



Request for Qualifications

Comprehensive Plan

City of Rollingwood, Texas

City of Rollingwood

403 Nixon Dr.

Rollingwood, TX 78746

RFQ Release Date – December 12, 2019

RFQ Due Date – January 23, 2020

Overview

The City of Rollingwood invites qualified consulting firms to submit statements of qualifications to prepare a local Comprehensive plan pursuant to Texas standards and procedures and the best management practices for comprehensive planning. Proposals will be accepted from individuals, firms, or groups of firms who can demonstrate they have the resources, experience, and qualifications to provide a range of professional planning and recommendations for the City of Rollingwood Comprehensive Plan.

Background

The City of Rollingwood is located directly adjacent to the city limits of Austin and Westlake Hills and is in close proximity to downtown Austin and the University of Texas. Incorporated in 1955, the City has the warmth and charm of a small town neighborhood. Large, sprawling lots with rolling topography and live oaks aplenty add to its attraction. Contributing to Rollingwood's outstanding quality of life are the City's low crime rate, superior school district, and desirable location.

The City of Rollingwood has a population of approximately 1,500 people. It is a Type A, General Law City with a Mayor-Council form of government. The City Council consists of the Mayor and five Councilmembers elected at-large to staggered, two-year terms. Annually, the City Council selects one of its members to serve as Mayor Pro Tempore.

The City of Rollingwood has never had a Comprehensive Plan in place, and desires to retain the services of a professional consultant to prepare a Comprehensive Plan.

Scope of Work

The Consultant shall develop and assist the City of Rollingwood to adopt a new Comprehensive Plan. The City of Rollingwood's Comprehensive Plan needs to be developed to effectively hear the City's population and to understand the community's desires regarding the required elements of the plan and the intent of the community's citizens to establish an orderly plan to prioritize and accomplish diverse goals and objectives.

The City of Rollingwood is expecting a complete draft of a Comprehensive Plan inclusive of recommendations and updates. The respondent shall submit a proposed general process for the project using past experience and best practices in similar communities. The comprehensive plan should address in detail a planning directive for 2021 – 2025 and provide tools to guide growth while considering observations and challenges for a planning horizon of 2021 – 2030.

Interagency coordination will be required. Coordination with other affected public agencies including, but not limited to, the Texas Department of Transportation, Central Texas Regional Mobility Authority, Capital Area Council of Governments and the Rollingwood Community Development Corporation will be the responsibility of the selected consultant. Once a contract has been approved by the City Council, key City personnel will be available for input, consultation, inquiry, and review of all aspects of the planning effort; but it is not envisioned that City staff will be directly responsible for any work elements other than those specifically described herein.

In preparing a response to this Request for Qualifications (RFQ), the Consultant shall address the following specific components that should be included in the scope of work. The final scope of work will be coordinated with the City staff and the selected Consultant.

1. Services to be performed by the Consultant
 - a. Overview and Existing Information Review
 - i. Meet with City Staff members to collect and review available information and the methodology to be used in the development of the Comprehensive Plan, including existing plans, projects, studies and agreements, as well as any additional information that may influence or impact the planning process.
 - b. Data Collection and Analysis
 - i. The respondent shall analyze historic, current, and projected data pertaining (but not limited) to: housing, population, employment, economic indicators, and land use statistics. Data should be organized by five-year increments and be used by the respondent to identify major characteristics and shifts that will affect the City during the planning horizon.
 - c. Citizen Participation
 - i. A detailed citizen participation process shall be proposed by the respondent that is patterned after successful experiences the respondent had in prior plans they have prepared. The proposed approach should be very inclusive and incorporate innovative approaches to drawing diverse groups and ideas into the planning process. The respondent will be an integral part of the citizen participation process and will be expected to attend and participate in all meetings.
 - ii. The citizen participation process may involve multiple approaches including (but not limited to): leadership interviews, community meetings, use of print and social media, and online communication.
 - iii. The goals of the Citizen Participation task are to:
 1. Educate involved parties about the comprehensive plan's role and importance to the community;
 2. Disseminate information to interested and involved parties;
 3. Provide effective and efficient mechanisms for gathering public input on various issues; and
 4. Engage the community and build consensus throughout all phases of the planning process.
 - d. Goals and Objectives
 - i. The respondent shall develop a comprehensive and concise set of goals and objectives to guide decisions during the planning period.
 - e. Future Land Use Plan
 - i. The respondent shall evaluate the current land use and shall make recommendations for any edits or revisions for Future Land Use.
 - f. Impacts of Regional Growth
 - i. The respondent shall review regional growth and offer recommendations for Rollingwood to maintain a sustainable presence in the Region.
 - g. Housing Choice

