

## Legislation Details (With Text)

<b>File #:</b>	2018-2286	<b>Name:</b>	
<b>Type:</b>	Presentation	<b>Status:</b>	Agenda Ready
<b>File created:</b>	9/6/2018	<b>In control:</b>	City Council - Work Session
<b>On agenda:</b>	9/13/2018	<b>Final action:</b>	
<b>Title:</b>	Discussion regarding authorizing the award of RFP No. 2018-058 for citizens strategic planning professional services to Novak Consulting Group, INC. and authorizing the City Manager to enter into and execute said agreement for the same by and on behalf of the City in an amount not to exceed \$84,000.00.		

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. Presentation, 2. Strategic Planning Process, 3. Proposed Ordinance, 4. NOVAK Agreement, 5. 1st Interview Composite Score Sheet, 6. 2nd Interview Composite Score Sheet

Date	Ver.	Action By	Action	Result
9/13/2018	1	City Council - Work Session	recommended for approval	Pass

Discussion regarding authorizing the award of RFP No. 2018-058 for citizens strategic planning professional services to Novak Consulting Group, INC. and authorizing the City Manager to enter into and execute said agreement for the same by and on behalf of the City in an amount not to exceed \$84,000.00.

### Issue/Request:

Discussion regarding authorizing the award of RFP No. 2018-058 for citizens strategic planning professional services to Novak Consulting Group, INC. and authorizing the City Manager to enter into and execute said agreement for the same by and on behalf of the City.

### Key Issues:

Citizen strategic plans provide an opportunity for citizens to shape and direct the long term vision for a community. The efforts have effectively enabled citizens to engage in discussion of community goals and municipal services which has not occurred since 2007.

1. RFP 2018-058 was posted on e-bidding service (Public Purchase) and emailed to potential respondents identified on a vendor list on January 12<sup>th</sup>, 2018.
2. 470 potential respondents were notified via Public Purchase or email.
3. 75 potential respondents accessed the RFP via Public Purchase.
4. RFP closed on February 7, 2018.
5. Four firms provided submittals.
6. Submittals were scored by the evaluation committee. National Civic League and The NOVAK Consulting Group

were the two highest ranking firms that were selected for interviews.

7. Initial and second interviews were conducted and The NOVAK Consulting Group was identified as the highest ranking firm by the evaluation committee.

The scope of services outlined proposes a new process for this effort. The City has asked the successful respondent to complete the citizen strategic planning process in approximately 4 months from the project kickoff date. The City has also requested a significant amount of resources to assist with citizen engagement using technology, social media, and the internet. Finally, the process is proposed to be guided by Mayor and Council who would serve as the Steering Committee.

#### Staff Recommendation:

Staff recommends approval and seeks Council consensus to present an ordinance authorizing the award of RFP No. 2018-058 for citizens strategic planning professional services to Novak Consulting Group, INC. and authorizing the City Manager to enter into and execute said agreement for the same by and on behalf of the City in an amount not to exceed \$84,000.00. This ordinance was referred to the full City Council by the Finance and Budget Committee on August 6, 2018.

#### Background:

The community has benefited from previous citizen strategic plans in 1999 and again in 2007. The 1999 plan, entitled 'Lee's Summit 21<sup>st</sup> Century' was developed with assistance from the National Civic League and provided a foundational document that guided the City through its decision making process. The 1999 plan was organized into four key performance areas (KPA's) which included Development, Education & Culture, Health & Safety, and Preservation. The Implementation Committee was chaired by Dr. Robert (Bud) Hertzog and Nancy Blackwell. The 1999 plan had a noticeable and long lasting impact on the community. It's legacy and reputation made it known as the 'bricks and mortar' plan which guided and enabled much needed investment in physical infrastructure.

The first strategic plan resulted in a number of accomplishments including the development of funding mechanisms for needed road and infrastructure improvements, a Police Station, City Hall, Gamber Center, Legacy Park, Downtown Revitalization, creation of various community-oriented committee groups such as the Arts Council, Health Education Advisory Board and the Human Relations Commission, and many other important community outcomes.

The 2007 plan, entitled 'Lee's Summit 360° Charting Tomorrow' (LS360), was commissioned by the Mayor and City Council and facilitated by the National Civic League. The plan was developed through collaboration with 163 stakeholders and many more citizens from the community. The Implementation Committee was led by Jon Ellis and Vicky Cundiff. The 2007 plan had six KPA's which included Education, Economic Development, Health & Human Services, Local Government, Quality of Life, and Transportation. The 2007 plan was essential to the growth and maturity of the community. To this day, the City's robust network of Boards, Commissions, and Task Forces, still carry and have implemented many of the citizens goals which is seen in policies, processes, procedures, and initiatives. Attached is the final report which lists the accomplishments achieved from this plan.

The Lee's Summit community has very much embraced strategic planning and engagement. This is a strength of the community and a distinguishable trait that differentiates Lee's Summit from the pack.

#### Timeline:

Start: September / October

Finish: February / March

Stephen Arbo, City Manager