

City of Lansing, Kansas

Request for Qualifications (RFQ)

Planning Services Contract

RFQ Release Date: October 1, 2025

Proposal Due Date: November 5, 2025

Submission Contact: Joshua Gentzler, AICP

1. Introduction & Purpose

The City of Lansing, Kansas (“City”) is soliciting proposals from qualified planning, urban design, and zoning consultants to enter into a contract for planning services. The purpose of this contract is to develop a new Comprehensive Plan for Lansing and additional supporting projects that will lead the City through discussions of objectives and goals for the community.

Lansing is entering a new stage of growth. With strong regional connections, a high quality of life, and increasing development interest, the City must ensure that its planning framework reflects current needs and positions Lansing for long-term success.

Lansing must position itself to:

- Provide a clear framework for future development that reflects community priorities and market realities.
- Ensure fiscal sustainability by aligning growth patterns with infrastructure capacity and long-term service costs.
- Support reinvestment and redevelopment opportunities that strengthen existing neighborhoods and commercial areas.
- Offer flexibility in zoning tools to attract quality development and respond to changing market conditions.

The Comprehensive Plan update will provide an overall vision for the City’s growth and development through 2040, establishing policies for land use, infrastructure, economic development, and community facilities. The UDO amendments will translate that vision into regulations that guide day-to-day development decisions.

A central component of this project will be the introduction of a holistic look at development that will include economic and housing development policies which contribute to a fiscally sound development pattern, recognizing our current situation and accommodating future growth. The Comprehensive Plan will provide the City flexibility to encourage development that seeks to build Lansing as a community with residential, commercial, and employment opportunities for its residents, both current and future.

Through this RFQ, the City seeks a consultant team that can deliver a clear, implementable plan supported by strong technical analysis, broad community input, and practical zoning tools.

2. Community Profile

The City of Lansing, Kansas is a growing community of approximately 12,000 residents, located in Leavenworth County. Lansing is positioned along K-7 Highway, with convenient access to Interstate 70, I-435, and the Kansas City metropolitan area. The City’s location provides both the benefits of a small community and the opportunities of a major regional market.

Regional Context

- *Proximity to Kansas City:* Lansing is a 30-minute drive to downtown Kansas City, Missouri, and less than 20 minutes from Kansas City International Airport.
- *Military Connection:* Due to our proximity to Fort Leavenworth, one of the region's largest employers, Lansing benefits from a steady population base tied to the installation, with higher than average household incomes.
- *County Setting:* As part of Leavenworth County, Lansing participates in a growing regional economy that includes residential, commercial, and industrial development.

Community Characteristics

- *Population & Demographics:* Lansing has experienced steady population growth over the past two decades. Household incomes are higher than the Kansas average, and the community attracts families, professionals, and retirees.
- *Development Pattern:* Future growth is expected both through greenfield development and redevelopment of underutilized areas.
- *Employment & Economy:* Employment opportunities are shaped by Fort Leavenworth, and proximity to the Kansas City metro. The community has potential to expand its commercial base to better serve local residents.
- *Community Identity:* Lansing is at a crossroads as development pressures from the south have had influence on the community. In the past, Lansing valued its strong schools and sense of place. The City's leadership is committed to ensuring future growth of the City will enhance the quality of life while maintaining fiscal responsibility and bringing balance to the City.

Planning Opportunity

Lansing is at a critical inflection point and the Consultant will be brought on to help the City, elected officials, residents, and City Staff, to consider answers to questions regarding, Lansing's future, development, and opportunities, including:

- How can the City accommodate future growth while maintaining and expanding the community character that residents value?
- How can land use and zoning tools help the City compete for private investment in the Kansas City metro area?
- How can Lansing maximize the value of its infrastructure investments through careful planning?

This RFQ seeks a consultant team that understands Lansing's context and can deliver planning tools that prepare the community for long-term success.

