

CITY OF BURNET, TEXAS

REQUEST FOR STATEMENT OF INTEREST
AND QUALIFICATIONS PROFESSIONAL
PLANNING SERVICES FOR A
COMPREHENSIVE PLAN

REQUEST FOR QUALIFICATIONS (RFQ)

The City of Burnet is soliciting proposals for a Comprehensive Plan.

The complete submittals shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope:

STATEMENT OF INTEREST AND QUALIFICATIONS, PROFESSIONAL PLANNING SERVICES FOR A COMPREHENSIVE PLAN

A pre-submission conference will be held in the Council Chambers located at 2402 South Water Street, Burnet, Texas at 11:00 a.m. on June 23, 2021.

Submittals shall include five (5) complete bound copies and one (1) electronic copy (flash drive) of the qualifications.

Statements of Interest and Qualifications are to be delivered by 5:00 p.m. on July 21, 2021 to:

City of Burnet
Att: Habib H. Erkan, Jr., ACM
1001 Buchanan Drive, Suite 4
Burnet, TX 78611
(512) 715-3201

Qualification specifications may be secured from the City of Burnet website at <https://www.cityofburnet.com/rfps> or the office of the City Secretary, City Hall, at 1001 Buchanan Drive, Burnet, Texas 78611 or via phone (512) 715-3209.

The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received, and to revise the process schedule as circumstances arise.

TERMS AND CONDITIONS

SUBMISSION OF BID

Five (5) complete bound copies and one (1) electronic authenticated copy (flash drive) of the qualifications are required.

The complete submittals shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope:

STATEMENT OF INTEREST AND QUALIFICATIONS, PROFESSIONAL PLANNING SERVICES FOR A COMPREHENSIVE PLAN

DEADLINE

Qualifications are to be delivered by 5:00 p.m., July 21, 2021 to:

City of Burnet
Att: Habib H. Erkan, Jr., ACM
1001 Buchanan Drive, Suite 4
Burnet, TX 78611
(512) 715-3201

Qualifications delivered after the deadline will not be accepted.

To submit written questions, clarifications, or request for general information concerning the RFQ, you may contact:

City of Burnet
Att: Habib H. Erkan, Jr., ACM
1001 Buchanan Drive, Suite 4
Burnet, TX 78611
(512) 715-3201
or by email at herkan@cityofburnet.com

The submission date for questions, clarifications, or request for general information will be 5:00 p.m., July 7, 2021. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to be in writing via email or other mail carrier to Assistant City Manager. Any interpretation, correction or change of the RFQ will be made by written ADDENDUM. Changes or corrections will be issued by the Assistant City Manager.

Addenda will be issued as expeditiously as possible. It will be the responsibility of all respondents to contact the City prior to submitting a response to the RFQ to ascertain if any addenda have been issued, and to obtain any and/or all addenda, execute them, and return addenda with the response to the RFQ. Addenda may also be posted on the City's website.

PROPOSALS

Firms shall provide all information simply and economically as required by this RFQ. Failure to provide this information may result in rejection of the proposal. Qualifications shall provide a straightforward, concise description of the respondent's ability to meet the requirements. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of City's needs. The City requests the submittal be limited to ten (10) sheets front and back (20 sides), excluding resumes, table of contents, dividers, title page(s) and cover letter/transmittal letter.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE FIRM

FOR WATER, SEWER, AND DRAINAGE COMPONENTS OF THE PLAN, PERSONS AND FIRMS PRACTICING ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION/LICENSE IN ACCORDANCE WITH TEXAS LAWS.

GENERAL REQUIREMENTS & PURPOSE

The City of Burnet (City) seeks a qualified planning and engineering firm, or team of qualified firms, to provide services related to creating a new Comprehensive Plan. The goal is to develop a comprehensive plan as an effective tool to manage future development. Preference will be given to the firm which has demonstrated capabilities in successfully completing projects of similar scope and complexity and routinely exceed expectations in terms of work product quality and project delivery.

PROJECT BACKGROUND

The City has experienced significant growth in recent years, and multiple new developments, including national builders, are showing increasing interest in the City and ETJ. As the growth pressure is expected to continue, the City desires to position itself to respond appropriately, harnessing the energy that builds the community, while avoiding the burdens of unmanaged and uncoordinated growth.

