

**ADDENDUM TO
REQUEST FOR QUALIFICATIONS FOR COMPREHENSIVE PLAN
SERVICES**



**City of Sanger, Texas
Department of Development Services
201 Bolivar Street,
Sanger, Texas 76266**

**ADDENDUM TO
REQUEST FOR QUALIFICATIONS FOR COMPREHENSIVE PLAN SERVICES**

Date: 11/12/2019

Addendum No. 1: To original document titled “**Request for Qualifications for Comprehensive Plans Services**” covering clarifications and/or modification

INTENT:

This addendum is issued to clarify and/or modify the above referenced Request for Qualifications (RFQ), or provide additional information intended for clarification and/or modification of:

1. Modification and clarification of submittal date and time;
2. Modifications and clarification of “**Schedule and Process**”;
3. Removal of Fee Schedule from “**Submittal Requirements**”.
4. Exclusion of title sheet from 20 page count.

Where provisions of the following information differ from those of the original document stated above, this addendum shall govern and take precedence. Acknowledgement of this addendum shall be made in the Cover Letter (See RFQ page 5 – Submittal Requirements). **Failure to acknowledge all addenda to the subject RFQ may result in the Offeror’s submittal as non-responsive.**

PURPOSE:

1. Following concerns about the submittal date being on a Saturday after the Thanksgiving Holiday, and asking for clarification on submittal time, the City has decided to modify the submittal date and time from 3:00 PM on November 30, 2019 to 12:00 PM on December 2, 2019. These modifications are on page 1 and page 4 of the original document.
2. In order to give adequate time to City Council for contract negotiation and to avoid scheduling of a special City Council meeting for contract award, the City has decided to modify that duration of contract negotiations and date of contract award by City Council while also modifying the project start date. These modification are on page 4 of the original document.
3. Following concerns that City’s request for a fee schedule is not in compliance with the Texas Government Code Section 2254, the City has decided to remove the Fee Schedule requirement from “Submittal Requirements” on page 6 of the original document. With this modification being effective, no fee schedule is required as part of the RFQ response.
4. Following questions about title sheet being a non-technical sheet and being within the 20 page count, City has decided to exclude the title sheet from the 20 page count and specified its exclusion in the Submittal Requirements on page 6 of the original document.

Below is the revised RFQ with all modifications and/or clarifications, showing sections needing modifications crossed out and corrected in red.

INTRODUCTION:

The City of Sanger is requesting submission of qualifications from any and all parties wishing to be considered for consulting services related to updating City's Comprehensive Land Use Plan adopted in 2007 with subsequent updates. Qualified Planning Consultant teams are requested to submit qualifications for the project as described in this RFQ. The RFQ process may be expanded to a two-step RFQ/RFP process as shown in the RFQ schedule.

Proposals will be accepted from individuals, firms, or groups of firms with the necessary expertise and experience. All correspondence and communication regarding this procurement should be directed to Muzaib Riaz, City Planner, at mrriaz@sangertexas.org. All questions concerning the RFQ must be emailed by 12:00 PM on November 15, 2019. All RFQ responses must be submitted by 12:00 PM on ~~November 30, 2019~~ **December 2, 2019**.

COMMUNITY BACKGROUND:

The City of Sanger, Texas is located at the intersection of two major roads: Interstate Highway 35 going north/south, and FM 455 going east/west. City of Denton lies just a few miles south, and Lake Ray Roberts lies within a mile of the City on the east. The City was established in 1886 and soon became an important stop on the Santa Fe Railroad as a cattle town. It is a 'home rule' City with a population of 8,800 according to NCTCOG January 2019 population estimates.

Sanger is strategically located along Interstate 35 which is a major economic dynamic in international trade, as much of the north/south traffic bisecting the nation from Canada to Mexico runs through the City of Sanger. Its location is well placed to take advantage of the recreational opportunities of Lake Ray Roberts located within a mile on the east, and Texas Motor Speedway located 25 miles to the South. Some of the top institutes of higher education such as University of North Texas and Texas Woman's University located in the City of Denton are just minutes away. Being on the fringes of the Dallas-Fort-Worth Metroplex, Sanger offers the unique experience of small town living while being in close proximity to major urban centers.

PROJECT DESCRIPTION:

Since adoption of the Comprehensive Land Use Plan in 2007, the City has identified changes in its vision for land use and mobility in many parts of town. The City is also undergoing unprecedented growth and is anticipating this trend to continue in the coming years. To account for this growth trend and its implications to the City of Sanger, and to ensure all future growth meets City of Sanger's vision for land use and mobility, an update of the comprehensive plan is needed. The plan will span one calendar year. It should be developed through a robust citizen engagement process. The consultant should seek methods to engage public through various means of communication, including presentations, public hearings, focus groups, the internet, and/or workshops. The consultants responding to the RFQ should have expert knowledge of and experience with comprehensive planning for small towns and cities along major highway

corridors. The new comprehensive plan should establish vision, goals, and objectives and should also include feasible implementation steps and strategies to achieve the City's vision.

