**A REQUEST FOR QUALIFICATIONS (RFQ)**

**FROM PROFESSIONAL CONSULTANTS**

**TO UPDATE THE COMPREHENSIVE PLAN AND IMPACT FEE ORDINANCE FOR**

**THE CITY OF PORT ARANSAS**



**CITY OF PORT ARANSAS**

**ATTN: Rick Adams**

**Director Development Services**

**Port Aransas City Hall**

**710 W. Ave A**

**Port Aransas, TX 78373**

# REQUEST FOR QUALIFICATIONS (RFQ)

**Proposal Title: CONSULTING SERVICES TO ASSIST WITH UPDATE OF THE CITY OF PORT ARANSAS COMPREHENSIVE PLAN AND IMPACT FEE ORDINANCE**

**Proposal Closing Time: 3:00 p.m. Central Standard Time Proposal**

**Closing Date: October 15th, 2021 3:00 p.m.**

**Proposal Opening: October 15th, 2021 3:00 p.m.**

**Submission of Proposal: Francisca Nixon**

**City Secretary**

**City of Port Aransas 710 W. Avenue A**

**Port Aransas, TX 78373**

**Note: Proposals will not be accepted via facsimile or e-mail**

**Specific Questions: City of Port Aransas**

**710 W Avenue A**

**Port Aransas, TX 78373**

**Rick Adams (361)749-4111**

[**radams@cityofportaransas.org**](mailto:radams@cityofportaransas.org)

**All questions shall be submitted via email, and titled, “Comp Plan-Impact Fee Question,” to Rick Adams by 5:00 p.m. on Tuesday, October 12th, 2021.**

**Port Aransas reserves the right to reject any or all proposals received for any reason. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City**

**RFQ – COMPREHENSIVE PLAN SERVICES**

# Introduction:

The City of Port Aransas is requesting the submission of qualifications from all parties wishing to be considered for consulting services related to the update of the comprehensive plan and impact fee program.

The current Comprehensive Plan was last updated in 2006 and impact fee program in 2016.

# About the Community:

The City of Port Aransas is a beach front community of approximately 3,500 residents located between the Gulf of Mexico and Corpus Christi Bay.

Community Engagement

The City Council, Planning & Zoning Commission and City staff desire for the comprehensive plan update process to have a major emphasis on community engagement. The city desires to provide a high quality of life for the community and this process should engage the public and involve them in formulating and implementing a plan that truly belongs to the community. Consulting teams should seek methods to engage the public through various media, including presentations, public hearings, the internet, and workshops throughout the project.

Comprehensive Plan Advisory Committee (CPAC)

The City of Port Aransas anticipates the formation of a Comprehensive Plan Advisory Committee (CPAC) to work closely with the selected team during the planning process. The City will seek suggestions from the selected team during the negotiations phase of the project regarding membership in this Committee. Additional Ad-Hoc, topic specific committees may be established as needed.

Responder Requirements

Respondents should be firms, corporations, individuals, or partnerships that normally engage in the preparation of municipal comprehensive plans and should have experience doing such with municipalities in the State of Texas. Consultant submittals may provide full in-house professional services or may propose using a team approach. Submittals should reflect the consultants’ ability to provide a full range of expertise in all areas described in this document.

Project Funding

The City of Port Aransas is committed to this project and has set aside funding for the completion of the work described in this request for proposal.

# Scope of Work

# Comprehensive Plan

Objective

The primary objective of the Plan is to provide a plan for the community that examines the challenges and opportunities and provides strategies to address both in the future. This Plan is envisioned as both a physical plan and a policy guide for development in Port Aransas. The Plan will not only serve as the framework for future associated planning documents, but it will also serve as a policy guide for staff and decision-makers regarding future development. The Plan should guide and direct the growth of the community while being sensitive to existing residents and development.

