

City of Overland Park Comprehensive Plan Request for Proposals

Responses to Submitted Questions Received by January 5, 2022

1. Page 4 of the RFP mentions translation services. Are there specific languages the City anticipates needing covered? Does the City, including the City's Communications Division, have any language translation services that it can provide for this planning project?

- a. The city of Overland Park does not retain a dedicated translation service or internal division that could be utilized by the chosen firm. Services will need to be provided by the awarded firm and submittals should include a strategy for incorporating languages other than English into their overall approach for engagement.

While no specific languages are identified, languages commonly spoken throughout Overland Park include Spanish, Hindi, Swahili, Chinese, Korean, and American Sign Language. Ideal candidates will have the capacity to translate materials and communicate in these languages and potentially others that may be needed during the public engagement process.

2. Page 6 of the RFP requests the proposal sections be tabbed. Since this will be an electronic submission, are tabs necessary or would PDF bookmarks suffice?

- a. Bookmarks are sufficient for all approved electronic submittal formats (PDF, Google Doc, Microsoft Word).

3. Page 7 of the RFP, under the References bullet, requests a list of municipal clients for similar projects. Is there any timeframe or limit to this list?

- a. Submittals should include at least three (3) references from municipal clients within the last five (5) years in which the firm was the lead agency providing services (these are the same parameters from the "work samples" section).

4. Should we assume that the vision and goals from ForwardOP will be carried forward and supplemented in the comprehensive plan process? Is there any part of those goals that should be revisited?

- a. ForwardOP was the result of a robust public engagement process that created a unified vision and overarching goals for the community. It is expected that this vision will carry over to inform and influence the new comprehensive plan. However, throughout the public engagement process it is expected that the community will have opportunities to identify additional themes or goals that were not included in ForwardOP or existing components that need further review.

5. Were there any public engagement tools that worked well during the Forward OP process? Or tools that were not successful?

- a. The engagement for ForwardOP was the first time the entire city was invited to participate in a planning effort that directly impacted every resident. Nearly 1,000 people attended three in-person meetings which were effective. Additionally, the city held targeted focus groups and conducted an online survey, resulting in feedback from 450 individuals. But there is more work to be done - feedback from 1,450 out of a population of 200,000 means we are missing out on input from a lot of people and groups. It will be important to identify strategies to draw those people out to engage in this effort. [Pages 21-25 of ForwardOP](#) provide an overview of specific outreach tools, including statistics.

6. What roles do City staff anticipate in the process?

- a. Staff intends to provide support, but not lead, this planning effort and it's components due to limited staff capacity. However, several staff members will have regular involvement in addition to the Strategic Planning Manager who will be the project manager. The city's Communication Division is also able to support public engagement efforts. It is anticipated that the city will have an internal staff steering committee that the consultant will work with on a regular basis.

7. Do you have any particular geographic areas of concern?

- a. The differences between northern Overland Park (typically north of I-435) and southern Overland Park are becoming increasingly apparent. Residents in each of these areas have different expectations and those differences will need to be identified and addressed. Northern Overland Park is considered a first-ring suburb and has older homes requiring different needs than the growing area south of I-435, which is a more traditional suburban pattern.

8. How will the Comp Plan update relate to City's NPDES requirements, Stormwater Management Plan, TMDLs, and potential watershed plans/initiatives?

- a. We have a good stormwater program in place, so we don't expect to analyze stormwater topics too much. However, some ideas could come out in our discussions relative to infrastructure and sustainability.

9. Do you anticipate a Stormwater utility analysis component?

- a. We would like a holistic look at the cost to provide service and stormwater utility analysis may be included in that.