



AGENDA
JOINT CITY/COUNTY MEETING
CITY COMMISSION ROOM
THURSDAY, MAY 16, 2013
4:00 P.M.

1. Manhattan Urban Area Comprehensive Plan Update (City)
2. Geographic Information Systems (GIS) Consolidation (Riley County)



This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.



INTER-OFFICE MEMORANDUM

DATE: May 7, 2013

TO: Ron Fehr, City Manager

FROM: Karen Davis, AICP Director of Community Development
Eric Cattell, AICP, Assistant Director for Planning

RE: Manhattan Urban Area Comprehensive Plan Update

The 2003 Manhattan Urban Area Comprehensive Plan encompasses approximately 70 square miles, including the City of Manhattan and portions of Riley and Pottawatomie Counties that comprise the urbanizing area around the city. The Plan is the official policy guide for future land use decisions including growth and annexation within the Manhattan Urban Area. The Manhattan Urban Area is the jurisdiction of the Manhattan Urban Area Planning Board, as established by inter-local agreement between Manhattan and Riley County (*see attached map*).

The last major update of the Comprehensive Plan was conducted in 2001-2003, as a joint project of Manhattan and Riley County, with each paying half the project cost of \$154,500. This 24-month process involved extensive public discussion and participation utilizing a twenty-two (22) person Steering Committee with broad representation from all sectors of the community including Pottawatomie County (*see attached Steering Committee representation*). The Plan identified growth areas within the Pottawatomie County portion of the study area, by reflecting the County's Comprehensive Plan that was in effect at that time.

Compressive Plan Update: The City of Manhattan has scheduled another update of the Comprehensive Plan in 2013-2014. This project is not envisioned as a wholesale replacement of the goals, guiding principles, policies, and recommendations adopted in the 2003 Comprehensive Plan; however, the update will need to include an appropriate public process to revalidate these components of the Plan to confirm that they still reflect community desires.

Key issues will include revising urban growth boundaries and utility service areas to reflect those areas identified for urban density growth through the planning process, as well as growth and development control, coordination and implementation issues affecting the urban-rural fringe. While one of the primary emphases of this Plan update will be to identify where new growth should be directed in the urban fringe, identification of appropriate areas for redevelopment within Manhattan will also be important, to address continued pressure for high density, urban-scale student oriented housing in close proximity to Kansas State University, as well as other forms of redevelopment.

Utility Plan Update: The Water and Wastewater Facilities Plan will be updated concurrently with the Comprehensive Plan update to identify service areas and needs associated with any new growth areas identified through the planning process, as well as capacity upgrades that may be needed for any new redevelopment areas identified within the City.

Transportation Plan Update: The City will also be updating the Manhattan Area Transportation Strategy (MATS), which is the transportation element of the Comprehensive Plan, providing a long-range strategy for guiding the transportation needs of the Manhattan Area. The MATS will need to be revised and incorporated into the Comprehensive Plan update to develop a unified approach to land use and transportation; specifically regarding street and road networks that include multi-modal and complete street designs.

Consultant Selection & Timeline: This planning effort will require professional consulting services provided by Planners and Engineers. In order to procure the best qualified team that can respond to these needs, City Administration has prepared a Draft Request for Proposals (RFQ) which is attached. This will be a qualifications-based process that will select the best firm, after which a scope of work will be finalized and projects costs determined.

It is anticipated that it will take three (3) months to select and contract with a consulting team, and 18-24 months to complete the project.

Project Budget: The initial budgets for the Plan Updates are as follows:

Comprehensive Plan Update - \$100,000.

Utility Plan Updates - \$60,000

Manhattan Area Transportation Plan Update - \$125,000

It is possible to include additional services for planning those portions of Riley and Pottawatomie Counties that comprise the most likely urban fringe growth areas around Manhattan. Although the project budget estimate cannot be finalized until the scope of work is completed, City Administration has estimated that this additional work could increase the project costs by \$50,000, for a total Comprehensive Plan project cost of \$150,000.

One approach for funding the \$50,000 additional cost is to split the cost equally between Riley and Pottawatomie Counties or \$25,000 each that could be budgeted in their respective Fiscal Year 2014 budgets. It may also be possible to apportion the land area outside the City and split the \$50,000 based on the percentage area.

