



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

Request for Qualifications Consultant Services for Comprehensive Master Plan

The purpose of this Request for Qualifications (RFQ) is to select a qualified comprehensive land planning consultant team for the preparation of a local Comprehensive Master Plan pursuant to Texas standards and procedures and the best management practices for comprehensive planning.

Due: Wednesday, January 8, 2020 by 2:00 pm

Envelopes/packages must be sealed and marked with the project title, Qualifications – Comprehensive Master Plan RFQ

Respondents must submit one (1) original and five (5) complete bound copies of their response.

Submit qualification packets to:

City of Bandera
Attn: City Administrator, J Horry
511 Main Street
PO Box 896
Bandera, TX 78003

Questions:

Deadline to submit questions: Friday, December 20, 2019 at 5:00 pm

All questions shall be submitted by email to Keely Hansen, Administrative Assistant at adminassist@cityofbandera.org.

I INTRODUCTION

The City of Bandera, Texas is seeking qualifications for a Consultant or Firm to assist with the preparation of a Comprehensive Master Plan.

The expectation is that the selected consultant/firm will have a solid track record of successfully completing municipal comprehensive plans in Texas.

II RESPONSE PREPARATION & SUBMISSION

QUALIFICATIONS SUBMITTAL

Firms are invited to submit a response outlining their experience and qualifications in performing work directly related to the services required as detailed in this Request for Qualifications (RFQ) packet.

One (1) original and (5) complete bound copies of the response should be forwarded to and received by the address above.

The response shall be clearly marked “Qualifications – Comprehensive Master Plan RFQ”, and received no later than **2:00 PM, on Wednesday, January 8, 2020.**

Respondent shall put their firm name and address on the outside of the envelope. It is the respondent’s responsibility to ensure responses are received prior to the stated deadline. The City of Bandera shall not be responsible for the proper identification and handling of any responses submitted incorrectly.

Responses may not be considered unless fully completed in the manner provided in the RFQ packet. Any response received after the deadline date and time stated, will be returned to the submitting firm unopened after the contract has been awarded for the required services.

The City of Bandera reserves the right to postpone, accept, or reject any and all responses, in whole or in part, on such basis as the City deems to be in its interest to do so.

SUBMISSION REQUIREMENTS

All requested forms and attachments must be submitted with the response and in the required format. The submission and signing of a response shall indicate the intention of the firm to adhere to the provisions described in this RFQ.

COST OF PREPARING A RESPONSE

The RFQ does not commit the City of Bandera to paying any costs incurred by respondent in the submission or presentation of a response, or in making the necessary studies for the preparation thereof.

INTERPRETATIONS AND ADDENDA

All questions regarding this RFQ shall be directed to Keely Hansen, Administrative Assistant, via email, by the listed deadline. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an addendum to all prospective respondents within a reasonable time prior to the response deadline, but in no case less than 72 hours before the response deadline.

RESPONSE VALIDITY PERIOD

No response may be withdrawn for at least ninety (90) days after the scheduled response deadline.

PUBLIC RECORD

All material submitted by respondent shall become the property of the City of Bandera and is public record unless otherwise specified and authorized by law.

III BACKGROUND AND OVERVIEW

Bandera, Texas is located in eastern Bandera County approximately 52 miles northwest of San Antonio and is the county seat. With a population of approximately 900 and officially the “Cowboy Capital of the World,” Bandera is its own unique, truly Texas small town.

The purpose of this planning effort is to establish a solid framework for future community growth that builds on the strengths of Bandera’s western heritage, natural beauty and small-town atmosphere.

PREVIOUS PLANNING STUDIES:

The City of Bandera last completed a comprehensive plan in 2014 which included the following chapters:

- Part 1 – The Community of Bandera
 - 1.1 – Getting Started
 - 1.2 – Strengths and Weaknesses
 - 1.3 – Issues and Opportunities
 - 1.4 – Assessment of Assets
- Part 2 – The Plans
 - 2.1 – Comprehensive Master Plan
 - 2.2 – Land Use Plan
 - 2.3 – Economic Development Plan
 - 2.4 – Capital Improvement Plan
 - 2.5 – Tourism Development Plan
- Part 3 – Implementation of the Plans
 - 3.1 – Task Groups and Action Plans
 - 3.2 – Task Groups
- Part 4 – Growth and Planning Issues
 - 4.1 – Alternative Planning Philosophies
 - 4.2 – Annexation
 - 4.3 – Supporting Information

The City adopted a Comprehensive Land Use Plan in 2014. It is available digitally on the home page of the City’s website at cityofbandera.org.

