

# Request for Qualifications

Future Land Use Plan and Five-Year Comprehensive Plan Update

City of Bastrop, Texas

Responses Due: Friday, June 17, 2022 @ 3:00 PM

Project ID #PL-2201

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## SECTION 1 – INTRODUCTION

### 1.1 Purpose

The City of Bastrop, Texas (the “City”) is requesting Qualifications from firms (the “Consultant” or “Respondent”) which are qualified to provide professional consulting services for the preparation of an updated Future Land Use Plan (Chapter 5) and the Five-Year Review of the adopted Comprehensive Plan (the “Plan”) and that will provide a long-range vision for Bastrop’s future.

It is the City’s intention to integrate the essential information from various other plans and studies affecting the City with new data and recommendations to develop a highly visual and descriptive comprehensive plan that everyone can use. The document will be a living document, with a broad scope and detailed analyses that allow for updating every 3-5 years. It will incorporate the priorities of the City Council and provide direction to City officials and staff, residents, businesses, and the development industry in order to implement the community’s vision.

This RFQ is posted on the City of Bastrop’s website at: [www.cityofbastrop.org](http://www.cityofbastrop.org) and at [www.civcastusa.com](http://www.civcastusa.com). In addition to being posted on the website, this RFQ is also available at Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas, 78602.

If additional information or clarification regarding this RFQ is desired, please submit a written email request to the Director of Planning & Development, Jennifer C. Bills, at the following email address: [jbills@cityofbastrop.org](mailto:jbills@cityofbastrop.org) by Friday, May 19, 2022 at 5:00 p.m. CDT.

### 1.2 Background

A fast-growing municipality, situated in Central Texas, approximately twenty-five miles east of Austin, Bastrop’s population in 2010 was 7,218 and in 2020 was 9,653 and consisted of approximately 3,714 households. As of the end of 2021, the Bastrop Planning Department is estimating the City’s population is approximately 10,800 consisting of approximately 4,354 households.

Bastrop’s most recent comprehensive plan was prepared in November 2016. The Transportation Master Plan was studied in tandem and adopted in February 2017. Since the adoption of the 2036 Comprehensive Plan, the City has adopted the Bastrop Building Block (B<sup>3</sup>) Code to replace the subdivision, zoning and sign ordinances. Additionally, the City is building a new 2 million gallon per day wastewater treatment, is in the design phase for a \$53 million new water treatment, and completing a Water Master Plan, Wastewater Master Plan, and Drainage Master Plan.

### 1.3 Additional Resources

The following resources will be made available for review by the consultant:

- City Mission Statement
- City Council Focus Areas
- Current Comprehensive Plan
- City Maps (ETJ, Zoning, CCN, etc.)
- Utility maps
- Bastrop Building Block (B3) Code
- B3 Code Technical Manual
- Authentic Bastrop Pattern Book
- Development Agreement Areas
- Bastrop EDC data and documents
- Approved Master Plans
- SH 71 Improvement Plans

Other resources may be available, as requested by the Consultant.

## SECTION 2 – THE PLAN

### 2.1 Expectations

The City’s expectations for the new comprehensive plan can be summarized as follows:

**Community-based.** Organized around goals developed in partnership with Bastrop citizens, leaders and policymakers, the plan update will focus on community values through a multi-faceted public participation process that includes public meetings and the use of web-based media to gather input, disseminate information and incorporate key concepts into the plan.

**User-friendly.** The plan’s format shall include understandable language and encourage usage by a broad audience. The plan update should continue to utilize a combination of maps, illustrations, tables, and succinct writing to convey its message.

**Adoption of updated plan.** The City anticipates the planning process to take between 6-9 months, with the plan update to be completed and adopted *no later than* March 31, 2023.

### 2.2 Key Focus Areas

The following items represent key focus areas for the preparation of the Plan. The Qualifications shall include a preliminary scope of work and project schedule to achieve the following requirements. The City and the Consultant will determine the final scope of work and schedule during the final selection process.

**Focus Area #1: Assessment –What progress has been made on the Comprehensive Plan Goals & Objectives?**

The Plan should provide an assessment of the previous plan goals & objectives, noting any objectives that have been completed, should be removed, or new objectives to be added.

