

REQUEST FOR PROPOSALS (RFP)

***UNIFIED DEVELOPMENT
CODE UPDATE***

RELEASED: JANUARY 3, 2025

DUE: JANUARY 31, 2025

CITY OF BELTON

Community Development Department

520 Main St, Belton, MO 64012

816.331.4331 | www.Belton.org



PROJECT OVERVIEW



PROJECT DESCRIPTION

The City of Belton, Missouri (“City”) is seeking the services of a qualified consultant team to provide professional planning, technical, and legal assistance in updating the City’s Unified Development Code (“UDC” or “Code”), which includes the City’s zoning and subdivision regulations. The UDC update is the first significant step in implementing the Belton 2050 Comprehensive Plan, designed to guide Belton’s growth and development over the next 15-20 years. With active collaboration with City staff, the selected consultant team will conduct an update of the UDC with an emphasis on user-friendliness, consistency, and compatibility with state statutes and relevant case law, as well as compliance with all other applicable federal, state, and local laws, rules, and regulations.

PROJECT SCHEDULE

RFP Released	Friday, Jan 3, 2025
Statement of Interest and Questions Due	Tuesday, Jan 21, 2025
Proposals Due at 4:00pm	Friday, Jan 31, 2025
Interviews with Selected Firms	Weeks of Feb 3-10, 2025
City Council Approval and Notice to Proceed	Late March - Early April

QUICK LINKS

Website Link:
www.belton.org

Community Development:
belton.org/Community-Development

Current Projects Maps:
belton.org/Whats-Happening-in-Belton

**PROPOSALS DUE ELECTRONICALLY:
FRIDAY, JANUARY 31, 2025 AT 4:00PM
TO: MWRIGHT@BELTON.ORG**

Any proposal submitted or received after the aforementioned date and time may be disqualified. Proposals will not be opened in a public forum.

QUESTIONS + STATEMENT OF INTEREST: Any questions or parties intending to submit a proposal under this RFP must contact the City of Belton in writing to Matt Wright at mwright@belton.org by **Tuesday, January 21st at 5pm**. The written requirements in this RFP shall not be changed or superseded except by written addendum. Failure to comply with the written requirements for this proposal may result in rejection of the proposal. The email address provided will be used for official communications from the City, including notice of any addendums. All addenda will also be posted on the City’s website.



INTRODUCTION

Belton is a growing suburban community of approximately 26,000 residents located in northwest Cass County on the south side of the Kansas City metropolitan area. Belton’s convenient location along the I-49 corridor with 4 interchanges makes the city well positioned for continued growth and development. Significant residential, commercial, and industrial growth have occurred over the past 5 years, necessitating an update to Belton’s 1992 Comprehensive Plan. After 18 months of engagement, drafting, and refining, the Belton Planning Commission adopted the 2050 Comprehensive Plan on November 19, 2024. The Future Land Use Map provides ample opportunities for infill and redevelopment within the current city limits, while also accommodating the potential for significant expansion to the south and west that could more than double the current city limits from 14 square miles to 32 square miles. The City’s recent focus has been on improving existing corridors to accommodate infill and redevelopment, particularly for commercial and multi-family/mixed-use developments. The 3 land uses expected to see significant growth based on the FLUM include:

- » **Low-Density Residential** to accommodate a variety of single-family housing types, ranging from estate lots to small lots. Within this category, there is the opportunity to accommodate less common housing types currently found in Belton, including cottage courts and neo-traditional-style developments.
- » **Mixed-Use** to accommodate a mix of commercial and multi-family land uses along infill corridors

and in strategic locations in future growth areas to provide multi-modal neighborhood centers.

- » **Business Park** to accommodate the continued growth of Belton’s light industrial market, which has seen significant growth over the past 5 years. Additional growth is anticipated due to the continued redevelopment of the former Richards-Gebaur Air Force Base into an international intermodal facility with connections to Mexico and Canada.