IV SCOPE OF WORK

In compliance with Texas Local Government Code Chapter 213, the City desires to complete an update to the 2014 Comprehensive Master Plan.

While the City desires to completely update the 2014 Comprehensive Master Plan, it is understood that budget constraints may prohibit a complete update of every aspect of the 2014 plan. However, this project must include at a minimum the following:

- Community Vision and Goals
- Demographics and Growth Projections
- Land Use
- Transportation
- Housing and Neighborhoods
- Implementation Plan

V RESPONDENT REQUIREMENTS

GENERAL

The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.

FIRM QUALIFICATIONS

Respondents shall be firms, corporations, individuals or partnerships normally engaged in the preparation of municipal comprehensive plans shall have experience completing those plans for municipalities in the State of Texas.

TEAM STAFFING AND EXPERIENCE REQUIREMENTS

Respondents shall present qualifications for the proposed project team. Qualifications shall include resumes and specific examples of similar projects completed in the past five (5) years by the members proposed to be on the project team.

-Project Manager shall have completed similar projects within the past five (5) years;

-Project Manager and all project team members may not be substituted or changed throughout the term of the agreement without the written approval of the City for the requested change;

VI RESPONSE REQUIREMENTS

GENERAL

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 thirty (30) pages** in length (excluding title page, index/table of contents). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of a printed, 8 1/2" X 11" sheet of paper.

The respondent shall submit one (1) original signed paper copy and five (5) copies of its response.

TITLE PAGE

Include a title page with the title "[Firm Name] Qualifications for the City of Bandera Comprehensive Master Plan". Include the firm's address, phone number, and contact person's name and email address.

COVER LETTER

Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified. The person signing the letter must be a corporate officer or other individual who has the authority to bind the firm. The name, title and contact information of the individual(s) signing the letter shall be clearly shown.

TABLE OF CONTENTS

Identify the response contents by page number.

FIRM QUALIFICATIONS

Respondent shall provide information on the firm's history and qualifications for completing municipal comprehensive plans in Texas. The firm should also highlight its unique qualifications relevant to the needs of the City of Bandera. List any professional awards or recognitions that the firm has received for similar projects in Texas.

Provide the name, address, telephone number and email address of a primary contact for at least three (3) municipalities in Texas 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 with, at a minimum, a short description of the services provided, including total fee and methodology used for the projects.

PROJECT TEAM AND QUALIFICATIONS

Include an organizational chart with name, title and role for each member of the project team. Clearly identify the project manager who shall be the City’s primary point of contact. If the team includes members from multiple firms, please indicate the name of the firm for each team member in the organizational chart. Include a brief resume including educational background, professional certifications and relevant project experience for each team member. More than one resume may be included on a page.

KNOWLEDGE OF THE CITY OF BANDERA

Describe your understanding of the City of Bandera, its unique issues and opportunities and how those issues and opportunities will be addressed by your approach to the project.

PROJECT APPROACH

Describe the method and approach to be used for the project. Specifically describe the following:

- community engagement and notification strategies, tools and techniques
- how the citizen and staff steering committees will be utilized throughout the project
- meeting facilitation tools and techniques
- the process for drafting and revising the individual plan elements
- any unique techniques that your team has successfully utilized on similar projects
- any tasks that will require the City staff or steering committee to complete

PROJECT SCHEDULE

Provide a detailed project timeline including the proposed number of public meetings, steering committee meetings and meetings with City staff.

VII EVALUATION AND AWARD CRITERIA

Each response will be evaluated for compliance with this RFQ and scored using the following weighted criteria.

- Firm experience and qualifications 25 Points
- Project team qualifications 25 Points
- Understanding of the City of Bandera 15 Points
- Proposed project approach and methodology 25 Points
- References 10 Points

The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate any additional considerations to serve the best interest of the City.

VIII SPECIAL CONDITIONS

Rejection of Responses: The City of Bandera reserves the right to accept or reject any or all responses and to waive any informality in responses. By submitting a response to this RFQ, you acknowledge that the response shall not be binding on the City of Bandera unless incorporated into a definitive agreement to be negotiated by the City of Bandera and respondent for the services contemplated in the response. In addition, by submitting a response you acknowledge that the City of Bandera reserves the right to cancel the project, reject all responses, negotiate with one or more respondents or otherwise take any other action it deems prudent with respect to the services contemplated herein.

Your response may be mailed, or hand delivered as follows:

City of Bandera
Attn: J Horry, City Administrator
511 Main Street
PO Box 896
Bandera, Texas 78003