Given the 3 month timeframe for procuring a consulting team, it would seem prudent to begin the procurement process as soon as possible, so that the scope of work can be finalized and a contract approved, so that the consultant can begin work in time for a late summer - early fall kickoff. The City/County/County meeting on May 16, 2013, would

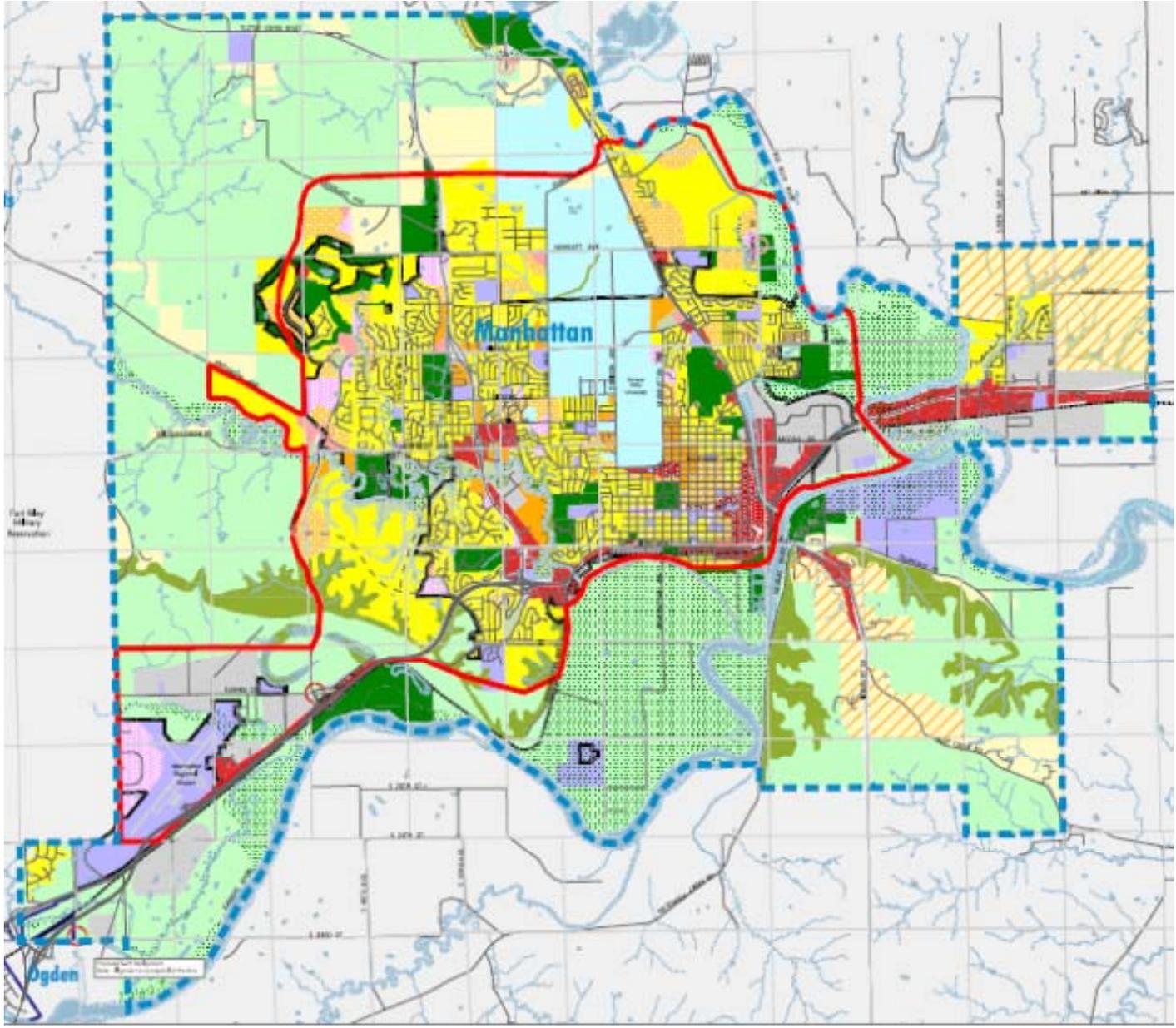
seem a good opportunity to discuss the project with our Riley and Pottawatomie County partners, to determine their level of interest and financial participation in the project.

If you have any questions regarding this topic, please let me know.