To accommodate this growth and redevelopment, the City’s current Unified Development Code is in need of a complete update with the **following goals** to help implement the vision, goals, and strategies within the Comprehensive Plan:

- » Developing a code that is both resident and business friendly while improving and maintaining community aesthetics
- » Preserving natural features that provide buffering, screening, and amenities between land uses with different levels of intensity
- » Expanding mixed-use and live/work opportunities
- » Allowing greater flexibility in multi-family land uses with context sensitive designs (missing middle housing)
- » A code that helps to maintain and expand upon a small-town character through design guidelines
- » Development of design guidelines that may serve as overlay district standards for special character area and sub areas as identified in the



Comprehensive Plan

- » Improve the streetscape and access to amenities through both zoning and subdivision regulations
- » Simplify zoning districts and land uses based on the land use categories identified in the Comprehensive Plan

The current UDC was adopted in 2011 and has been amended numerous times since to accommodate changing development trends, interpretation modifications, and changes in federal, state, and local laws and regulations. Staff is now looking to make a complete update to the UDC. **Primary goals and expectations for the update include:**

- » Update and modernize the Code
- » Evaluate the Code to meet industry best practices
- » Ensure consistency with federal, state, and local laws and regulations
- » Fulfill policy goals identified in the Comprehensive Plan
- » Improve user-friendliness with illustrations and tables to help explain complex zoning concepts
- » Modernize definitions and land uses

All updates should be conducted in a format that is compatible with Municode, the City's current digital codification platform.



SCOPE OF SERVICES



Upon selection of the final proposal, the City will negotiate final business and performance terms with the selected development team(s) and recommend a firm to the City Council for final approval of contract for services for the Project. The contract award is subject to the complete and sole discretion of the City Council.

The commencement of negotiations does not commit the City to accept any or all of the terms of the proposal, and negotiations may be terminated by the City at any time, in which case the City reserves the right to enter into negotiations with other proposers. These negotiations may result in minor or material changes to the proposal, including both the business terms and the Project. Successful negotiations will result in an award recommendation.

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those responding to this RFP. The City reserves the right in its sole discretion to select the response that best meets the needs of the City and to waive any informalities, technicalities, or irregularities in the response.

Responses that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance. The City reserves the right to reject all proposals and re-issue this RFP at a later time.

Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Negligence upon the part of the respondent in preparing the proposal confers no right of withdrawal after the Submission Date for the submission of proposals.

The City reserves the right to waive informalities and minor irregularities in submittals received. The City reserves the right to revise the selection schedule.

By making a proposal, you agree that 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.

The selected firm and the firm's sub-consultants will be expected to utilize the personnel listed in their response as long as the individuals are employed by the company. Any changes in personnel are subject to written approval by the City.

All documents submitted in response to this RFP will become the property of the City, unless expressly identified by the submitting party as proprietary. By responding to this RFP, the consulting firm acknowledges that its RFP response is presumed to be an open record under the Freedom of Information Act (FOIA). Consulting firms specifically waive any claims against the City related to the disclosure of any material if made pursuant to a public records request.

The City reserves the right to consider relevant and factual information gained from sources other than the response and interview.

The applicant covenants that at the time of submittal of the response, the firm has no other contractual relationships, which would create any actual or perceived conflict of interest.

THE UDC UPDATE WILL BE A JOINT EFFORT BETWEEN CITY STAFF AND THE SELECTED CONSULTANT TEAM. STAFF IS OPEN TO MODIFYING THE SCOPE OF SERVICES THAT WILL ALLOW FOR THE STREAMLINING OF THE PROJECT AND REDUCING OVERALL COSTS AS DETERMINED TO BE NECESSARY.

