



**CITY OF JACKSON**  
**PLANNING & ZONING COMMISSION MEETING -**  
**AMENDMENT TO AGENDA**  
**Wednesday, February 09, 2022 at 6:00 PM**  
**City Hall, 101 Court Street, Jackson, Missouri**

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Bill Fadler  
Tony Koeller  
Harry Dryer  
Tina Weber

**Mike Seabaugh, Chairman**  
Joe Baker, Alderman Assigned  
Tom Kimbel, Alderman Assigned  
Janet Sanders, Staff Liaison

Wade Bartels  
Heather Harrison  
Beth Emmendorfer  
Eric Fraley

**ROLL CALL**

1. Welcome Eric Fraley as new Commission member

**NEW BUSINESS**

2. Comprehensive Plan Update

This agenda was posted at City Hall on February 8, 2022 at 1:30 PM.

PLEASE OBSERVE SOCIAL DISTANCING WHEN ATTENDING THIS MEETING.

## **Staff Report**

**ACTION ITEM:** Comprehensive Plan Update – Request for Qualifications

**PURPOSE:** To update the city's Comprehensive Plan.

**HISTORY:** The Comprehensive Plan for the City of Jackson was last updated in 2009 by the planning firm of Houseal Lavigne Associates of Naperville, Illinois.

**COMMENTS:** The city's Comprehensive Plan is a long-term (10-20 year) planning document used to guide development and redevelopment in the city. The document includes the Major Street Plan, a transportation planning document. The Board of Aldermen has budgeted a complete update to the plan in 2022. Since the comprehensive plan update process takes nine months or more to complete, staff would like to begin early in the year. The process of updating the plan includes review of the current plan by a consultant, who will provide opportunities for input from elected officials, appointed officials, city staff, business owners, and residents of the city prior to completing an updated plan.

The selection of a consultant will be initiated by a Comprehensive Plan Committee which is proposed to consist of the Administrative Services Director (Rodney Bollinger), the Building & Planning Manager (Janet Sanders), one alderman (to be selected), and two Planning and Zoning Commission members (to be selected). As the process goes forward, the committee is also expected to review sections of the plan as they are presented by the consultant and provide comments back to the consultant. A public meeting will also be held near completion of the process to provide for citizen comments on the draft plan. The final draft will be reviewed by the Planning and Zoning Commission prior to final approval. The Commission's approval of the plan is the final approval. The Board of Aldermen does not approve the Comprehensive Plan.

The first step in the process is to issue a Request for Qualifications (RFQ) to seek firms who are interested in being considered for the project. From the submittals, 2-3 firms are chosen by the committee to be interviewed and to submit detailed proposals with no cost included. The committee will then rank the proposals and forward their findings to the Planning and Zoning Commission. The Commission will review the findings and recommend a consultant to the Board of Aldermen. Upon approval of the recommendation, the city will attempt to negotiate a contract with the selected consultant within the allotted budget. If contract terms cannot be reached with the top-ranked consultant, then the next ranked consultant is contacted to negotiate a contract, and so on until mutually agreeable contractor terms are reached. The Board of Aldermen must then approve the contract by ordinance. Upon approval and completion of any contract terms required prior to start, the project can begin.

**ACTION REQUIRED:** The Commission shall review the RFQ and approve if acceptable. If approved, staff will proceed with issuing the RFQ and setting committee meetings.

# **Request for Qualifications**

## **City of Jackson, Missouri**

### **2022 Comprehensive Plan Update**

#### **Introduction**

The City of Jackson requests Statements of Qualification from planning consultant firms to update a long-range comprehensive plan. Development of the updated plan should include analysis of various data impacting development within the community and should consider input from the Comprehensive Plan Committee, the Planning and Zoning Commission, elected and appointed officials, city boards, business stakeholders, and interested citizens. The updated plan should provide a framework for orderly future development and include a focus on future annexation.

The Director of Administrative Services, the Building & Planning Manager, one alderman, and two members of the Planning and Zoning Commission comprise the steering committee for this project. This steering committee will review qualifications, conduct interviews, and recommend two to three firms to present proposals to the Planning and Zoning Commission and Board of Aldermen. The City of Jackson's Building and Planning Manager will serve as the primary liaison to the successful firm. Any questions regarding this RFQ should be directed to the staff liaison whose contact information is included at the end of this document.

This plan update is budgeted for the 2022 calendar year. The anticipated timeframe for plan completion is 9-10 months from the award of contract. The planning process shall be such that the plan document will be developed and submitted to the City in sections for review, comment, and approval. The planning process shall be such that the plan document will be developed and submitted to the City in sections for review, comment, and approval.

The City of Jackson's current comprehensive plan was completed by Houseal-Lavigne Associates in 2009 and has been used as a guideline for development since that time. The current plan can be found at [www.jacksonmo.org/Planning-and-Zoning-Commission](http://www.jacksonmo.org/Planning-and-Zoning-Commission).

#### **Overview**

The City of Jackson is located in southeast Missouri, approximately 100 miles south of St. Louis. This city of approximately 15,000 encompasses an area of 10.68 square miles. It is bounded by Interstate 55 and the Cape Girardeau city limits on the east and is bisected through its center in both directions by Highways 61, 25, and 72/34. The city's northern, southern, and western boundaries abut unincorporated properties located in Cape Girardeau County. Within the eastern boundary, a large unincorporated area totaling approximately 600 acres exists, surrounded by city limits. Infrastructure development and friendly annexations occur on a continual basis in all available directions.