PROPOSED GOALS AND SCOPE

The selected firm shall be responsible for the development of a Comprehensive Plan for the City. The Goals of the Comprehensive Plan are to:

- Establish a vision for the future of Burnet
- Define internal and external forces and trends affecting the City and its area of influence
- Demonstrate the interrelatedness between individual plan components
- Identify policies, programs, and capital investments to secure responsible growth and implement the vision.

The project scope of work shall include the following at a minimum:

PUBLIC INVOLVEMENT PLAN

Public input is the basis of good planning and should be incorporated with every plan component. A plan for obtaining the input of key stakeholder groups and the general public which maximizes the stakeholder input within a short time-frame. Consideration should be given to ongoing public input processes and the potential for serving multiple public input purposes beyond the duration of the Comprehensive Plan process.

BASELINE ANALYSIS

- Assessment of Census data of population, housing, economics
- Assessment of jurisdictions, service areas, and other administrative boundaries
- Assessment of available studies, reports, GIS data, etc.
- Assessment of areas of known Natural Hazards

HOUSING PLAN

- Narrative describing trends in housing, with specific focus on affordability, diversity of housing type and quality.
- Housing Plan to include:
 - Data collection and presentation of trends, Goals, Policies, Programs, and recommended Actions consistent with, and incorporating of, State and Federal level assistance programs, including but not limited to TDHCA, GLO, and others;
 - Maps, tables, charts in support thereof.

ECONOMIC DEVELOPMENT PLAN

- Narrative describing trends in economic development, with specific focus on regional trends and downtown redevelopment.
- Economic Development Plan to include:
 - Goals, policies, programs, actions and maps, tables, charts in support thereof.
- The Economic Development Plan should identify the existing programs of partner entities, such as the Economic Development Corporation and Chamber of Commerce, and make recommendations on policy and program areas for shared investment.
- Segmentation and other market analysis is helpful but not required, and Respondents are encouraged to provide detail in the response of the applicability of all data sources and their relative importance in establishing an illuminating Economic Development Plan.

LAND USE

- Inventory of existing land uses
- Quantitative analysis and narrative describing trends in land use
- Future Land Use Plan to include:
 - Goals Policies, programs, and actions and maps, tables, charts in support thereof.
- The Future Land Use Plan should explain the land use districts and allocation of land uses according to broadly accepted planning principles, and as a means to support the City's zoning regulations and other growth management regulations.
- A Future Land Use Map is the central component of the Plan and should be developed as a way to support and integrate with all other Plan Elements, and future studies outside this scope of work, such as Impact Fee studies and grant applications.

ROADWAY

- Map(s) of the existing roadway (thoroughfare) network of the City and Planning Area, functionally classified according to common standards and including traffic count data where available, and by maintenance and law enforcement jurisdictions.
- The Roadway Plan should state a set of Goals, Policies, programs, and actions designed to promote safe travel via multiple modes, and avoid congestion and excessive speed.
- The Roadway Plan should include any maps, tables, charts in support of its analysis and recommendations.
- Narrative describing the roadway classification related to average usage, and principles of classification according to access and mobility need. The narrative should also include discussion on policies for connectivity between existing and new developments and the extension of roadways.
- The Roadway Plan should also include goals, policies, programs or actions for the incorporation of pedestrian and bicycle routes and facilities.
- A Future Roadway Map(s) should be provided to depict the extension and connection of future roadways and their recommended functional classification.
- A Capital Improvement Plan for Roadways should be included and define the policy, priority, and planning-level costs associated with Roadway projects.
- The Roadway Plan should describe methods for phasing and cost participation of new growth with respect to Roadway Capital Improvements

PARKS & RECREATION

- A Parks & Recreation Plan shall be provided which incorporates public input, statistics, an inventory, and analysis of future need according to National Recreation and Park Association Standard. Additionally, the Plan should ultimately integrate fully with the Future Land Use and Thoroughfare Plan.

WATER

- The Water Plan will integrate existing planning documents and tools (system map, water model, water rights, treatment system capacities, Water Conservation Plan, Drought Contingency Plan, rate analysis, etc. as provided by the City of Burnet) to:
 - define a set of planning level projects necessary to meet a 20-year time horizon demand; and,
 - establish policy guidance on extensions of service, outside service agreements, MUDs and other special districts within the planning area.
- This Plan is primarily an integrating, summary planning document, and more detailed technical information may be incorporated by reference or Appendix.