3. Scope of Services

The consultant chosen for this project is expected to have a complete grasp of the planning services related to the development of a Comprehensive Plan, branding, and regulation development. The scope of the project includes the following services:

1. Complete an analysis of existing conditions; economic, demographic, and land use, found in Lansing.
2. Evaluate the Land Use and Zoning of Lansing.
 - a. Prepare a Future Land Use Map that balances residential, commercial, and employment needs while protecting Lansing's community character.
 - b. Review existing Zoning districts for compatibility with the updated Comprehensive Plan and develop draft language to support the goals and vision set forth in Comprehensive Plan.
 - c. Draft new zoning classifications that incorporate the traditional development pattern seen in northern Lansing with current practices, establishes design and compatibility standards, incorporates flexible parking approaches, and supports reinvestment in underutilized areas.
 - d. Update definitions, dimensional standards, and review procedures within the UDO to improve clarity, usability, and efficiency.
 - e. Provide crosswalks/matrix of Comprehensive Plan policies vs. UDO standards to ensure consistency between the two documents.
3. Assess housing demand and recommend policies to guide future residential development, ensuring a variety of options for current and future residents.
 - a. This will include a review of the 2023 Housing Study by the City.
 - b. Evaluate affordability strategies (inclusionary housing tools, ADUs, zoning flexibility).
 - c. Integrate housing demand into land use recommendations.
4. Identify economic development strategies that strengthen the City's tax base, attract private investment, and expand local commercial opportunities.
5. Provide recommendations for transportation networks, multimodal connectivity, and infrastructure improvements that support planned growth.
6. Evaluate community facilities, parks, and open space, and recommend policies to ensure these amenities meet long-term community needs.
7. Conduct fiscal analysis—such as value-per-acre or comparable studies—to evaluate the long-term impacts of alternative growth patterns on City finances.
8. Develop Community Engagement plan to support the development of the Comprehensive Plan and guide visioning of the City.
 - a. At minimum, the consultant shall facilitate a multi-day design charrette and conduct other engagement methods (public workshops, surveys, and stakeholder focus groups) to ensure broad-based participation and representative community input.
 - b. Provide regular presentations and progress updates to the Planning Commission, City Council, and community groups at key project milestones.

9. Prepare an implementation strategy with phasing steps, responsibilities, and measurable benchmarks for achieving the Comprehensive Plan's goals.
 - a. Provide clear annual re-assessment procedure, goals, and plan.
10. Provide recommendations to create City branding and identity tied to the comprehensive planning project.
11. Update the City's long-term vision and establish clear goals that reflect current priorities, community values, and market conditions.

Based off prior experience, the consultant may present additional services or items not on this list that would be recommended for the completion of a successful Comprehensive Planning project.

4. Deliverables

The consultant will be responsible for preparing and submitting the following, at minimum:

1. Comprehensive Plan
 - a. Draft Version
 - b. Final Version (PDF, Indesign, and hard copy)
2. Unified Development Ordinance Amendments (Draft Versions)
3. All Maps and GIS Data
4. Fiscal and Demographic Analysis
5. Public Engagement plan and documentation
 - a. Includes subcommittee engagement plan and meetings
6. Bound Hard Copies (10)
7. Presentation Materials
8. Project Website and Digital Dashboard
 - a. At minimum, web page(s) for project to be hosted/created by consultant. Depending on functionality, this may become a permanent city resource.

The City requires all information and documents produced during the project to be provided in the original, editable formats, including Word documents, Excel spreadsheets, .pdf files, shapefiles, Indesign and other Adobe file types, etc., in order to facilitate future amendments and updates to the plan. The City will retain ownership of all produced documents, analysis, and information. All items will be used on an "as-needed basis" once the final deliverables have been provided.

5. Submittal Requirements

All proposals shall be concise, well-organized, and limited to a maximum of twenty (20) pages, excluding appendices. Proposals must include the following elements:

- A. Executive Summary
- B. Statement of project comprehension
- C. Project Team and Key Personnel profiles

- a. Limit to Project Manager and key members of project team
- D. Firm Qualifications and Experience
- E. Approach to Scope of Services
- F. Project Schedule
- G. Community Engagement Strategy
- H. References
- I. Expectations of City
- J. Appendices (Optional)

Additional Requirements

A. Project summary - Optional

A one-sided 11"x17" project summary page, detailing the project plan/proposal in a creative, visual display to illustrate the project approach and provide a handout to the selection committee. This page does not count against the 20-page limit on the submittal.