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KD/EC/vr

Attachments:

1. Map of 2003 Comprehensive Plan Study area showing Planning Board jurisdiction and county line
2. 2003 Comprehensive Plan Map
3. Steering Committee representation in 2001
4. Draft Request For Qualifications



STEERING COMMITTEE MAKEUP IN 2001-2003

Manhattan City Commission: (2 representatives)

Manhattan Urban Area Planning Board: (2 representatives)

Riley County Commission: (2 representatives)

Riley County Planning Board: (1 representative)

KSU: (1 representative)

Pottawatomie County: (1 representative)

Fort Riley: (1 representative)

Business Community: (2 representatives) 1 appointment each by City & County

Chamber, developer/builder, lenders, business assoc., etc.

Natural Resource Management: (2 representatives) 1 appointment each by City & County

Environmental preservation & management; Agricultural producer/manager

Neighborhood-Social-Cultural: (2 representatives) 1 appointment each by City & County

Neighborhood Assoc., Homeowner Assoc., Social service providers, CHDO, etc.

Community At Large: (4-6 representatives) 2-3 appointments each by City & County

Total Advisory Committee: 20-22 members

DRAFT
REQUEST FOR QUALIFICATIONS
Manhattan Urban Area Comprehensive Plan Update
City of Manhattan, Kansas

I. INTRODUCTION

The City of Manhattan, Kansas is requesting qualification submissions from professional planning consultants to prepare an update of the 2003 Manhattan Urban Area Comprehensive Plan.

II. BACKGROUND

The City of Manhattan, located in Northeast Kansas in Riley and Pottawatomie Counties, is a growing community with a population of approximately 54,870 and a regional population estimate of 135,823 in the Manhattan Metropolitan Statistical Area (MSA). Manhattan is home to Kansas State University, the oldest land grant university in the Country, with a fall 2012 enrollment of 24,378 students. In February 2010, Kansas State University launched a strategic planning initiative with the goal of becoming a Top 50 Public Research University by 2025, which is described in the K-State 2025 Visionary Plan. K-State also recently completed an update of its Campus Master Plan in March 2013.

Fort Riley, Headquarters of the 1st Infantry Division, is located approximately 6 miles southwest of the City, having an enlisted population of approximately 19,000 with 26,400 associated family members (15,545 off-post family members); a civilian work force of approximately 7,400; and a \$1.8 billion economic impact on the central Flint Hills Region of Kansas.

In January 2009, the U.S. Department of Homeland Security announced plans to construct the National Bio and Agro-Defense Facility (NBAF) in Manhattan, on a site adjacent to the existing Biosecurity Research Institute (BRI) on the Kansas State University campus. Intended as a replacement to the aging Plum Island Animal Disease Center in New York, NBAF will be owned and operated by the U.S. Department of Homeland Security (DHS) and focus primarily on the research of animal and zoonotic diseases. It will contain one of only a handful of state-of-the-art Biosafety Level 4 (BSL-4) labs in North America, designed for the safe containment and study of virulent disease strains, as well as lower-security BSL-2 and -3 labs. The facility is expected to be approximately 574,000 sq. ft. in size, cost somewhere in the range of \$1 billion. The \$200 million Central Utility Plant Phase is currently beginning construction

In January 2012 the Manhattan area saw creation of the Flint Hills Metropolitan Planning Organization, a Metropolitan Planning Organization (MPO) which encompasses the Cities of Manhattan, Junction City, and Ogden; and Riley, Potawatomie and Geary Counties.

The Manhattan area has maintained significant growth throughout the recent economic downturn and continues to experience steady growth in population, housing and employment. The Manhattan MSA is ranked in the top 5% nationally for economic and

job growth, and was ranked tenth among the fastest growing MSA's (2.8% population growth from 2011-2012). Additionally, increased activity at the Manhattan Regional Airport has made it the second busiest airport in Kansas, with 67,000 enplanements in 2012. Manhattan's growth will continue to exert pressure on the City's budget and its ability to provide expanded urban services, and presents challenges for coordinating planning and development controls in the urbanizing fringe areas with the two surrounding counties. These pressures increase the need to plan for growth patterns that maintain a high quality of life, are efficient and cost effective to maintain, and that position the Manhattan area to take advantage of the presence of Kansas State University, the National Bio and Agro Defense Facility, the Animal Health Corridor, and Fort Riley, to promote job creation and a dynamic economy.

