

Comprehensive Plan Update

City of Blue Springs, Missouri

Release Date: September 19, 2025

Proposal Due Date: November 18, 2025

Project Duration: Anticipated Completion December 2026

Budget: \$250,000

I. Introduction & Background

The City of Blue Springs, Missouri (“City”), is seeking the services of an experienced, multi-disciplinary consultant team (“Team”) to lead a bold and innovative update to its Comprehensive Plan (“Plan”).

This Comprehensive Plan will provide a clear, actionable blueprint to guide the City’s growth, development, and investment over the next 20+ years. The City seeks a Team to lead a dynamic, inclusive process that amplifies the voices of residents, businesses, and community groups and collaborate with elected officials, board members, and City staff to build a shared understanding of planning principles and foster alignment across the organization and broader community.

The City expects a planning process rooted in community engagement, robust data, and analysis to shape recommendations that support sustainable growth while honoring the identity and aspirations of Blue Springs.

The City envisions a Comprehensive Plan that is not only visionary and inspiring but also practical and easy to use; one that sets clear goals, defines measurable objectives, and outlines realistic implementation strategies. The Plan will serve as the primary policy guide for the City Council, Planning commission, advisory boards and commissions, staff, developers, property owners, and residents when they make decisions about land use, development, capital investments, and priorities. The City of Blue Springs adopted its Strategic Plan in August 2025. This plan establishes the City’s mission, vision, and core values, and provides a framework to guide future decision-making. It also defines six strategic priorities that should be referenced during the Plan’s development: Downtown Revitalization, Balanced Growth, Community Identity, Infrastructure, Community Safety and Wellbeing, and Organizational Health.

The City's commitment to smart growth, sustainability, and balanced economic development will anchor this effort, ensuring that future growth aligns with goals for equity, environmental stewardship, and economic vitality.

Since the City's last Comprehensive Plan, the City has experienced a 14% increase in population, changing market conditions, and new mobility and housing demands that must be addressed through a forward thinking and adaptable plan.

The City of Blue Springs invites qualified consultant teams to respond to this Request For Proposals ("RFP") and help shape an ambitious, community-driven roadmap that will guide the City's growth and development for decades to come.

The City reserves the right to reject any or all proposals, to waive informalities or irregularities, to award in whole or in part to one or more respondents, and to take any action deemed in the City's best interest. Compliance with all federal, state and local laws and regulations is required.

II. Project Objectives

The Comprehensive Plan should be a clear, practical, and usable policy document that guides the City's growth and development for the next 20+ years. It must be well-organized, easy to navigate, and written in accessible language; supported by engaging visuals to make the content clear and compelling, not weighed down by excessive narratives. The Plan should also identify and address growth management strategies.

The Plan should:

- Establish a consensus-based vision for the future of Blue Springs that reflects the community's diverse perspectives and aspirations.
- Define a framework of actionable goals, strategies, and policies to guide each City Department in aligning daily operations with long-term community priorities.
- Offer clear, coordinated guidance to City officials, staff, developers, property owners, and residents to support sustainable, appropriate growth.
- Integrate all key aspects of development including demographics, housing, land use, growth management, parks and recreation, public facilities, infrastructure, multi-modal transportation, and environmental stewardship into a unified planning approach.
- Coordinate cross-departmental decision-making to prioritize future infrastructure investments, community facilities, and capital improvements.
- Establish a strong, data-driven foundation to inform land use and zoning decisions aligned with modern development trends, sustainability principles, and community goals.

- Address local and regional transportation and mobility needs by supporting safe, accessible options for all modes of travel.
- Promote sustainable economic development and long-term community resilience to help Blue Springs adapt to future challenges and opportunities.
- Identify clear implementation steps, near-term actions, and policy updates to ensure the Plan remains a living document.

A qualified consultant team must demonstrate expertise in land value economics, property tax analysis, and community design. The City seeks an approach that bridges the gap between econometric analysis, public policy, and urban design to inform community decision-making. The consultant team should utilize advanced analytical tools to measure and visualize data, providing an in-depth understanding of the built environment and its fiscal impacts. Techniques for analyzing and interpreting data should offer a practical perspective on urban economics. These analytics will help the community promote economic development patterns that support long-term fiscal sustainability while reinforcing a strong sense of place.

A qualified consultant team must demonstrate extensive experience in community and land use planning, stakeholder engagement, and facilitating consensus-building. The City seeks partnership with a team that can design and execute an innovative and inclusive planning process with robust engagements strategies to try to reach and involve as much of the community as possible. It is imperative that the team works to build support and lasting trust to accomplish the plans vision.

III. Scope of Work

The City expects the Comprehensive Plan update to address the following key components. Consultant Team are encouraged to recommend modifications or enhancements based on their expertise, best practices, and innovative ideas.

A. Project Management

The Consultant Team will lead, coordinate, and manage all aspects of the project in close collaboration with City staff. This includes regular project meetings, clear communication, adherence to timelines and budgets, and status updates to ensure the process remains on track and transparent.