Jackson has experienced expansive residential growth over the past twenty years, including a full range of moderate to upscale homes, duplexes, and townhomes, along with modest commercial and industrial development. MODOT has recently completed reconfiguration of the I-55 / Hwy

61/72/34 interchange (Exit 99), and large tracts of undeveloped land exist at the I-55 / E. Main St. exit (Exit 102) and the I-55/East Jackson Boulevard interchange (Exit 99). A commercially designed corridor, South Old Orchard Road, connects the two interchanges. Both the interchanges and the connecting corridor are the ongoing focus of commercial recruitment. The city actively participates in the process of recruiting commercial and industrial enterprises to locate within our boundaries.

## **Project Area**

The physical scope of the Comprehensive Plan Update will include the incorporated area of the City of Jackson. Areas outside the current city limits should be addressed as they pertain to potential future growth opportunities.

## **Scope of Services**

1. Initial meeting with the city's liaison to review the project schedule, schedule meetings, and begin the process of data acquisition.
2. Obtain existing plans, maps, and other data relative to the project.
3. Schedule and conduct meetings with appropriate elected and appointed officials. These meetings should include the Mayor and Board of Aldermen, the Planning and Zoning Commission, the City Administrator, the project liaison, and various city staff members as needed. The purpose of these meetings will be to obtain input and guidance as it relates to the Comprehensive Plan update process. Individual meetings can be virtual but public meetings and presentations to the Board of Aldermen and Planning and Zoning Commission need to be in person.
4. Schedule and conduct public meetings and topic-specific focus groups as necessary.
5. Prepare a population analysis of the City of Jackson, including a demographic composite and potential areas for residential, commercial, and industrial growth.
6. Review land use plan summaries from contiguous communities and other government entities and identify potential land uses in reference to those plans.
7. Update the land use map from the existing Comprehensive Plan (to be delivered in a form compatible with the city's GIS system).
8. Develop an annexation strategy, including an analysis of financial burdens to taxpayers, potential funding mechanisms, and incentives to annexation.
9. Project a land use strategy for undeveloped land and surrounding land outside the present city limits.
10. Review and incorporate the City's Park Master Plan.
11. Review and incorporate the Southeast Missouri Metropolitan Organization's (SEMPO) transportation and bicycle/pedestrian planning documents.
12. Review and incorporate the MODOT Statewide Transportation Improvement Program (STIP) for local and regional projects affecting the City of Jackson.

13. Review and incorporate the city's Major Street Plan, including any recommendations for amendment, a financial analysis of financial burdens to taxpayers, potential funding mechanisms, and incentives to development of arterial & collector streets.
14. Review strategic plans from local, state, and federal agencies to ensure coordination.
15. Review current and proposed FEMA maps to ensure coordination with future land use plan.
16. Develop planning goals, objectives and implementation strategies.
17. Make periodic reports to the city liaison and present the final document at a public hearing required for official adoption of the Plan.

### **Deliverables**

The final report shall be submitted in the following formats:

1. A digital copy of the complete document in PDF format, including all graphics.
2. Separate PDF copies of each map included in the document, and digital copies compatible with the ESRI GIS software in State Plane Missouri East, NAD 88 coordinate system used by the city.
3. Individual copies of all photos and other graphics used in the document in JPG, GIF, or TIFF format.

The plan will be presented in a format and language that is user-friendly and easily comprehensible to the general public. The consultant should make an effort to minimize the use of technical planning jargon. The use of maps, graphics, and other devices that will enhance the readability and ease-of-use of the plan is required. At completion of the plan process, the consultant must provide a plan complete with all maps, graphs, photos and tables that will become the property of the City.

### **Submission Requirements**

In order to be considered, five printed (5) copies of the qualifications must be received by the **City Clerk, 101 Court Street, Jackson, MO 63755**, on or before **5:00 p.m. on Monday, [REDACTED], 2022**.

**All qualifications shall be in a sealed envelope clearly marked:  
REQUEST FOR QUALIFICATIONS – 2022 COMPREHENSIVE PLAN UPDATE  
ATTN: LIZA WALKER, CITY CLERK**

Each submittal shall be limited to ten (10) pages and shall contain the following information:

1. A proposed work strategy based upon the scope of work in this request. The consultant is strongly encouraged to incorporate his or her own ideas beyond those outlined in the RFQ requirements.

2. A theoretical timeline for the completion of the project.
3. A statement of qualifications, relevant experience, and availability of key personnel who will be responsible for the execution of the project, including qualifications of any sub-consultant named in the submittal. This may include addendum copies of past projects in cities of similar size.
4. A list of five (5) professional references for which projects of similar scope have been completed, with contact information.
5. The name, title, mailing address, email address, and telephone number of the individual authorized to negotiate and contractually bind the company during the period of the proposed evaluation.

### **Copyright Releases**

Those firms responding to the RFQ request shall supply a limited copyright release in order for city staff to make copies, for evaluation purposes, of any copyrighted materials included within the submittal.

### **Selection Process**

**The deadline for submission of qualifications is                     , 2022.**

The city's Comprehensive Plan Committee will review all submissions and select 2-3 consultants to submit proposals and be interviewed by the committee. Proposals shall not include cost. Interviews will be held virtually.

Following the interview process, the committee will rank the submissions and provide recommendations to the Planning and Zoning Commission. The City will then contact the top-ranked consultant and attempt to negotiate a cost agreement. If no agreement is reached, the City will contact the second ranked consultant, and so forth.

Please direct any questions regarding this Request for Qualifications to:

Janet Sanders  
Building & Planning Manager  
City of Jackson  
101 Court St.  
Jackson, MO 63755  
573-243-2300 (ph.)  
jsanders@jacksonmo.org