The 2003 Comprehensive Plan encompasses an area of approximately 70 square miles, including the City of Manhattan and portions of Riley and Pottawatomie Counties that comprise the urbanizing area around the city, and is the official policy guide for future land use decisions in the Manhattan Urban Area. The Manhattan Urban Area is the jurisdiction of the Manhattan Urban area Planning Board, as established by inter-local agreement between Manhattan and Riley County. The written goals and guiding principles, policies, and recommendations, along with the Future Land Use map, provide guidance for decisions affecting growth and annexation, the use and development of land, preservation of open space and the expansion of public facilities and services.

Since its adoption in 2003, the Comprehensive Plan has been amended three times, by adopting and incorporating the Aggieville-Campus Edge District Plan in 2005; the US 24 Corridor Management Plan in October 2009; and the updated Gateway to Manhattan Plan in April 2011. Most recently, the City of Manhattan partnered with the City of Ogden and Riley County to develop the Eureka Valley - Highway K-18 Corridor Plan, which is in the process of being adopted.

III. 2003 COMPREHENSIVE PLAN AREA

The 2003 Comprehensive Plan Study Area is shown in Exhibit 1. The study area for this update will be determined as part of finalizing the Scope of Services with the chosen consultant.

IV. SCOPE OF PROJECT

Given Manhattan's continued growth and its expanding role as a regional leader, the City recognizes the need to update the 2003 Comprehensive Plan to identify additional long-term growth areas and to update sections addressing socio-economic data, housing and neighborhoods, transportation and connectivity, parks and recreation, natural resources and environment, economic development, land use and growth management, public facilities and services, and implementation, to meet the changing needs of the community.

This project is not envisioned as a wholesale replacement of the goals, guiding principles, policies, and recommendations adopted in the 2003 Comprehensive Plan; however, this update will need to include an appropriate public process to revalidate these components of the Plan to confirm that they still reflect community desires.

Key issues will include revising urban growth boundaries and utility service areas to reflect those areas identified for urban density growth through the planning process, as well as growth and development control, coordination and implementation issues affecting the urban-rural fringe. While one of the primary emphases of this Plan update will be to identify where new growth should be directed in the urban fringe, identification of appropriate areas for redevelopment within Manhattan will also be important, to address continued pressure for high density, urban-scale student oriented housing in close proximity to Kansas State University, as well as other forms of redevelopment.

Transportation policies as stated in the Manhattan Area Transportation Strategy (MATS) will need to be revised and incorporated into the update to develop a unified approach to land use and transportation; specifically regarding street and road networks that include multi-modal and complete street designs.

The Water and Wastewater Facilities Plan will be updated concurrently with the Comprehensive Plan update to identify service areas and needs associated with any new growth areas identified through the planning process, as well as capacity upgrades that may be needed for any new redevelopment areas identified within the City. To ensure a seamless integration of the conclusions and recommendations of the Comprehensive Plan Update with those of the Water and Wastewater Facilities Plan update, the consultant will be required to work closely with staff and other consultants for the Utilities Division of the Public Works Department.

In order to complete these activities the consultant will be expected to review existing land use and planning documents, utility plans, reports on various public facilities, established growth and development policies and the Capital Improvements Program. The consultant will update inventories of existing conditions and develop projections with respect to land use, population and employment, growth rates, physical characteristics, natural resources, transportation corridors, and public services and facilities.

Substantive community engagement will be a critical component of the project. The consultant team will need to demonstrate extensive experience in designing and facilitating creative and effective public engagement processes incorporating the latest social media, as well as more traditional methods, and will be required to work closely and communicate with diverse local government and community stakeholders. The City of Manhattan will be the lead agency for the project. The consultant will facilitate and guide public meetings throughout the project to receive input and provide information to the community and interest groups, and facilitate final adoption. It is anticipated that a steering committee will be formed to guide the process and planning effort.

V. DEVELOPMENT OF SCOPE OF SERVICES

Following selection of the successful firm, a detailed Scope of Services will be developed by the Plan stakeholders and the consultant to outline specific objectives, tasks and outcomes of the Comprehensive Plan Update.

VI. PROPOSED TIME TABLE

The following is the time table for consultant selection.