B. Project Costs

The Project Costs shall be submitted separately, in a physical, sealed envelope to the CED department, and does not count against the 20-page proposal limit. (Details for submission in the Administrative Information section).

The Project Costs shall:

- a. Include a "not to exceed" limit.
- b. Provide estimated budget based:
 - i. On major tasks and
 - ii. Cost breakdown of each item in Scope of Services

6. Selection Criteria & Process

Qualifications will be evaluated by a City review team using the following criteria:

Criterion	Weight
Understanding of Lansing's Context and Needs	22
Consultant Qualifications and Experience	23
Approach and Methodology	20
Community Engagement Strategy	20
Project Schedule	5
Project Costs	10

The City will form a Selection Committee that will review the submitted Qualifications received for the project based on the above criteria. This committee will then select and recommend a firm to the City Council. After negotiations, the City Council will then award the contract for this project to the firm.

The City will conduct interviews with top-ranked firms prior to final selection. The City reserves the right to reject any or all proposals, negotiate scope and cost with selected firms, and award the contract in the best interest of the community.

7. Project Schedule

The following is the anticipated schedule for this RFP process. Dates are subject to change at the City's discretion.

- Pre-Submittal Conference: October 15, 2025
- Cost submittal Deadline: November 4, 2025
- Proposal Submittal Deadline: November 5, 2025
- City Review of Proposals: November 12, 2025
- Interviews with Shortlisted Firms: Conclude by December 10, 2025
- Consultant Selection & Contract Award: January 2026
- Project Kickoff: January-February 2026
- Target Completion: December 2026

Pre-Submittal Conference:

A mandatory pre-submittal conference will be held on October 15, 2025 at 10:00 a.m. at Lansing City Hall, 800 1st Terrace, Lansing, KS 66043. Firms may attend in person or virtually via Zoom. A meeting link and access information will be distributed to all firms that register interest in the RFP via <https://forms.office.com/g/cu74D1JL55> by October 14 at 12PM. All interested parties are requested to register their in-person or virtual attendance.

Questions and Addenda:

All questions regarding this RFP must be submitted in writing to the City by October 22, 2025. Responses to all questions will be issued in the form of a written addendum and distributed via the City's website no later than October 27, 2025. Only written responses provided by the City in addenda form shall be considered binding. The addenda will be written based on the questions provided and the pre-submittal conference.

8. Administrative Information

A. Proposal Submission

Proposals shall be submitted as a single digital PDF file and must be emailed to compplan@lansingks.org. Hard copies will not be accepted.

The separate, sealed Cost Proposal shall be sent to:

Joshua Gentzler,
730 1st Terr, Suite 2
Lansing, Kansas 66043

In addition, the City will provide an online portal for large file submissions. Instructions and access information will be distributed by addendum.

B. Proposal Identification

All proposal files must follow the following naming convention: "RFQ - Lansing Planning Services - [Firm Name]"

C. Contact for Clarifications

All communication regarding this RFP shall be directed to:

Joshua Gentzler, Director of Community & Economic Development

jgentzler@lansingks.org

D. Costs of Preparation

All costs associated with the preparation and submission of a proposal shall be borne by the submitting firm. The City will not be responsible for any such costs.

E. Rights Reserved by the City

The City of Lansing reserves the right to:

- Reject any or all proposals;
- Waive irregularities in the proposal process;
- Request additional information from proposers;
- Negotiate terms of the contract with the selected consultant;
- Cancel this solicitation at any time if it is deemed in the best interest of the City.

F. Contract Terms

The selected consultant will be required to enter into a professional services agreement with the City of Lansing. Standard contract terms and insurance requirements will apply and will be provided upon request.

G. Required Documentation

The firm selected for the project will be required to provide the following documents:

- a. Fully executed contract
- b. Completed W-9 Form
- c. Proof of Insurance per contract with the City named as additional insured
- d. City Occupational License (fee waived)