B. Public and Stakeholder Engagement

A robust, inclusive, and creative public engagement program is essential. The Consultant Team shall design and deliver a multifaceted engagement strategy that reaches diverse community groups and stakeholders throughout Blue Springs. Engagement activities should be authentic, adaptive, and accessible; meeting the community where they are.

The City encourages innovative approaches to presenting information and gathering input, such as interactive workshops, surveys, and town halls, supported by accessible in-person and online tools.

- Visual preference surveys
- Interactive design sessions and workshops
- Charrettes and pop-up events
- Engaging town halls and open houses
- Storytelling, branding, and strong visuals to communicate complex ideas clearly.

Engagement must be geographically and demographically representative.

Strategies should include a mix of small, local touchpoints and larger community-wide events, supported by outreach through marketing materials, mailings, digital and social media and both in-person and online tools.

The Consultant Team should demonstrate experience designing public engagement processes that build trust, reach historically underrepresented groups, and generate meaningful, actionable input.

C. Existing Conditions Assessment and Visioning

The Consultant Team shall conduct a thorough insightful assessment of existing conditions within the City and its planning area. This analysis should evaluate:

- Current plans and policies
- Land value economics and property tax analysis to bridge the gap between econometric analysis, public policy, and urban design to inform community decision-making.
- Demographic and economic trends
- Land use and zoning
- Transportation and mobility networks
- Housing conditions, affordability, and housing mix
- Environmental resources and sustainability
- Parks, recreation, tourism, and cultural assets
- Community services and infrastructure capacity

Historic trends and emerging issues with long-term implications must be identified.

The Team should collaborate with City staff to establish a steering committee and identify key stakeholders to consult throughout this process. Potential focus areas include, but are not limited to:

- Infill and redevelopment strategies for aging neighborhoods and commercial centers.
- Coordinated housing strategies to address affordability, choice, and market demands.

- Sustainable land use decisions that protect environmental resources.
- Future trends in multimodal mobility and potential shifts in transportation behavior.
- Recent trends in multi-family development and impacts on neighborhoods and future buildout scenarios.

The assessment should lay a strong, factual foundation for the visioning process. Working collaboratively with the community and stakeholders, the Consultant Team will facilitate the creation of a clear, consensus-based vision for the future of Blue Springs.

D. Elected Official Facilitation

The Consultant Team shall play a central role in facilitating productive, ongoing communication with the City's elected officials throughout the planning process. This includes regular briefings, tailored work sessions, and interactive presentations to ensure that the Mayor and City Council remain informed, engaged, and aligned with key project milestones and decisions.

Facilitation should include:

- Initial kickoff meetings to clarify expectations, roles, and project goals.
- Periodic updates to the City Council that coincide with key phases of the process, such as visioning, draft plan components, and final recommendations.
- Educational sessions to build a shared understanding of planning principles, trends and community priorities.
- Workshops or retreats designed to explore alternative policies, test ideas, and build consensus around complex issues.
- Preparation of clear, concise briefing materials that summarize community input, emerging themes, and policy implications.

The Consultant Team must demonstrate the ability to communicate complex planning concepts in an accessible, engaging manner, fostering collaboration and mutual understanding between elected officials, staff, and the community. Elected official facilitation should support transparent decision-making, grounded in data, public input, and shared community values.

E. Plan Elements

The final Comprehensive Plan must be clear, practical, and easy to use; designed with accessible language and supported by compelling graphics, diagrams, maps, and photographs. Core plan elements should include:

- A community-supported vision and guiding principles
- Goals, policies, and actionable strategies for each City Department

- Integrated recommendations for land use, housing, transportation, infrastructure, parks, recreation, environmental stewardship, and economic development.
- A framework for coordinating decision-making across City Departments and partners.
- Strategies for sustainable growth management and resilience.
- Policy guidance and a factual basis for land use and zoning decisions.

F. Drafting and Adoption

The Consultant Team will prepare clear, well-organized draft and final plan documents, incorporating public and stakeholder input at every stage. The Team will assist the City staff through public hearings and the formal adoption process, providing presentations and supporting materials for the Planning Commission and City Council as needed.

Collaboration and Flexibility

The components outlined above are intended to serve as a framework. The City expects the selected Consultant Team to use this framework to propose a detailed, customized scope of services that reflects their professional expertise, creative approach, and understanding of the community's unique context and aspirations. The final Scope of Work will be refined and finalized collaboratively with City staff before contract approval.

IV. Deliverables

Draft Plan

Using all input gathered through data collection, public engagement, and review of key recommendations, the Consultant Team will develop a Draft Comprehensive Plan for the City's review. While the exact format and length of the draft are flexible, respondents must clearly outline their proposed approach in their proposal, including an overview of the types of recommendations anticipated in response to the priorities identified in this RFP.

The Draft Plan should:

- Translate the community vision into clear, actionable goals, policies, and strategies.
- Address all required plan elements, including implementation actions to be prioritized in the near term.
- Be organized in a way that is accessible and easy for the public, elected officials, and City staff to use.
- Make extensive use of visuals – maps, diagrams, infographics, and illustrative examples to communicate complex ideas in an understandable and engaging way.