<u>Date</u>	<u>Activity</u>
June 5, 2013	Advertise Request for Qualifications
July 12, 2013	Consultant qualifications/proposals due
Week of July 22, 2013	Tentative Interview dates
August 6, 2013	City Commission authorize contract negotiations
September 3, 2013	City Commission approval of Contract
September/October 2013	Begin Project

VII. CRITERIA FOR SELECTION

The successful consultant must provide a team with the demonstrated qualifications, experience and expertise to complete the Manhattan Urban Area Comprehensive Plan Update. The City prefers the team be led by a professional planners with AICP certification and include experienced professionals to help address the broad spectrum of issues and facilitate the civic engagement process. The consultant must demonstrate an interest in and convey an understanding of the requirements for the project, provide references for similar projects, demonstrate positive public participation skills, show an ability to work within the time schedule, and provide the deliverables noted in the proposed work program.

Key points the Committee will consider in selecting the successful firm include:

1. **Professional Qualifications.** The education, training, registration, and amount of relevant experience of the proposed key project personnel.
2. **Specialized Experience and Technical Competence.** The firm's specialized experience and technical competence on similar projects. The effectiveness of the proposed project team (management structure and coordination of disciplines, offices and/or subcontractors) will also be considered.
3. **Capacity of the Firm to Accomplish the Required Services on Schedule and within Budget.** The firm must demonstrate an ability to complete projects within specified completion dates and budget.
4. **Past Performance.** Past performance of work on similar or comparable planning contracts should be demonstrated. References and letters of commendation with a focus on comprehensive plan updates for university and military communities will also be evaluated.
5. **Understanding of Project.** A clear understanding of the type of project work to be performed and a plan to complete the work should be clearly demonstrated.
6. **Design Quality Assurance.** The team's quality control processes and management approach that will be used on the project.

VIII. INTERVIEW PROCESS

All firms submitting a proposal should be prepared to participate in an interview. A Selection Committee will be charged with the responsibility of recommending a consultant to provide the services related to updating the Comprehensive Plan. The Selection Committee will evaluate the proposals received and determine the number of firms for interview. Interviews will take place with time given for a formal presentation, followed by a question and answer period. Following the interviews and reference checks, the Selection Committee will forward a recommendation to the Manhattan City Commission. The City Commission will select the consultant it determines to be the most suitable. The Selection Committee is anticipated to include a City Commissioner, a County Commissioner from each county, a member of the Manhattan Urban Area Planning Board, and representatives from the administrative staffs of the City and Counties.

IX. BUDGET AND CONTRACT

The City of Manhattan will enter into a contract with the selected consulting firm. In order to provide maximum flexibility, the City will require a time and expense agreement with an established maximum fee.

X. SUBMISSION REQUIREMENTS

All submissions must include the following information.

1. Project Director with list of team members:

- a. Must include principal participants.
- b. Contact information for the Project Director, including e-mail address

Response to the six key points mentioned in *Section VII. Criteria for Selection*

2. Qualifications:

- a. Resumes of all principals and professional staff involved, demonstrating qualifications and related experience and expertise.
- b. Descriptions of similar projects completed by the firms involved in the team, completed by the principal staff assigned to the project and any innovative planning techniques incorporated in the plans.
- c. A detailed description of the types of public participation processes used successfully by the firm.
- d. Description of other relevant experiences of the firm.

3. References:

- a. List of references, including brief description of projects and contact name and telephone number

XI. DIRECTIONS FOR SUBMISSION

No pre-application conference will be held in conjunction with this RFQ. No interpretation made to any respondent regarding the meaning of the RFQ shall be binding upon the City unless set forth in writing and distributed as an addendum by the City.

Ten (10) written copies and one electronic copy of the submission of qualifications must be submitted to arrive no later than 5 p.m., June 14, 2013. Please mail copies to the following address:

Karen Davis, AICP
Community Development Department
City of Manhattan
1101 Poyntz Avenue
Manhattan, KS 66502

Submissions shall be enclosed in a sealed envelope. The City of Manhattan will not accept oral submissions, or copies received by telephone, facsimile machine, or email. All submissions received after the deadline shall be returned. The City of Manhattan reserves the right to reject any and all proposals or portions of proposals, to waive minor deficiencies, or to solicit new proposals on the original project or on a modified project as may be deemed necessary or in the best interest of the City.

Questions concerning this project should be addressed to Karen Davis, AICP, Director of Community Development (davis@cityofmhk.com) or Eric Cattell, AICP, Assistant Director for Planning (cattell@cityofmhk.com) by e-mail or phone (785) 587-2412.

All persons awarded and/or entering into contracts with the City of Manhattan shall be subject to and required to comply with all applicable City, State and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity and Affirmative Action.

5-13-13