 2022.**

- Submittals delivered electronically should be submitted to [Tmckee@olathe.org](mailto:Tmckee@olathe.org)

- Flash Drives should be delivered in person or delivered by UPS, FedEx, or another courier service to:

Olathe Chamber of Commerce  
18103 W 106<sup>th</sup> Street, Suite 100  
Olathe Kansas, 66061  
Attn: Tim McKee Chief, Executive Officer

*(Remainder of this page intentionally left blank)*

## H. ADDITIONAL INSTRUCTIONS TO PROPOSERS

### DEFINITIONS

Wherever the words "City" or "Owner" are used in this Request for Proposals, it shall mean the City of Olathe, Kansas.

Whenever the words "Candidate", "Firm", "Proposer", "Team", or "Design Team" are used in this Request for Proposals, it shall mean the Proposer and the design professionals which make up the entire team providing the services required of this project.

### GENERAL INFORMATION

Firms considering this Request for Proposals are encouraged to thoroughly review all instructions and information provided in this document.

Response to this Request for Proposals is to be in the form of a Statement of Proposals (SOP) as outlined in the section titled Statement of Proposals Requirements. The Statement of Proposals must include all the requested information and must be organized in the manner as indicated in the section titled Outline for Statement of Proposals, with all identified sections included. If in the judgment of the City any section is absent or significantly incomplete, the City reserves the right to reject the submittal.

### AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

The City of Olathe requires all firms entering into contracts with the City equal to or over \$10,000 to meet the City's requirements for Affirmative Action/Equal Opportunity and Contract Compliance and be in possession of a valid Certificate of Compliance issued by the City. All firms are highly encouraged to review their compliance with this requirement. The Questionnaire on Personal Practices is provided in Appendix A of this Request for Proposals. Additional instructions are included with the document.

**For Firms currently in possession of a valid Certificate of Compliance issued by the City of Olathe:** Submit a copy of the Certificate of Compliance with the statement of Proposals.

**For Firms needing to obtain a Certificate of Compliance or update their Certificate of Compliance with the City of Olathe:** Upon receiving this RFQ, complete the questionnaire and submit it according to the instructions on the questionnaire. Firms should allow at least 10 working days for initial review of submitted documents and should allow additional time for any follow-up review. The Certificate of Compliance is not required to be submitted with your Statement of Proposals.

A Certificate of Compliance is only required from the Firm selected after the interview stage. Prior to beginning contract negotiations, the Firm selected by the evaluation committee for this project must provide the Project Representative with a copy of the Certificate of Compliance issued by the City of Olathe certifying their firm meets the City's Affirmative

Action/Equal Opportunity and Contract Compliance requirements. The selected Firm must be prepared to submit their Certificate of Compliance by the date identified in this RFQ in the section titled “Evaluation and Selection Schedule.”

### **COMMUNICATION WITH THE OWNER**

From the date of issuance of this Request for Proposals, all communication between any Firm and the City regarding this Request for Proposals, including but not limited to questions or concerns about the content, requirements, or processes identified herein, must be done so with the City’s project representative. Firms may contact the project representative via telephone or e-mail with general project inquiries, requests for interpretation, pre-submittal questions, etc. Questions determined to be of a general nature and not having an impact on the process may be responded to verbally or by e-mail. If the project representative determines a question to be a matter of significant concern, the project representative will require the question to be submitted by e-mail. Matters of significant concern will be responded to by addenda and issued to all Firms considering this Request for Proposals. Questions received after the date established for the submittal of questions may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

### **LICENSING REQUIREMENTS**

All services to be provided by the Firm selected for this project must be provided in accordance with the professional registration requirements of the State of Kansas, if so, required for the services being provided.

### **WITHDRAWAL OF STATEMENT OF PROPOSALS**

Any Proposer may withdraw their Statement of Proposals upon written request provided by the Proposer to the City of Olathe Project Representative.

### **INSURANCE**

This Request for Proposals sets forth the Owners minimum requirements for insurance coverage to be maintained by the successful Firm throughout the duration of this project. When the successful Proposer delivers the executed agreement to Owner it shall be accompanied by the required documentation verifying insurance coverage. See Appendix A for information on the minimum required insurance coverage to be provided.