**Focus Area #2: Future Land Use Plan – New FLUP to reflect and support the Bastrop Building Block (B<sup>3</sup>) Code.**

The Plan Update should provide a new Future Land Use Plan and Map that reflects recent developments, annexations, and the new zoning categories adopted with the Bastrop Building Block (B<sup>3</sup>) Code in 2019.

**Focus Area #3: Community Engagement – Is the community still supportive of the goals and objectives of the adopted Comprehensive Plan? What is the community vision for the Future Land Use Plan?**

The Plan Update process should include community engagement methods and strategies to reach a broad cross-section of the community and stakeholders.

### 2.3 Meetings and Stakeholder Engagement

In the Qualifications, the Consultant shall include a community outreach and information strategy to ensure a high level of involvement and input from citizens, business owners, and other community stakeholders. The City anticipates the following stakeholder engagement activities:

- Initial meeting with staff to review the project schedule, schedule future meetings, and facilitate data acquisition
- Kick-off workshop with Planning & Zoning Commission
- Focus group meetings for specific stakeholder groups
- Public workshops
- Presentations to the City Council and other Boards/Commissions
- Web Page to provide information and seek stakeholder input

## 2.4 Deliverables

The main deliverables to be included with the Plan are as follows:

### ***Future Land Use Plan and Comprehensive Plan Update***

- Ten (10) bound hardcopy final documents submission
- One (1) electronic submission, consisting of all Plan elements in pdf format
- All editable files in Word or InDesign
- All pictures and graphics in a separate file in 300 dpi minimum resolution
- All spreadsheets with calculations
- All GIS shapefiles, geodatabases, and .mxd files, and map packages to recreate maps
- The Plan shall be professionally written, jargon-free, highly graphical, and implementable

### ***Community Engagement and Facilitation Aids***

- Facilitation aids shall foster public outreach and citizen participation and shall include but not be limited to meetings, mailings, surveys, websites, and social media.

### ***Meetings and Presentations***

- The Consultant shall attend stakeholder meetings and present materials and data gathered as appropriate.
- Provide drafts for stakeholder review.
- Meeting summaries/minutes shall also be provided.

### ***Five-Year Update Executive Summary***

- Consultant will prepare a new executive summary that provides new demographic information, a list of any proposed changes to the goals and objectives, results of community feedback, and the updated Chapter 5 Land Use & Community Image.

### ***Chapter 2 – Community Growth***

- Consultant will provide an updated Bastrop Growth Program: Principles and Policies Map and establish priority growth areas, based on annexation agreements, utility availability, and transportation network.

### ***Chapter 5 – Land Use & Community Image***

- Consultant will provide a complete, new Chapter 5 to replace the currently adopted chapter, including but not limited to:
  - Updated Existing Land Use Map

- Updated Future Land Use Map
- New future land use categories with general and full descriptions.

***Appendix A – Plan Goals, Objectives & Actions***

- The Consultant shall update the chart to reflect completed actions and add new actions identified throughout the community engagement process. All actions and objectives should match the information in the Plan chapters.

***Appendix C - Short Term Work Plan***

- The Consultant shall update the short-term work plan for the next five-year period, with the updated objectives list.

## SECTION 3 – QUALIFICATIONS FORMAT AND SUBMISSION

### 3.1 Qualifications Submission Requirements

The Consultant shall submit one (1) original, six (6) hardcopies, and one (1) electronic copy (USB drive) of the Qualifications according to the following specifications:

- Limited to a maximum of 40 front to back pages, excluding the title page, index/table of contents, work sample attachments, and dividers.
- The Qualification shall be organized into tabbed sections as specified below.
- Hardcopies shall be bound in wire or a three-ring binder.

The deadline for submission is: Friday, June 17, 2022 at 3:00 PM CDT. Qualification submitted after this time (per the clock at the front desk of City Hall) will not be considered.