- i. The respondent shall analyze the housing options in Rollingwood and provide recommendations for maintaining the viability of the existing housing stock and providing housing choices for the future.
 - h. Parks, Recreation and Open Space Plan
 - i. The respondent shall review, update and offer recommendations for better utilizing and maintaining our parks and open spaces. This task shall also include an evaluation of the existing parks and recreation opportunities in the City and make recommendations for expansion or improvement to serve the projected population and development pattern.
 - i. Economic Development and Redevelopment
 - i. The respondent shall propose a scope of services for this task similar to successful economic development plans and policies that the consultant has completed in the past, including an Available Property Inventory and Development Alternatives. The areas surrounding Rollingwood are still growing and will have a substantial impact on the City of Rollingwood. The City of Rollingwood is mostly developed, but is on the verge of significant redevelopment. This plan should help guide the future redevelopment of the commercial corridor consistent with the wants of the community and best practices in planning.
- 2. Implementation
 - a. Specific strategies shall be proposed that detail the resources and actions necessary to implement any recommendations made to the Plan. The respondent shall recommend actions to maximize the benefits and minimize negative reactions to the preferred development pattern. The respondent shall propose strategies to address the findings and recommendations of the various Project Tasks. All recommended implementation strategies shall be prioritized and presented in a format that can easily be tracked and updated.
- 3. Deliverables
 - a. The City expects several deliverables during the course of this project, as opposed to one deliverable being produced in the form of a single, final document at the end of the process. Deliverables will be both digital and hard-copy in format. The content of these deliverables will be determined during contract negotiation.
- 4. Timeline Requirements
 - a. The work shall be completed in a reasonable amount of time to provide for thorough public involvement, but not so long that the City misses opportunity for optimized redevelopment.
- 5. Reporting and Communication
 - a. The Consultant will meet periodically during the on-site field work process with the City Administrator, City Secretary, and Development Services Manager and members of the Planning and Zoning Commission, RCDC, and City Council to discuss issues, concerns, preliminary findings and recommendations.
 - b. The consultant will provide regular updates to the City regarding process on the analyses and recommendations and request any additional information or direct need to complete the project on time and within budget.

- c. Prior to issuing their final report, the consultant will meet with the City Administrator, City Secretary, and Development Services Manager and members of the Planning and Zoning Commission, RCDC, and City Council to review the draft report and recommendations to be presented to the Planning and Zoning Commission and City Council.
6. Other Considerations
 - a. All working papers, reports, and records relating to the work performed under the Professional Services Agreement will be property of the City of Rollingwood and will be delivered upon completion.
 - b. The consultant will be required to attend at least two Planning and Zoning Commission meetings and two City Council meetings to present the Comprehensive Plan and answer any questions either body may have regarding the study or recommendations.

Proposal Content

Proposal responses must adhere to the requirements outlined in this section. The original proposal and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

1. **Introduction:** Provide a cover letter and introduction including the name and address of the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the proposal, its highlights, and the approach to successfully completing this project.
2. **Project Approach:** a general description of the consultant’s approach to Comprehensive Planning and a detailed task plan that addresses the scope of services.
3. **Innovative Techniques or Methodology** - A discussion of any innovative techniques or methodology that the consultant will use in this study that have a proven history of providing responsive and cost effective results on similar studies.
4. **Scope of Work and Schedule:** Discuss each task outlined in the “Scope of Work” section above with a cost estimate and cost proposal for the project including a breakdown of costs by each task requested in service to be performed. Include a scope of work and schedule of completion.
5. **Qualifications:** Describe the firm’s resources, experience and capabilities as follows:
 - a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any sub-contractors proposed for the project.
 - b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.
 - c. Identify all key project personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
 - d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadlines described in this RFP.
6. **References:** Identify at least 2 (two) successfully completed projects of a similar nature, preferably with direct involvement of municipal governments in Texas. Each project listed shall

include the name of the agency, project manager, phone number, and description of work performed. Consulting projects currently underway may also be submitted for consideration.

7. **Additional Data:** This section will be limited to 5 (five) pages. Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements.

Proposal Submittal

To be considered, please submit 6 (six) hard copies and 1 (one) electronic copy, on a USB drive, of your proposal to:

City of Rollingwood
 Attn: City Secretary
 403 Nixon Dr.
 Rollingwood, TX 78746

Proposals received after the due date will not be considered.

Questions regarding this proposal may be directed to Ashley Wayman, City Secretary, City of Rollingwood, 403 Nixon Drive, Rollingwood, TX 78746 or by email at: awayman@rollingwoodtx.gov

Review and Selection Procedure

The City Council will evaluate each proposal and select a consultant. The following evaluation criteria and their respective weights will be used in selecting a consultant:

Evaluation Criteria	Points
Consultant experience in the creation of successful Comprehensive Plans to meet the defined scope of work	20
Qualifications of the Project Team	20
Project approach, methodology and satisfactory schedule for completion	30
Knowledge of local issues in the City of Rollingwood and the surrounding region	10
References: Two (2) required	10
Cost of proposal	10

Please note that the ability of the Consultant to complete the overall project within the anticipated completion period will be considered in the selection process. The lowest cost proposal will not necessarily be selected.

The City of Rollingwood reserves the right to reject any and all proposals and to waive any informality in proposals received.

Insurance Requirements:

For the duration of the contract, the service provider must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant's regular course of business, Automobile Liability insurance with a minimum limit of \$1,000,000 per accident, and Workers Compensation Insurance as required by the State of Texas.

Service Provider shall maintain liability insurance in an amount of not less than \$1,000,000 per occurrence, naming the City as an additional insured, covering any such unauthorized disclosure of Protected Information caused by a defect or failure of the Software or any electronic communication system maintained or controlled by Service Provider.

The City reserves the right to establish that these insurance requirements be met and complied with prior to any contractual agreement is entered into. The cost of such insurance is the service provider's responsibility. Failure to comply could result in non-award of the contract.