

CITY OF OVERLAND PARK

REQUEST FOR PROPOSAL

ON-CALL PLANNING, URBAN DESIGN AND ARCHITECTURAL CONSULTING

The City of Overland Park is seeking proposals from qualified firms to provide on-call planning, urban design and architectural consulting services to assist City staff in the review of development proposals against code requirements, design standards and industry best practices with the goal of achieving a high quality of development.

The Current Planning Division of the Planning and Development Services Department manages the development review process for the City of Overland Park from pre-application to building permitting. On average, the staff reviews over 350 planning applications per year against the requirements of the Unified Development Ordinance, Architectural Design Standards, Site Design Standards, Mixed Use Design Standards and the Downtown Form Based Code. (All documents are available on-line at this link: [Municipal Code](#))

In addition to a demonstrated history of implementing projects which incorporate high quality urban design principles, the firm selected should possess a strong understanding of the City's existing design standards and goals for development. The firm is expected to work closely with staff on select applications and properties and should be available for in person meetings as requested. Time commitment will vary but is anticipated to be 10 - 12 hours per month. Services requested may include but are not limited to the following:

1. Review of select development proposals to provide land planning, urban design and architectural guidance consistent with adopted regulations and standards.
2. Provide concept level site planning and architectural design for potential redevelopment sites and other locations as identified by the City.
3. Evaluate and advise on proposed code amendments related to land planning, urban design and architectural standards.
4. Educate staff on best practice architecture and urban design principles and emerging building materials and techniques.
5. Curate a virtual catalog of inspirational guidance for use by staff in communicating with developers and the public about the built environment.

Proposals should include: Project Understanding; Project Approach including the management of potential conflicts of interest; Relevant Experience; Project Personnel and Availability and a Pricing Proposal. The proposal shall be limited to 6 pages. A cover letter and staff resumes may be submitted in addition to the 6 page limit.

Submission should be in electronic format. Microsoft Word, Google Docs, or PDF are acceptable formats. The submission can be delivered via flash drive to City Clerk, Overland Park City Hall, 8500 Santa Fe Drive, Overland Park, KS 66212 Attn: Leslie Karr by 2:00 P.M., Monday, October 23, 2023,

Questions may be submitted in writing to Leslie Karr, Director, Planning and Development Services at leslie.karr@opkansas.org. Questions clarifying the process or about the project will be shared so that

all interested parties receive the same information.

Depending on the number of submittals, a selection may be made directly or an interview of short-listed firms may occur. The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal deemed most advantageous to the City.

No oral, facsimile or telephonic proposals or alterations will be considered. All costs incurred in the preparation of this proposal are the responsibility of the proposer. All proposals shall be considered firm offers for a period of 180-days following the due date. Once submitted, proposals may not be changed without the written consent of the City.