The Qualification and any associated materials shall be submitted in a sealed envelope labeled “DO NOT OPEN – FUTURE LAND USE PLAN/FIVE-YEAR COMPREHENSIVE PLAN QUALIFICATION” to:

City of Bastrop – City Hall  
ATTN: Jennifer C. Bills, Director of Planning & Development  
1311 Chestnut Street  
Bastrop, TX 78602

### 3.2 Qualifications Format

**Title Page** – Provide the name of your firm, address, telephone number, and name of contact person.

**TAB #1 Letter of Transmittal**

- 1.1. Briefly state your firm’s understanding of the services to be performed and express a positive commitment to provide the services as specified.
- 1.2. Provide the name(s), title(s), and contact information of the person(s) authorized to make representations for your firm.
- 1.3. The letter of transmittal shall be signed by an individual who has the authority to legally bind the firm. Include the printed name and title of the individual signing the qualifications immediately below their signature.

**TAB #2 Table of Contents** – Clearly identify the materials by Tab and Page Number.

**TAB #3 Project Team Experience**

- 3.1. Identify the project team (including sub-consultants and/or sub-contractors) and provide a statement of qualifications for each individual to include credentials such as: education, professional registrations, area of expertise, and years of service in their respective field.
- 3.2. Provide an organizational chart that identifies the Project Manager, as well as the role of each individual team member, including sub-consultants and/or sub-contractors.

**TAB #4 Available Resources and Consultant Location**

- 4.1. Provide information on the size, location, available resources, and business history of your firm.

- 4.2. Provide information on how many other projects the team members will be committed to during the duration of the project.

**TAB #5 Issues Facing Bastrop**

- 5.1. Provide information that demonstrates your firm’s understanding of the unique issues facing the City of Bastrop and how those issues will impact the methodology and approach to updating the Chapter 5 – Future Land Use Plan and the Five-Year Comprehensive Plan Update.

**TAB #6 Methodology and Approach**

- 6.1. Provide a description of the method and approach your firm intends to utilize when developing the Comprehensive Plan, which shall specifically include the following:
  - Community engagement strategies, tools and techniques
  - Meeting facilitation tools and techniques
  - Planning & Zoning Commission and staff steering committee roles
  - Plan drafting and revision processes
  - Proposed maps and graphics
  - Other techniques unique to your firm

**TAB #7 Timeline**

- 7.1. Provide a proposed preliminary schedule for the complete project as described in this RFQ.

**TAB #8 Work Samples and References**

- 8.1. Include on USB flash drive or in [www.CivcastUSA.com](http://www.CivcastUSA.com), a minimum of three (3) completed and adopted Comprehensive Plans with Future Land Use Elements for other similar municipalities worked on by the proposed Project Manager.
- 8.2. Provide a list of references, along with their contact information, for municipal officials that were involved with the preparation and implementation of the Comprehensive Plans provided in Tab 8.1.

**TAB #9 Supporting Information (Optional)**

- 9.1. Provide additional supporting information not otherwise requested (industry awards, certifications, etc.).

**3.3 Additional Submittal Information**

- 3.3.1 Failure to provide the information requested in Section 3.2 will be sufficient reason to disqualify the Qualifications from consideration.
- 3.3.2 To the extent permitted by law, all documents pertaining to the submission will be kept confidential until a contract is awarded. No information about any submittal will be released to the public until the selection process is complete.



## SECTION 4 – EVALUATION AND CONSULTANT SELECTION

### 4.1 Evaluation Criteria

Submittals that comply with the instructions set forth in this document will be evaluated by the City; however, the City reserves the right to reject any or all qualifications. At its discretion, the City may choose to waive non-material irregularities or deviations from the RFQ instructions.

All qualifications received may be evaluated based on the best value for the City. In determining best value, the City may consider:

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

The Consultant Selection Committee will review each submittal and assign a consensus score based on the following weighted criteria:

|   |                 |
|---|-----------------|
| Proposed Approach to Project                  | 30 Points       |
| Project Team Qualifications and Experience    | 20 Points       |
| Performance Record (Work Samples, References) | 20 Points       |
| Available Resources & Consultant Location     | 15 Points       |
| Past Working Relationship with City           | 10 Points       |
| <u>Completeness of Submittal</u>              | <u>5 Points</u> |
| Total Points Available                        | 100 Points      |

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure, and weighting criteria to accommodate these additional considerations to serve the best interest of the City.