The selected consultant team will be tasked with the following scope of work to complete the UDC update:

- » **Review of the Belton’s 2050 Comprehensive Plan**, with special attention given to the Future Land Use Map and the goals and strategies within the following chapters that influence the UDC:
 - » Chapter 2, Future Land Use
 - » Chapter 4, Parks + Recreation
 - » Chapter 5, Connectivity + Access
 - » Chapter 6, Housing + Neighborhoods
 - » Chapter 7, Economic Development
 - » Chapter 8, Downtown Belton
- » In coordination with staff, **audit the current UDC** to identify the existing strengths, weaknesses, and opportunities for improvement to the UDC.
- » **Develop a public participation process** which will involve stakeholder engagement, focus group discussions, and public workshops to understand the strengths and weaknesses of the UDC and to present and discuss opportunities for improvement. Public engagement opportunities must be provided throughout the review, drafting, revising, and adopting processes.
- » **The public engagement process should include:** a project website, mailing of postcards, flyers, yard signs, and social media content.
- » **Internal engagement should include:** monthly or as needed meetings with a technical review committee and bi-monthly meetings with staff.

- » Attending and **presenting UDC updates** to the Planning Commission and City Council.
- » **Creating tables and illustrations** to explain complex zoning concepts, as well as to provide comparisons between the current UDC and proposed changes.

City staff will assist the consultant team with the following:

- » Reviewing all project deliverables in advance of public engagement, public meetings (Planning Commission and City Council), and drafts of the UDC update.
- » Arranging of meetings between the consultant team and staff.
- » Managing scheduling and noticing of public meetings and hearings.
- » Providing information and input on City practices, policies, and priorities relating to the UDC update.
- » Assisting with the cross referencing of the UDC that may impact the Code of Ordinances and other adopted policies and procedures, including the Public Works Design & Construction Manual.
- » To improve user-friendliness, City staff proposes that sections and chapters be rearranged and combined by topic, which will result in a decrease in the overall number of chapters in the UDC.
- » A citywide rezoning may be needed as part of the adoption of the UDC update to accommodate new and modified zoning districts and standards.

PROJECT DELIVERABLES

At a minimum, the following must be provided for project completion:

- » A complete and updated Unified Development Code in multiple formats, including Word, InDesign, Illustrator, PDF, etc., including a format that can easily be submitted for integration into the Municode system or similar digital code platform.
- » All graphics and shapefiles in their respective digital formats that may be utilized and modified as needed. The City of Belton shall retain ownership of all data and files generated and created as part of the Unified Development Code update.

SUBMITTAL CONTENT



STATEMENT OF INTEREST: All parties intending to submit a proposal under this RFP must contact the City of Belton and provide an email address by no later than **5:00 pm. Tuesday, January 21st, 2025.** This address will be used for official communications from the City, including notice of any addendums. All addenda will also be posted on the City’s website.

The proposal response is limited to 25 double (or 50 single) sided 8.5” x 11” pages, including the title page and cover letter. **The proposal must contain the following information:**

1) TITLE PAGE: Provide the subject of the proposal; applicant’s name, address, and telephone number; individual point of contact name, address, telephone number, and email.

2) COVER LETTER: Provide a statement regarding the applicant’s interest in and understanding of the Project. The letter should include a statement that the firm has read and understands the RFP and agrees to all conditions, requirements, and terms stated in the RFP. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the firm submitting a proposal for consideration.

3) PROJECT TEAM: Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including: education, professional registrations, area(s) of expertise and years of service in their respective fields. The following information should be included:

- Identify the project manager who will lead the Project;
- Identify any sub-consultants that will be part of the Project team;
- Names and proposed roles of other individual team members;
- Education, experience, and biographies of all team members addressing the qualifications and considerations of the RFP;

Describe the qualifications of the firm and any sub-

consultants to perform the work requested including information regarding pertinent prior experience

4) QUALIFICATIONS: Provide information on the size, location, project cost, public engagement used, and a brief discussion on past experiences related to updating Unified Development Codes. Submitted materials should demonstrate the applicant’s, and any sub-consultant’s qualifications, and those of the particular staff to be assigned to the Project. Firms should demonstrate experience as the lead firm on at least three (3) similar projects, preferably within the past five (5) years, and other related projects from sub-consultants within the last five (5) years.