Plan Elements

The following outline is intended to provide information related to the expected content for the Comprehensive Plan. Consultants are encouraged to present additional information as they see fit. The Comprehensive Plan shall, at a minimum, contain:

1. **Executive Summary**: This summary will outline the vision, detailed goals and objectives, and policy statement that are laid out in the Comprehensive Plan. This summary will be used as a guide for decision-making and to educate the citizenry of the community. The summary should be included in the Plan but should also be suitable to be used as a stand-alone document.
2. **Community Profile**: A inventory, review, and analysis of existing condition. The profile will include at least the following: community history, existing land uses, natural environment elements, thoroughfares and transportation, community facilities and other relevant topics.
3. **Demographic and Population Analysis and Projections**: A demographic and economic profile of the city based on collection and analysis of census data, including population projections and socio-economic trends.
4. **Existing Land Use and Future Land Use Plan**: A review and analyses of local conditions and existing plans. The Plan should include a land use map as well as policies and recommendations pertaining to land use. A land use capacity analysis should be included to help direct growth and redevelopment within the City. The Plan should review the City’s corporate boundaries for potential annexation, future development, and potential amendments that should be made within the corporate limits and extraterritorial jurisdiction. Realistic population projections and build-out scenarios are expected to be developed regarding preferred land-use patterns. Build out scenarios shall be presented to the City Council, Planning & Zoning Commission, City staff, and the public.
5. **Public Facilities and Services**: An inventory and assessment of City assets that will support the City’s growth and development. The city envisions this assessment as including, but not being limited to, a review for public safety needs, public buildings, libraries, parks and open space, and recreational facilities.
6. **Infrastructure**: Review existing plans related to water supply and sanitary sewer systems and recommend any future modifications to those plans that will be required to achieve the overall community vision or to support the approved build-out scenarios for future land use mixes.
7. **Housing**: Strategies for housing that are broad and inclusive to ensure sufficient quantity and quality of local housing. An assessment of the current housing market and long-term recommendations for neighborhood preservation, infill development, redevelopment, and new development.
8. **Community Character and Urban Design**: The Plan, through community input and review of existing plans, shall have a set of policies that address community image and preservation of community attributes and character. Recommendations related to the identification of areas appropriate for the application of urban design elements.
9. **Natural Resources and the Environment**: Identification of goals and policies that seek a balance between the built environment and the protection/preservation of natural resources. Aspects to be addressed include open spaces, park spaces, stormwater management, watersheds, drainage, floodplain management, and natural resources.
10. **Transportation**: Review of current conditions and development goals and policies that address thoroughfare development, traffic management, active transportation, short and long-term needs, pedestrian and hike/bike mobility plan and other transportation related issues.
11. **Intergovernmental Cooperation**: Recommendations related to possible opportunities for the city to partner with other governmental bodies/agencies including Nueces County and Port Aransas ISD.
12. **Development of Goals, Objectives, and Policies**: The goals, objectives and policies of the Plan should be developed with significant public participation to develop an acceptable and viable vision and guide for the community regarding future development and redevelopment. The development of goals must also identify current gaps or conflicts between current codes and ordinances and the new Comprehensive Plan developed.
13. **Implementation Plan**: Recommendations for implementation strategies and benchmarks should be identified in the Plan.

City staff will finalize the scope of work with the selected consultant prior to the contract authorization. The city is open to suggestions other than those items listed in this document which the consultant believes will be of value in producing a viable Comprehensive Plan and will have practical applications for day-to-day planning activities.

Deliverable

The plan shall be presented in a format and language that is user-friendly and easily comprehendible and accessible to the public. Use of maps, graphics, and similar dynamic devices that will enhance the effectiveness, readability, and ease of use of the Plan are encouraged.

1. **Impact Fee Program**

Consistent with the requirements of Chapter 395, Texas Local Government Code, the respondent shall deliver an update to the city impact fee program for roads and parks. Additionally, the respondent shall develop and implement an impact fee program for drainage facilities in the city.

Although the specific scope of work will be negotiated with the selected consulting firm, it is anticipated that the Plan will include the elements outlined below. All data and maps should be prepared in a manner to facilitate seamless integration with the Comprehensive Planning effort and leverage existing planning initiatives. It is expected that the necessary elements including land use assumptions, capital improvements plan, and policy considerations for ordinance update are developed. The general scope of service should include but not limited to the following:

* The Respondent shall develop project schedule identifying key tasks and completion dates,
* The Respondent shall review City’s planning and development projections including discussions with the City’s planning staff as appropriate, in addition to an integrated approach with the Comprehensive Plan to complete project tasks,
* The Respondent shall integrate updates to the Thoroughfare Plan, Parks and Facilities plan element of the Comprehensive plan to the impact fee program CIPs,
* The Respondent shall review the City Drainage Plan, update as appropriate, and deliver a corresponding impact fee CIP, and drainage impact fee program,
* The Respondent shall assist in the development and preparation of materials for necessary resolutions and public notices and support for policy considerations within necessary ordinances,
* The Respondent shall assist the City in presentations to the Capital Improvements Advisory Committee and associated public hearings as required by Texas Local Government Code 395.

# Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses shall **not exceed forty**

1. **pages** in length (excluding title page, index/table of contents, and dividers). Information more than those pages allowed will not be evaluated. One page shall be interpreted as on side of printed, 8 ½” by 11”, sheet of paper.

The Respondent shall submit **one (1) original** signed paper copy and **three (3) copies** of its response. In addition, the Respondent shall submit on (1) CD or USB drive, containing a complete copy of Respondent’s submission in a PDF format.

Submittal Format

# Title Page (1 page)

Document title, the name of firm, address, telephone number(s), name of contact person and date.

# Tab 1 Letter of Interest

This letter shall provide a statement of interest and understanding of the work, cite the individual who will be the primary point-of-contact for matters relating to the submittal (include contact information) and shall be signed by an individual with authority to commit the firm to the project. The letter shall include a narrative description of the strengths associated with the lead firm and consultants.

# Tab 2 Table of Contents (1page)

Clearly identify the materials by Tab and Page Number

# Tab 3 Respondent History and Resources

Provide a brief description of the firm including the number of years the firm has been in existence, the range of professional services, office locations, and staff size. Provide evidence of licensure in the State of Texas. Describe any unique qualifications the firm has related to this project. Provide an organization chart for the team that will perform the work, provide qualifications and expertise of the principals and consultants on the team. Provide information on professional awards or recognition received for previously completed comprehensive plans by the proposed Project Manager. Identify any sub- contractors and provide their qualifications and identify the serves they will provide. Provide any additional information that may be of benefit to the city.

# Tab 4 Project Team Experience

Provide the name, address, telephone number and email address of a primary contact for at least three (3) municipalities that have utilized similar services from your organization, including the proposed Project Manager, within the last five (5) years, include a brief overview of the work performed and methodologies used.

# Tab 5 Methodology and Approach

Provide a description of the method and approach to be used in this project. Specifically describe:

* + Community engagement strategies, tools, and techniques
  + Role of citizens, officials, and staff in the project
  + Meeting facilitation tools and techniques
  + Any unique techniques that your team has successfully utilized on similar projects.

# Tab 6 Issue or Opportunity Facing Port Aransas

Respondent shall demonstrate their understating of one unique issue or opportunity facing the City of Port Aransas and how it may impact the Comprehensive Plan through a brief narrative.

# Tab 7 Project Schedule

Provide a detailed proposed schedule for the complete project that meets or exceeds the scope of services as described herein.

# Tab 8 Work Samples

Include a USB with two (2) completed and adopted Comprehensive Plans completed for other municipalities by the proposed Project Manager. Supporting materials for impact fee programs shall also be submitted.

Solicitation Schedule

* Request For Qualifications released September 28, 2021
* Deadline for all questions October 12, 2021
* Final addendums and question responses posted by 5 PM, CST October 13, 2021
* RFQs due at or before 3:00 PM, CST October 15, 2021
* City staff review of submission October 18,19, 2021
* Contract award by City Council October 21, 2021

The City reserves the right to modify all dates in the Solicitation Schedule as need.

Clarification Contact

All questions regarding the solicitation shall be submitted in writing at or before 5:00 PM, CST on the due date noted above. All questions should be directed to:

Rick Adams, Director Development Services

Port Aransas City Hall

710 W. Ave A

Port Aransas, TX 78373

(361) 749-4111

[radams@cityofportaransas.org](mailto:radams@cityofportaransas.org)

The individual listed above may be contacted for clarification of the specifications only. No authority is intended or implied that specifications may be amended, or alterations accepted prior to solicitation opening without the written approval of the City of Port Aransas.

Solicitation Updates

Various updates, including addendums, answers to questions, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response will be provided by email to the identified team leader on each consultant team and will also be available on the City website at: <https://cityofportaransas.org/>.