### 4.2 Selection Process

The results of the review and evaluation of the responses to the criteria outlined herein will be used to select up to three consultants to meet with the Consultant Selection Committee for interviews.

Upon completion of successful interviews, the Consultant Selection Committee will rank the responses and select a firm based on the evaluation criteria, after which the City may enter into negotiations with the successful Consultant to provide a scope of work and a price proposal.

In the event the negotiations between the selected Consultant and the City cannot be completed as a result of an inability to reach an agreement on the fee to services, or the scope of work to be performed, then at the option of the City, the contract may be awarded to the second-ranked Consultant. Negotiations will continue in this sequence until a contract is finalized, or all Qualifications are rejected.

### 4.3 Tentative Project Schedule

The City anticipates the following project schedule:

|  |                                      |
|--|--------------------------------------|
| Issue RFQ:                               | Wednesday, May 11, 2022              |
| Pre-Submission Virtual Meeting:          | Monday, May 16, 2022 @1:00 PM CDT    |
| Deadline for Questions / Clarifications: | Thursday, May 19, 2022 @ 5:00 PM CDT |
| City Responses and/or Addenda:           | Tuesday, March 24, 2022              |
| RFQ Submittal Deadline:                  | Friday, June 17, 2022 @ 3:00 PM CDT  |
| Selection Committee Reviews Complete:    | Wednesday, June 22, 2022             |
| Schedule Consultant Interviews:          | Wednesday, June 24, 2022             |
| Selection of Consultant/Contract Award:  | June/July 2022                       |

### 4.4 Pre-Submission Meeting

The City will hold a pre-submission meeting in order to fully acquaint Respondents with the unique needs of the City and invite feedback regarding the RFQ. The pre-submission meeting will be held on Monday, May 16, 2022 at 1:00 PM CDT online. To participate, requests should be made to Jennifer C. Bills, at [jbills@cityofbastrop.org](mailto:jbills@cityofbastrop.org) by 5:00 PM CDT on Friday, May 13, 2022.

Attendance at the pre-submission meeting is highly encouraged, but not mandatory.

## SECTION 5 – SUPPLEMENTARY INFORMATION

### 5.1 Conditions and Limitations

- 5.1.1 Qualifications that do not include all of the submittal requirements outlined herein shall not be considered.
- 5.1.2 At the City’s sole discretion, the City may choose to republish this RFQ.
- 5.1.3 Until such time the professional services agreement is executed, there are no express or implied obligations or commitments on the part of either the City or the Consultant concerning either this RFQ or any qualification associated with it.
- 5.1.4 At the City’s sole discretion and with notice being provided to the Consultants, the City may amend the Selection Process and/or Tentative Project Schedule at any time.
- 5.1.5 By submitting materials for the City’s consideration pursuant to this RFQ, the Consultant is waiving any claim of confidentiality, trade secrets or privilege with respect to materials submitted. All submittal materials are subject to disclosure under the Texas Open Records Act.
- 5.1.6 If warranted, any updates, revisions or modifications to this RFQ shall be posted on the City of Bastrop’s website at: [www.cityofbastrop.org/page/city.public\\_notices\\_and\\_on](http://www.cityofbastrop.org/page/city.public_notices_and_on) [www.civcastusa.com](http://www.civcastusa.com) during the advertising period, and it shall be the responsibility of the Consultant to review the website during the advertising period to verify if any such updates, revisions or modifications have been made to this RFQ.
- 5.1.7 Any changes resulting from the questions submitted affecting specifications, the scope of work, or which may require an extension to the qualification due date will be reduced to writing in the form of an addendum to this RFQ. Addenda will be posted on the City’s website. It is the Consultant’s responsibility to check the website to determine if the City has issued any addenda and/or schedule changes.
- 5.1.8 The selection of a Consultant and the execution of a contract, while anticipated, is not guaranteed by the City. The City reserves the right to determine which Qualification represents the City’s best interest and to award the contract on that basis.
- 5.1.9 The City Council will consider the final contract for award to the selected Consultant.