### **TERMS AND CONDITIONS**

1. Proposers acknowledge and agree that the City of Olathe and Chamber will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent as a result of, or arising out of, submitting a response to this Request for Proposals.

2. All information submitted in response to this Request for Proposals shall become the property of the City of Olathe and Chamber and will not be returned.
3. It shall be understood the contents of the submittal will remain confidential during the evaluation and selection period but will become public record once a contract has been awarded. The City of Olathe and Chamber understand submittals provided in response to this Request for Proposals may include information that the Proposer does not want disclosed for any purpose other than evaluation of the submittal. If the submittal contains such information, the Proposer shall clearly identify the specific page(s) of the submittal that the Proposer desires to remain confidential. The City of Olathe and Chamber assume no liability for disclosure or use of any unidentified information, or for the disclosure of marked information, if disclosure of such information is required by law.
4. The City of Olathe and Chamber reserve the right to cancel, alter, or amend this Request for Proposals. In such an event, all persons or firms recorded by the City of Olathe as having received this Request for Qualification document will be notified in writing.
5. The City of Olathe and Chamber reserve the right to request clarifications from any or all firms or individuals submitting a response to this Request for Proposals. However, the City of Olathe shall not be required to request missing information from the respondents that may cause the submittal to be considered non-responsive.
6. The City of Olathe and Chamber reserve the right to waive any irregularities in the submittal and review process.
7. The City of Olathe and Chamber reserve the right to reject any or all submittals.
8. Proposers must include with their Statement of Proposals copies of all addenda, if any, issued for this Request for Proposals. The addenda shall include the signature of the Proposer.
9. The contract between the Firm and the City of Olathe and Chamber will contain the following indemnification clause: "To the fullest extent permitted by law, the contracted design professional shall indemnify and hold harmless the City of Olathe and Olathe Chamber of Commerce and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use resulting therefrom, but only when caused in whole or in part by negligent acts or omissions of the contracted design professional, their officer, employees, and persons utilized by the contracted design professional. The City of Olathe and Olathe Chamber of Commerce,

their agents and employees shall not be indemnified under this contract for their sole negligence.”

10. The Firm selected for the project must be authorized to do business in the State of Kansas. If the Firm is a corporation organized outside the State of Kansas it shall review its authorization with the State of Kansas and, if necessary, file the required documentation with the State of Kansas in order to receive authorization to do business in the State of Kansas. The Firm, if organized outside the State of Kansas, must provide in the Statement of Proposals evidence to the Owner of their authority to do business in the State of Kansas. Evidence shall be in the form of a Certificate of Good Standing issued by the State of Kansas.

*(Remainder of this page intentionally left blank)*

## **CLIENT REFERENCES**

Include names and phone numbers of client contacts for all reference projects listed, including the owner and the client's project manager or representative with detailed knowledge of the project. The City or Chamber will selectively contact the references of the short-listed design firms. Therefore, the Proposer is requested to verify the contact's name and phone number of all references and advise them the City or Chamber may be contacting them. Responses, lack of response, or inability to make contact with the reference due to inaccurate contact information will be shared with the selection committee.

### **1. INSURANCE**

The successful candidate must procure and maintain the necessary insurance coverage throughout the duration of this project. See the Insurance Requirements provided in the appendix to this document for the minimum required insurance coverage.

The Proposer must provide in their Statement of Proposals a letter of commitment from an insurer indicating the Proposer currently has or is capable of obtaining the necessary insurance.

The selected candidate will be required to provide a Certificate of Insurance at the time an agreement is negotiated and approved by the City.

### **2. AUTHORIZATION TO DO BUSINESS IN THE STATE OF KANSAS**

The Firm selected for this project must be authorized to do business in the State of Kansas. If the selected Firm is a corporation organized outside the State of Kansas it shall review its authorization with the State of Kansas and, if necessary, file the required documentation with the State of Kansas in order to receive authorization to do business in the State of Kansas.

If organized outside the State of Kansas, provide in the Statement of Proposals evidence to the City of their authority to do business in the State of Kansas.

### **3. AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE**

Candidates possessing a valid AA/EEO Certificate of Compliance issued by the City of Olathe are encouraged to submit the Certificate in this section of their Statement of Proposals.