Respondents should assume that multiple meetings will be required to review the Draft Plan, including:

- An initial presentation and work session with City staff,
- An informational open house or public meeting,
- Presentation(s) to the Steering Committee,
- Briefing with the Planning Commission, and
- A work session with the City Council

Final Plan

Based on feedback received during the draft review phase, the Consultant Team will prepare a Final Comprehensive Plan for formal review and adoption. This final version will fully incorporate comments and recommendations from City staff, elected officials, stakeholders and the community. The final document will be presented to the Planning Commission and will be approved by City Council as a resolution.

Respondents should assume that a series of meetings will be required during finalization, including:

- A final presentation to City Staff,
- An additional public open house,
- Final presentations to the Steering Committee, Planning Commission, and City Council,
- A formal public hearing with the Planning Commission.

Plan Deliverables

The selected Consultant Team will be required to deliver a variety of products throughout the project to ensure transparency, usability, and implementation readiness. Anticipated deliverables include, but are not limited to:

- **Existing Conditions Report:** A clear, well-organized summary of baseline data and analysis.
- **Community Engagement Strategy & Summary Reports:** Documentation of engagement methods, outcomes, and feedback shaped recommendations.
- **Draft and Final Comprehensive Plan:** Delivered in digital format (PDF) and editable open-source file formats.
- **Executive Summary:** A concise, public-friendly overview of the Plan's vision, goals, and key recommendations.
- **Implementation Matrix:** A clear, actionable roadmap outlining specific tasks, responsible parties, timelines, and priorities.
- **Fiscal Impact Estimates:** Estimates of potential costs and funding considerations for key recommendations (appendix).
- **GIS-Compatible Maps and Graphics:** High-resolution digital maps and map layers in a format compatible with the City's GIS system and coordinate standards.
- **Visualizations:** Diagrams, renderings, and other graphics that convey proposed concepts and policies in an attractive, easy-to-understand format.
- **Web-Based Plan:** A fully accessible online version of the final Comprehensive Plan for ongoing community reference.

- **Growth Management Strategy:** Must address the municipality's intent to annex, including analysis of potential areas for annexation, infrastructure needs, and impacts on service delivery and land use planning.
- **Database of Recommendations:** A structured, sortable file of all adopted plan recommendations to support tracking and implementation.
- **Draft Plan Files:** One digital file of the Draft Comprehensive Plan with all inserts and supporting materials.
- **Final Plan Files:** One final, production-ready digital file of the adopted Comprehensive Plan with all maps, graphics, tables, and appendices.
- **Public Communication Tools:** A dedicated project website or landing page, social media outreach, and print/web content as appropriate to broaden participation and awareness.

The final Comprehensive Plan shall be presented in a clear, user-friendly format that minimizes technical jargon and maximizes readability for all audiences. It should rely on visuals, infographics, and intuitive layouts to ensure the document is an effective everyday tool for City staff, officials, developers, and residents.

V. Submission Requirements

Please submit the following in a single PDF:

1. Cover Letter
2. Project Understanding & Approach
3. Work Plan & Schedule
4. Team Qualifications
5. Relevant Experience (3–5 comparable projects within the last five years)
6. References – list of municipal clients for similar projects.
7. Fee Proposal (including a not-to-exceed amount and billing structure)

Fee Proposal

The City has established a not to exceed total budget of \$250,000 for all professional services, subconsultants, and reimbursable expenses. Consultant Teams must submit an itemized, task-based fee proposal that is fully justified and demonstrates how the proposed level of effort will deliver the Scope of Work within the stated budget.

Budget Compliance

Provide a short statement confirming the full required Scope of Work can be completed within the \$250,000 NTE. Fee proposals will be evaluated with the Selection Criteria in Section VI. The City reserves the right to negotiate both scope and fee with the consultant selected for contract award. Rates shall remain firm for the proposal validity period.

VI. Selection Criteria

Criteria	Weight
Approach and Understanding	30%
Qualifications and Experience	25%
Innovation in Engagement	15%
Cost Effectiveness	15%
Timeline and Capacity	10%
References	5%

VII. Timeline

1. RFP Issuance – September 19, 2025
2. Proposal Period – November 18, 2025
3. Interviews & Final Selection – December 2025
4. Contract negotiation & Approval – December 2025

VIII. Submittal & Contact

Submit proposals via email or digital portal to:

Mike Mallon

Senior Director of City Development

Email: mmallon@bluespringsgov.com

Phone: (816) 228-0124

Nic Hutchison

Assistant Director of City Development

City of Blue Springs

Email: nhutchison@bluespringsgov.com

Phone: (816) 622-4006

IX. Terms & Conditions

- The City reserves the right to accept or reject any or all proposals.
- All materials submitted become public record.
- The City is not responsible for costs incurred during proposal development.
- Firms must comply with applicable federal, state, and local laws and regulations.

