

REQUEST FOR PROPOSAL

Comprehensive Plan Development Bourbon County Planning Commission

I. Introduction

Pursuant to K.S.A. 12-747, the Bourbon County Planning Commission, hereinafter referred to as “the Commission”, is requesting proposals from professional planning consultants, hereinafter referred to as “Consultants”, to develop a comprehensive plan for the coordinated development of Bourbon County, Kansas, hereinafter referred to as “the County”.

II. Background and Objective

Bourbon County is located in southeast Kansas, sharing a border with Missouri to the east. As of the 2020 census, the County's population was 14,360. The county seat and largest city is Fort Scott (approximate population around 7,500-7,600 based on recent estimates). Other incorporated cities within the County include Bronson (approximate population 300), Uniontown (approximate population 260), Fulton (approximate population 150), Redfield (approximate population 140), and Mapleton (approximate population smaller).

Bourbon County does not currently have a comprehensive plan. The Commission seeks to develop a comprehensive plan for a thoughtful, strategic, and informed approach to future development in the County to help with future zoning.

III. Focus and Project Scope

The Comprehensive Plan shall be prepared in accordance with the requirements of K.S.A. 12-747(b) and all other applicable laws. The comprehensive plan will guide the development of Bourbon County for the next decade. Consultant shall prepare comprehensive surveys and studies of past and present conditions and trends relating to land use, population and building intensity, public facilities, transportation and transportation facilities, economic conditions, natural resources and may include any other element deemed necessary to the comprehensive plan. Such proposed plan shall show the Commission's recommendations for the development or redevelopment of the territory including:

- a. The general location, extent and relationship of the use of land for agriculture, residence, business, industry, recreation, education, public buildings and other community facilities, major utility facilities, both public and private, and any other use deemed necessary. Create land use map and categories, provide

recommendations for additional or new land uses that might impact the future of Bourbon county;

b. population and building intensity standards and restrictions and the application of the same;

c. public facilities including transportation facilities of all types whether publicly or privately owned which relate to the transportation of persons or goods;

d. public improvement programming based upon a determination of relative urgency;

e. the major sources and expenditure of public revenue including long range financial plans for the financing of public facilities and capital improvements, based upon a projection of the economic and fiscal activity of the community, both public and private;

f. utilization and conservation of natural resources; and

g. any other element deemed necessary to the proper development or redevelopment of the area, including but not limited to, innovative ideas to address future trends and land use in the county, creating a robust public outreach program that is multifaceted and reached out to residents, as well as property and business owners.

The County and the Commission acknowledge public input is essential in developing a comprehensive plan. Accordingly, development of the comprehensive plan shall be structured to provide ample opportunity for public input from residents, leaders, workforce, and businesses. A proposal submitted in response to this request should include Consultant's plan for providing such opportunity.

IV. Final Scope of Services and Deliverables

The final scope of services will be developed by the selected Consultant and the Commission to outline the specific purposes, objectives, and tasks to be performed, but should include;

1. Public outreach program and implementation
2. Planning and Zoning Commission involvement
3. A complete and comprehensive land use plan ready for adoption by the County. The plan must include, at a minimum, the following components:
 - a. Vision for the County's development;
 - b. Existing conditions;

- c. Trend analysis;
 - d. Infrastructure recommendations;
 - e. Housing recommendations;
 - f. Land use plan;
 - g. Recreation areas, open space, and environmental recommendations as they relate to land use planning;
 - h. Goals, objectives, and strategies for implementing the comprehensive plan.
4. Electronic copy of the plan in PDF and Word format;
 5. Data, analysis and all sources used to create comprehensive plan including but not limited to spreadsheets, mapping, etc.

V. Procedure

a. Timeline

Date	Activity
February 12, 2026	Publish RFP
March 20, 2026	Proposals Due
March 25, 2026	Proposals Reviewed by Planning Commission
March 27, 2026	Planning Commission Recommendation to County Commission
TBD	Interviews
March 30, 2026	County Commission Final Review

b. Inquiries

Inquiries regarding this Proposal shall be submitted to the Bourbon County Clerk, Susan Walker, via email at countyclerk@bourboncountyks.org, or by phone at (620) 223-3800.

c. Submission

Consultant must submit their proposal to the Bourbon County Clerk's office on or before March 21, 2025 at 2:00 p.m. CST. Proposals must be submitted in person at the Bourbon County Clerk's Office (located at the courthouse in Fort Scott, Kansas) or by mail to County Clerk, ATTN: Planning Committee, 210 S. National Ave. Fort Scott, Kansas 66701. The proposal must be submitted in a sealed envelope marked "Proposal for Comprehensive Plan Development".

d. Review/Selection

The Bourbon County Planning Commission will open and review all proposals at the first regularly scheduled meeting following the submission deadline. The Planning Commission will review and recommend selected proposals to the Bourbon County Commissioners for review. The Planning Committee will schedule interviews with selected firms. The County Commission will review and select the winning proposal at the Commission Meeting on March 30, 2026, in accordance with the Bourbon County Procurement Policy.

e. Terms and Conditions

- i. This request does not commit the County or the Commission to award a contract.
- ii. The Commission is not responsible for any cost incurred by Consultant in preparing a proposal.
- iii. The Commission reserves the right to extend the deadline for receiving proposals or selecting a winning proposal with no further public notice.
- iv. The Commission reserves the right to request additional information and/or clarification from any and all Consultants who submit a proposal.
- v. Any proposal submitted in response to this Request must be valid until June 30, 2026.

VI. Proposal Requirements

a. Cover Letter. Consultant should include a letter summarizing the proposal, stating any reason Consultant believes it is best suited to meet the needs of this Request, and any other information Consultant deems appropriate for consideration of the Commission.

b. Project Approach. The proposal should set forth a general project plan, including an explanation of the methodology to be followed to perform the services required in this Request. Each proposal should detail the strategies to be taken to develop an understanding of the community and solicit public input.

c. Firm Profile. At a minimum, the proposal should state the size of the firm, the size of the firm's governmental planning staff, and the location of the office from which the work on this engagement will be performed.

d. Project Team Qualifications. The proposal should describe the qualifications of staff to be assigned to the project. The description should include the composition of the team and prior experience of the individual team members.

e. Fee. Provide the firm's all-inclusive maximum fee for the requested work in this proposal. The fee rate for related services should also be included.

f. Proposed Schedule. The proposal must include an estimated timeline for completion of each phase of the work to be provided.

g. References. The proposal must include at least 3, but no more than 5 references for similar projects previously completed by Consultant in the past 5 years. For each reference, provide a contact, phone number, and email address.