5) METHODOLOGY AND APPROACH: Provide a description of the method and approach your firm intends to utilize in order to complete the project. Discuss and clearly explain the methodology proposed to achieve the required services for the Project. The respondent must document a clear understanding of the RFP’s entire scope of work and Project intent including: internal and external engagement process and communications, high quality graphics, easily accessible code documents, and innovative approaches.

6) PROJECT TIMELINE: Provide a proposed schedule from the start to the completion of the Project. The schedule should include phasing, milestones and approximate completion dates.

7) COST BREAKDOWN: The current budgeted amount for this project is **\$100,000.** Submit a not-to-exceed cost for the project, including travel and material expenses. The costs should be broken out to correspond with the completion of major tasks as described in the project timeline. Please include any optional expenses or items over the budgeted amount for consideration.

SUBMITTAL: Email proposal by the deadline to mwright@belton.org

EVALUATION & SELECTION PROCESS



Proposals received will be reviewed and evaluated by the RFP Review Committee. Based on the materials submitted, the City may interview any or all firms.

All proposals received will be evaluated based on the following criteria:

- » Relevant experience of firm and project team (30 points)
- » Quality of similar completed projects, including graphics and innovative approaches (20 points)
- » Understanding of the vision and goals of the UDC update based on the 2050 Comprehensive Plan and RFP (20 points)
- » Demonstrated abilities to conduct a robust and effective public engagement process (20 points)
- » Capacity to complete the project deliverables on time and within budget (10 points)

ITEMS TO EXPLORE

In addition to the high-level overview provided in the scope of work, the following is a more detailed list of items that staff would like to explore for incorporation into the UDC update. Any experience shown in the following areas would be helpful:

ZONING STANDARDS

- » To implement the Future Land Use Map, creation of a Commercial Service zoning district (most likely to replace existing C-3 zoning) and consolidation of some zoning districts.
- » Create more distinction between Neighborhood and General Commercial zoning districts.
- » **Overlay Districts**
 - » Revision and reduction to the N. Scott Overlay District to allow expansions to commercial service uses and incremental improvements
 - » Revision and expansion to the Old Town Belton Overlay to ensure that mixed-use and residential development reflects the historic traditional neighborhood design pattern
- » Focus on building typologies within zoning districts which allow greater flexibilities in lot sizes, widths, setbacks, coverage, etc. for higher quality design and materials (e.g. reduced setbacks for front porches, larger setbacks for front-loaded garages, encourage/incentivize traditional neighborhood design, anti-monotony, etc.)
- » Expanded missing middle housing options utilizing building typologies to increase housing options in infill areas that are compatible with existing development.
- » Greater flexibilities and options with accessory uses and structures, including setbacks, size restrictions, etc.

USE STANDARDS

- » Staff drafted land use table and definition changes in spring 2023 which were put on hold until after the

Comprehensive Plan completion. There are a number of land uses that need to be added or revised, including:

- » Flex spaces (also referred to as contractors garages)
- » Battery Energy Storage Systems (BESS)
- » Data centers
- » Accessory dwelling units (already permitted, but additional refinement needed)
- » Live/work (opportunities to accommodate in single-story buildings)
- » Urban agricultural uses

SITE DESIGN STANDARDS

- » Site design standards by corridor type and zoning (e.g. higher quality design/aesthetics along an arterial street vs. a local street) (Character Districts)
- » **More specific details on landscaping, screening, and buffering requirements, including:**
 - » Encourage/incentivize native landscaping integrated into stormwater management systems
 - » Increased diversity of plant types and species for both aesthetics and disease resistance
 - » Reduced buffers with more impactful screening and landscaping

SUBDIVISION DESIGN + IMPROVEMENTS

- » Modified open space standards for new developments
- » Allow administrative plats for minor subdivisions, lot splits, etc.

NATURAL RESOURCES + FLOOD PROTECTION

- » Require or incentivize tree and topography preservation and cluster development
- » Allow flood zones and stream buffers to be used for passive and active green space (i.e. trail development) to be dedicated to the City through platting process (out of the floodway)

PROCESSES

- » Administrative final development plan reviews