### **4. ADDENDA**

Copies of all addenda, if any, issued by the City of Olathe must be included in the candidates Statement of Proposals. All addenda must be signed by the Proposer as indicated on the addenda.



## **I. SELECTION PROCESS AND EVALUATION**

The Chamber and City intends to select a Firm which demonstrates extensive experience having successfully managed similar economic development projects; which demonstrates the ability and experience to effectively work in an environment that embraces collaboration, communication, and teamwork between all parties to achieve the City's goals for this project; which demonstrates a thorough and appropriate approach and proven processes for the management of this type of project and the nature of the expected work; and which proposes qualified and experienced personnel to be assigned to the project. The general scope of services of the selected Firm is further defined in this document.

The Chamber and City will receive and review statements in response to this RFP. Proposals will be evaluated by an evaluation committee composed of Chamber of Commerce and City representatives to determine which Candidates best demonstrate themselves as the most qualified and capable of providing the services required of the project. The evaluation committee will develop a short-list of those Candidates thought to be the most qualified and capable of performing the work required of this project. Qualifications alone will narrow the field of Candidates to a shortlist which is anticipated to be the top three ranked firms. The shortlisted Candidates will then be invited to interview with the evaluation committee in order for the committee to further examine the qualifications, capabilities, management processes and approach, etc. of each Candidate. However, if in the evaluation committee's opinion there is a clear and obvious choice as to the most qualified candidate based upon the information submitted in the Statement of Proposals, the committee may select the Firm for the services required for this project based upon the Committee's evaluation of the Candidates submittal and without conducting interviews.

The Candidate selected for this project will be the one which best demonstrates to the evaluation committee as being the most qualified and capable of providing the services required of the project and capable of meeting the City's schedule requirements.

The Chamber and City will use a multi-step process for the evaluation of all candidates and the selection of the Firm for this project. Submission of a statement of Proposals indicates Proposer's acceptance of the evaluation process, criteria and methodology, and recognition that subjective judgments must be made by members of the Evaluation Committee during the evaluation process.

**PROPOSALS SCORING GUIDELINES**

The following scoring matrix will be used by the Evaluation Committee when evaluating the Candidate’s Proposals:

Proposals or Response	10 Point Criteria	20 Point Criteria	25 Point Criteria
Outstanding	9-10	17-20	19-25
Exceeds Acceptable	7-8	13-16	16-20
Acceptable	5-6	9-12	11-15
Marginal	0-4	0-8	0-10

**STEP 1 – REVIEW OF PROPOSALS**

The first step in the evaluation and selection process is the evaluation of all Statements of Proposals by the Evaluation Committee. Statements of Proposals submitted that are responsive to the requirements of this Request for Proposals will be evaluated by members of the Evaluation Committee. Members of the Evaluation Committee will independently review and rate the Proposals of each submittal based on the following criteria:

- |  |           |
|--|-----------|
| 1. Qualifications of Personnel                                     | 25 Points |
| 2. Relevant Project Experience                                     | 25 Points |
| 3. Management Capabilities, Approach, Processes, Public Engagement | 20 Points |
| 4. Ability & Capacity of Team to Service this Project              | 20 Points |
| 5. Overall Quality, Content, and Responsiveness of the SOP         | 10 Points |

Total Proposals Points Available	100 Points
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After each member of the Evaluation Committee has independently rated each statement of Proposals an initial composite ranking will be developed which indicates the Evaluation Committee’s collective ranking of all candidates submitting Proposals. Based upon this initial composite ranking a short-list of the top ranked candidates will be made and those candidates will be given further consideration for this project. It is anticipated the short-list will be comprised of the top three ranked candidates, although the City and Chamber reserve the right to increase or decrease the number of candidates selected to the short-list. However, if in the Evaluation Committee’s opinion there is a clear and obvious choice as to the most qualified candidate based upon the information submitted in the Statement of Proposals, the City and Chamber may select the Firm for the design and construction of the project based upon the Evaluation Committee’s collective ranking of the candidates after this initial step in the evaluation process and without conducting interviews.