The plan should be in a format and language that is easily comprehensible and accessible to the public; it must include maps, illustrations, tables, and graphs. The plan should also identify opportunities and constraints having significant impact on short and long-term growth and economic development.

CURRENT PLANS TO BE UTILIZED AS PART OF COMPREHENSIVE PLAN DEVELOPMENT:

The following plan elements should serve as guide for plan's development. Additional components may be added during planning process. The consultant is welcome to suggest creative or innovative additions or modifications to these components.

1. City of Sanger Comprehensive Land Use Plan (2007)
2. City of Sanger Zoning Ordinance (1987) - with subsequent updates
3. City of Sanger Subdivision Ordinance (2008) - with subsequent updates
4. City of Sanger Water and Wastewater Master Plan (2010) – currently being updated
5. City of Sanger Roadway Impact Fee Study (2016)
6. Denton County Greenbelt Plan (2017)
7. Denton County Thoroughfare Plan (2019)
8. Lake Ray Roberts Ordinance (2009)
9. Lake Ray Roberts Zoning and Land Use Maps (2019)
10. NCTCOG Mobility 2045 (2018)
11. TXDOT I-35 and FM 455 Corridor Plans

SCOPE OF WORK:

The City desires an updated comprehensive plan that would include development of a new vision, with goals and actions to direct implementation encompassing a minimum of 20 years in the future. The Comprehensive Plan should result in a vision and policy framework that will position the city to better shape community character and will serve as the primary planning tool for the coming years.

PLAN ELEMENTS:

The plan should include the following items. The specific in each of the elements and their arrangements may be determined during the comprehensive plan development process.

1. Community Profile – inventory, review, and analysis of existing conditions, including city/area history, transportation and infrastructure, economic conditions, and demographics and socioeconomic conditions (current and forecasted)
2. Vision and Goals – a new vision, with goals for each element that will direct future actions;

3. Land Use – current and future land use identification; updating of the City’s Future Land Use Plan;
4. Mobility Plan – update of City’s existing Thoroughfare Plan with inclusion of pedestrian and bicycle transportation networks;
5. Parks Master Plan – update of the existing Park’s Plan incorporating pedestrian and bicycle networks;
6. Downtown Strategic Plan – plan for revitalization of downtown core;
7. Implementation Strategies – specific steps and actions for achieving goals mentioned in the Comprehensive Plan;
8. Other Elements as recommended by the selected consultant, if needed.

DELIVERABLES:

The following items must be provided to the City at the end of the project:

1. Twenty-five (25) bound copies of the final document for distributing to the City Council, the Planning and Zoning Commission, and the City staff;
2. Digital copy of the final plan document;
3. 24” x 36” full-color copy of Future Land Use Plan;
4. 24” x 36” full-color copy of Mobility Plan;
5. 24” x 36” full-color copy of Parks Master Plan;
6. PDF copy of summary version of FLUP, MP, PMP, and DSP, showing the map/plan and including a summary of key elements of each plan;
7. All maps/plans must be reproducible in 8.5” x 11” and 11” x 17” formats;
8. Copies of any .mpk, .shp, .gdb, or other GIS files created for this project;
9. Any additional maps created for this project.

All documents shall be provided in both hard and digital copy. Digital products shall be provided on USB drives in the following forms as appropriate. Electronic copies shall be formatted and indexed for easy download from a website.

- Text: MS WORD and PDF (must be searchable and editable; table of contents and relevant sections must be linked within the document to make them more user friendly)
- Spreadsheets: MS EXCEL
- Database: MS Access
- Mapping Products: ESRI ArcGIS software.

Products and materials produced as part of the plan process, including but not limited to, GIS files, studies, drawings, etc. shall be the property of the City of Sanger.

The selected consultant will be responsible for coordinating and facilitating all public and stakeholder meetings related to developing the plan. Consultant will present the final plan to all appropriate approval boards, but the City will be responsible for coordinating the meetings and

public hearings at which the plan will be presented to the approving bodies. City will provide meeting rooms and stakeholder contact information.