SEWER

- The Sewer Plan will integrate existing planning documents and tools (system map, sewer shed map(s), treatment system technology, capacities, and permit parameters/limits, rate analysis, etc. as provided by the City of Burnet) to:
 - define a set of planning level projects necessary to meet a 20-year time horizon demand; and,
 - establish policy guidance on extensions of service, outside service agreements, MUDs and other special districts within the planning area.
- This Plan is primarily an integrating, summary planning document, and more detailed technical information may be incorporated by reference or Appendix.

DRAINAGE

- The Drainage Plan will integrate existing planning documents and tools (watershed map(s), FEMA maps, etc.) to:
 - Summarize a history of flood events and damages; and,
 - define a set of planning level projects necessary to meet a 20-year time horizon demand; and,
 - address known trouble areas; differentiating (to the extent known) whether these are riverine or localized in nature; and,
 - evaluate the possible establishment of a drainage utility.
- This Plan is primarily an integrating, summary planning document, and more detailed technical information may be incorporated by reference or Appendix.

IMPLEMENTATION

The Comprehensive Plan document should provide a narrative and tables, charts, maps, etc. to guide the City on implementation and maintenance of the Plan.

RFQ SCHEDULE

The City anticipates the following schedule associated with this RFQ:

City Website Posting	June 9, 2021
Advertise RFQ	June 9, 2021 and June 16, 2021
Pre-submission Conference	June 23, 2021
Deadline for questions/clarifications	July 7, 2021
Submittals	July 21, 2021
City Council Approval	August 24, 2021

SELECTION PROCESS

City staff will analyze and evaluate the submittals. Firms shall completely respond to all components of this RFQ or firm will not be considered. Interviews may be conducted as deemed necessary by City staff.

By submitting a response to this RFQ, firm accepts the evaluation process as outlined in the following section and acknowledges and accepts the determination of the “most qualified” firm may require subjective judgments by the City.

REQUIREMENTS FOR SUBMITTAL

The submittal shall be limited to ten (10) sheets front and back (20 sides), excluding resumes, table of contents, dividers, title page(s) and cover letter/transmittal letter.

Respondents shall carefully read the information in the following evaluation criteria and submit a complete submittal to all questions in this RFQ as formatted below:

ITEM 1: QUALIFICATIONS AND AVAILABILITY (10%):

Provide the following information:

- a) Legal name of firm.
- b) Location of office conducting the work.
- c) Contact persons.
- d) Date of firm formation.
- e) Legal business description (Individual, Corporation, Joint Venture, etc.).
- f) Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City. Bi-weekly meetings may be required.
- g) Provide a statement of interest for the project including a narrative and unique qualifications as they pertain to this project.

ITEM 2: PROPOSED STAFF (30%):

- a) Organizational chart for personnel who will work on this project including licensure information.
- b) Names and roles of key personnel proposed to work on this project and their primary office location.
- c) Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d) Provide staffing size by area of expertise.
- e) Provide current workload of both the prime firm and subconsultants.
- f) Provide staff availability to perform services.

ITEM 3: PROJECT EXPERIENCE (40%):

- a) Provide an overview and brief history of the firm.
- b) Provide verifiable examples of at least three (3) similar projects completed in the last five (5) years by the principal and subconsultants, including:
 - i. Project name and location.
 - ii. Name of Project Manager.
 - iii. Services provided.
 - iv. Description of the project. Date of completion or project status.
 - v. Client name and contact person.
 - vi. History of accomplishing services within established time and budget.
 - vii. Project photos are encouraged.

ITEM 4: PROJECT APPROACH (20%):

- a) Explain how the firm will design the project.
- b) Describe any potential issues when receiving the assignment and the firm's
- c) approach to address those issues.
- d) Identify project leadership, reporting responsibilities and how the firm will interface with the City.

RESPONSE INSTRUCTIONS

The submittal must follow the format established within this RFQ. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

CONTACT WITH AGENCY EMPLOYEES

To ensure a fair and objective evaluation of all proposals, firms are required to submit all inquiries to the project contact noted in this RFQ.

COSTS OF PREPARATION AND SUBMISSION

Each firm shall bear responsibility for all costs incurred in order to prepare and submit their response to this RFQ.

PROPOSAL REVIEW

All applicable information will be subject to public disclosure in accordance with the Texas Public Information Act.

PRESENTATIONS

Firms may be required to make presentations and/or provide written clarifications of their responses at the request of the City.