## **STEP 2 – INTERVIEWS (IF DEEMED NECESSARY)**

The second step in the selection process is the interview stage and further evaluation of the short-listed Candidates. If in the opinion of the Evaluation Committee interviews are necessary, those Candidates selected to the short-list may be requested to provide additional information to the Evaluation Committee to clarify or supplement the information provided in their Statement of Proposals. If so requested, this additional information will be required prior to the interview. Interviews with the Evaluation Committee will be conducted in order to further examine the Candidate’s experience and expertise; capabilities and processes; personnel to be assigned to the project; approach to providing the required services; their understanding of the project scope, etc.

The anticipated date for Candidate interviews is identified below. All candidates must be prepared to be available locally for the interview if so, notified for an interview.

After each Candidate’s interview, members of the Evaluation Committee will independently re-evaluate their initial qualifications scoring of the Candidate according to criteria listed above and will make any adjustments to the Candidate’s scoring they feel is appropriate based upon additional information learned of the Candidate during the interview.

The final qualification score awarded to the Candidates by each member of the Evaluation Committee will be tabulated and documented, and then each member’s final scores converted into a ranking order. All Committee members’ individual rank order scores will be tabulated and a final composite ranking of each of the Candidates developed which indicates the Evaluation Committee’s collective final ranking of the Candidates.

The top ranked Candidate as determined by the Evaluation Committee will be identified as the preferred Firm for this project and contract negotiations will begin with this Firm.

## **EVALUATION AND SELECTION SCHEDULE**

The following is the preliminary schedule established for the Selection of the Firm for this project:

September 7, 2022 Issuance of Request for Proposals

September 19, 2022 Deadline for submittal of written questions related to the RFP

September 23, 2022 City / Chamber issuance of addenda in response to questions, if required

**October 4, 2022 Statement of Proposals due at 5:00 pm CDT**

October 6-25, 2022 Evaluation of Statements of Proposals

November 2, 2022 Identify and notify Candidates selected to short-list

November 16, 2022 Interviews with short-listed Candidates

November 29, 2022 Identification and Announcement of selected Firm

December 1, 2022 Deadline for Preferred Candidate to submit AA/EEO Cert. of Compliance  
December 6-12, 2022 Negotiate Agreement  
December 20, 2022 City Council Approval of Agreement

#### **NEGOTIATIONS AND APPROVAL OF THE AGREEMENT**

With the preferred Firm identified, the City and Chamber will begin to negotiate an agreement with this firm. Negotiations will include the form of agreement, terms, conditions, and specific language of the agreement. In the event a mutually agreeable agreement cannot be reached, the City and Chamber will then enter into contract negotiations with the next highest ranked candidate, and so on until a mutually agreeable agreement can be negotiated. With the terms of an agreement mutually agreed upon, the agreement between the City, Chamber and the selected Firm will be provided to the Olathe City Council for their consideration and approval.

#### **SCHEDULE FOR COMPLETION OF SERVICES**

Understanding a contract is anticipated to be approved with the selected Firm on December 20, 2022, the City has set a target date of August 1, 2023, for completion of all services.

## **ATTACHMENT A – OLATHE INFORMATION PAGES**

Olathe Fast Facts - <https://olathe.org/economic-development-council/the-community/fast-facts/>  
Industrial Parks - <https://olathe.org/economic-development-council/business-industrial-parks/>  
Form of Government - <https://www.olatheks.org/government/city-manager/form-of-government>  
Visitor Information - <https://olathe.org/convention-visitors-bureau/>

## **ATTACHMENT B - GENERAL FORMS AND DOCUMENTS**

The documents identified below are either linked or attached on the following pages. The candidate should review all documents and include in the Statement of Qualifications those documents specifically required to be submitted.

### **QUESTIONNAIRE OF PERSONNEL PRACTICES**

The City of Olathe requires all Candidates desiring to be considered for this project to be in compliance with the City's AA/EEO requirements. A valid Certificate of Compliance is required from the Firm selected as the preferred Firm. The Firm selected as the preferred Firm to be the Construction Manager for this project must be prepared to submit their valid Certificate of Compliance no later than the date specified in this Request for Qualifications. This document is attached.

### **CITY OF OLATHE, KANSAS INSURANCE REQUIREMENTS**

This document provides information regarding the minimum insurance coverage that will be required of the selected candidate. The document is attached.