SCHEDULE AND PROCESS:

- October 24, 2019 – RFQ released
- November 15, 2019 – Deadline to submit questions
- ~~November 30~~ **December 2**, 2019 – Deadline for submitting RFQ
- ~~December 1~~ **December 3** to December 15, 2019 – Staff review of RFQ submittals

If RFQ Only:

- December 18, 2019 to January 10, 2020 – Interviews with Selected firms
- January 20, 2020 – Recommendation to City Council
- January 21 to ~~February 1~~ **February 3**, 2020 – Contract negotiations and contract award by City Council
- ~~February 3~~ **February 4**, 2020 – Project start date

If RFQ and RFP:

- December 20, 2019 – Request for Proposals will be sent to selected finalists
- January 20, 2020 – Deadline to submit proposals
- January 21 to February 7, 2020 – Interviews with selected firms
- February 17, 2020 – Recommendation to City Council
- February 18 to ~~February 28~~ **March 2**, 2020 – Contract negotiations and contract award by City Council
- ~~March 2~~ **March 3**, 2020 – Project start date

SUBMITTAL REQUIREMENTS

The project is expected to start no later than ~~March 2~~ **March 3**, 2020 and to conclude within 12 months from the project start date. All RFQ response must be submitted no later than ~~3:00 PM on November 30~~ **12:00 PM on December 2**, 2019. Responses received after the deadline will not be accepted.

10 copies of sealed responses should be hand-delivered or delivered via USPS, UPS, FedEx to 201 Bolivar Street, Sanger, TX 76266. All submittals should be addressed to:

Muzaib Riaz
City of Sanger, Development Services
Comprehensive Plan RFQ Submittal – Do Not Open
201 Bolivar Street,
Sanger, TX 76266

RFQ Packet must include, but not limited to, information on the following evaluation criteria:

1. **Title Sheet:** The title sheet must provide name(s) of the team submitting with the name of the primary contact clearly identified.
2. **Cover Letter:** The cover letter must indicate the composition of the entire team including the Principal in Charge, Project Manager, and support team.
3. **Table of Contents.**
4. **Qualifications of the Firm:** Provide a brief description of the firm including the number of years it has been in existence, the range of professional services, office locations, and staff size. Describe any unique qualifications the firm has related to this project, especially relating to long range planning for cities similar to Sanger, TX. Provide any additional information that may be of benefit to the City.
5. **Project Team Experience and Qualifications:** Provide an organizational chart for the team that will perform the work, the individual qualifications and expertise of each member of the team, and the responsibilities to be fulfilled by each team member assigned to the project. Please include an estimated percentage of the total project that is to be completed by each individual team member.
6. **Past and/or Current Projects:** Provide a list of current and past projects, including the name, type of project, location, firm's role in the project, and status of the project.
7. **Methodology and Approach:** Describe the methodology, approach, and tasks the consultant has successfully used and anticipates using for completing this project within the expected timeline. Describe the role of City staff and officials, and members of the public throughout each phase of the process. A detailed description of the methodology is not required at this stage, but the city review staff should be able to get an understanding of how the consultant approaches this type of project.
8. **Public engagement approach:** list at least three innovative public engagement activities utilized in the past.
9. **Project Schedule:** Provide a conceptual timeline for completion of the project within the estimated project completion time of 12 months from the project start date.
10. **References:** Provide a minimum of three (3) references from municipalities for similar projects completed within the past five (5) years. Each reference must include the following information:
 - a. Project name and description and a written description of why this example is relevant to this comprehensive planning project.
 - b. Name, title and contact information of the primary contact.
 - c. Date of project involvement.
 - d. Probable cost and scope of the project.
 - e. Specific Services performed by the firm.
 - f. A CD or USB drive with copies of the reference projects.
11. **License(s):** Evidence of professional licensing in Texas.

12. Draft Professional Service Agreement: Draft of typical professional service agreement (PSA) terms and conditions (exclusive of pricing)

~~13. Fee schedule: Hourly rate and fee schedules for all project team staff who are proposed to work on this project. Fee schedules should include unit rates for all expenses, sub-consultants proposed for use, etc. as part of this project.~~

RFQ packet shall not exceed 20 pages. **Title sheet**, resumes of professionals, and draft PSA are excluded from the page count.

CRITERIA FOR CONSIDERATION OF QUALIFICATIONS:

1. Technical understanding of comprehensive planning for a City like Sanger, Texas;
2. Experience and knowledge in developing similar plans by consultant personnel who will be directly involved with the project;
3. Ability to complete the plan within the given timeframe;
4. Ability to maintain communication on plan development;
5. Ability to involve partners and stakeholders in the planning process;
6. The ability of the firm to perform the proposed work;
7. References.

CONDITIONS AND LIMITATIONS:

The City of Sanger expects to select a consulting firm from the qualifications submitted, but reserves the right to request substitution of firms. The City also reserves the right to reject any or all responses to the RFQ (or RFP), to advertise for new responses, or to accept any responses deemed to be in the best interest of the City. A response to this RFQ (or RFP, if applicable) should not be construed as a contract or an indication of a commitment of any kind on the part of the City, nor does the City commit to pay for the 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 and a notice to proceed shall be issued before work is initiated. The City reserves the right to dismiss any part or all of the contracted team when, in the City’s opinion, the project is not moving as scheduled or is hindered in any way by the actions of personalities of team members.

End of Addendum No. 1