Deadline for Submission

**Signed and sealed responses** are due at or before 3 PM, CST, October 15, 2021. **Sealed responses** should be hand-delivered or delivered via USPS, UPS, or FedEX to:

City of Port Aransas

**Comprehensive Plan – Impact Fee Submittal- Do Not Open**

Attn: Rick Adams, Dir. Development Services

710 W. Avenue A

Port Aransas, TX 78373

Responses received after this time and date shall not be considered. Facsimile or electronically transmitted responses are not acceptable. Responses cannot be altered or amended after submission. The city will not be bound by any oral statement or offer made contrary to the written specifications.

# Selection Process

City staff will review each response for solicitation compliance and technical scoring in each category using the following weighted criteria. A consensus score will be assigned to each response. Scoring criteria:

* + 20% - Consultant’s specialized experience, expertise, and performance in providing similar or related services to communities similar in size to Port Aransas.
  + 15% - The proposed approach and methods to be used in the project.
  + 10% - Demonstrated understanding of the project and the Port Aransas Community.
  + 20% - Quality of sample materials and proposal package submitted.
  + 15% - Consultants overall suitability to provide the required services within the time and budget constraints.
  + 20% - Qualifications and experience of assigned project team.

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the City. The results of the review and evaluation of the responses to the RFQ will be used to select one or more consultants to meet with City staff or evaluation committee for an interview.

Expenses incurred by the respondents in replying to the RFQ or in making an appearance before City staff or evaluation committee are at the respondents’ own expense and risk.

In determining best value, the city may consider:

* + Reputation of Respondent and Respondent’s services
  + Quality of the Respondent’s services
  + The extent to which the services meet the City’s needs
  + Respondent’s past relationship with the city
  + Any relevant criteria specifically listed in the solicitation

Upon completion of the interview process, City staff will rank the firms, and will subsequently recommend one or more consultants to the City Council. Contract negotiations will take place once the City Council has selected the finalist. If the City is unsuccessful in negotiations with the selected respondent, the city may then select the next most qualified respondent and attempt to negotiate an agreement with that respondent. The City shall continue this process until an agreement is reached or all negotiations are terminated. When such an agreement is reached, a recommendation will be made to the City Council requesting authorization to execute an agreement and subject to the availability of funding.

# Confidentiality of Content

All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.

Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating “CONFIDENTIAL” on that section of the document. The city will not be responsible for any public disclosure of confidential information if it’s not clearly marked.

If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the attorney General of Texas for final determination.

# Conflict of Interest

If a vendor who has a business relationship as defined by Section 176.001(1-a) with a local government entity and the vendor meets requirements under Section 176.006(a), then the vendor must complete and file a Conflict-of-Interest Questionnaire. By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. A vendor commits and offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

# General Conditions

The City of Port Aransas expects to select a consulting firm from the qualifications submitted but reserves the right to request substitutions of firms. The City also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the City. A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the City, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any costs incurred prior to the execution of a final contract. Upon selection, a Professional Services Contract shall be prepared, negotiated, and fully executed before work is initiated.

# Waiver

By submitting a proposal, each submitter agrees to and does hereby waive any claim the submitter has or may have against the City and/or the City’s employees, agents and officers, arising out of or in any way connected with the following:

1. The administration, evaluation, or recommendation of any statement of qualifications.
2. Waiver or deletion of any of the requirements under the statement of qualifications or the contract documents.
3. Acceptance or rejection of any statement of qualification.
4. Award of contract.

By submitting a Statement of Qualifications, the submitter acknowledges that he or she understands all terms of the proposal documents and consents to the competitive selection process and the possibility of a negative assessment. By submitting a Statement of Qualifications, the submitter acknowledges and agrees that there was and is no disparity of bargaining power between the submitter and the City. The submitter agrees that this is the intentional relinquishment of the above listed presently existing known rights.

By submitting a Statement of Qualifications, each submitter agrees to waive and does hereby waive any claim the submitter has or may have against the City and/or its respective employees and representatives, for the ward of attorney fees, arising out of or in connection with the administration, evaluation, or recommendation of any Statement of Qualifications, waiver of any requirements under this RFQ, acceptance or rejection of any Statement of Qualifications, and award of the contract. By submitting a Statement of Qualifications, the submitter specifically waives any right to recover or be paid attorney’s fees from the City or any of the City’ employees and representatives.

# Sovereign Immunity

The City is not waiving its right of sovereign immunity. The City is retaining its immunity from suit and liability. The City does not consent to be sued by legislative resolution or action.