



**CITY OF TAYLOR, TEXAS  
REQUEST FOR QUALIFICATIONS**

**Consultant Services for  
Comprehensive Plan &  
Impact Fee Study  
RFQ 522-2020-01**

Date Due: **November 8, 2019**

Time Due: **2:00 p.m.**

Envelopes/packages must be sealed and marked with the project title.

Respondents must submit one (1) original and five (5) complete bound copies of their response, as well as an electronic (PDF) copy saved to flash drive.

**RFQ QUESTIONS:**

**Deadline to submit questions: October 25, 2019 @ 5:00 p.m.**

**All questions shall be submitted by email to Tom Yantis at:  
[tom.yantis@taylortx.gov](mailto:tom.yantis@taylortx.gov)**

Tom Yantis, AICP  
Assistant City Manager / Director of Development Services  
City of Taylor  
512-352-5990  
Email: [tom.yantis@taylortx.gov](mailto:tom.yantis@taylortx.gov)

**SUBMIT QUALIFICATIONS PACKET TO:**

**Jeffrey Wood  
Director of Finance  
City of Taylor  
400 Porter Street  
Taylor, Texas 76574**

## **1.0 INTRODUCTION**

The City of Taylor, Texas is seeking qualifications for a Consultant or Firm to assist with:

1. The preparation of a Comprehensive Plan, and
2. The preparation and adoption of updated water, wastewater and transportation impact fees

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

## **2.0 RESPONSE PREPARATION & SUBMISSION**

### **2.1 PROPOSED TIMELINES**

Monday, October 7, 2019	Release of Request for Qualifications
Friday, October 25, 2019	Deadline for Questions Submitted
Friday, November 1, 2019	Questions Answered
Friday, November 8 @ 2:00 PM	Deadline for Submission of Qualifications
November 14-15, 2019	Interviews (tentative)
Thursday, December 12, 2019	Award of Contract
December 2019 – January 2020	Project Kickoff and Data Collection
January – March 2020	Community Engagement
February – April 2020	Plan/Study Preparation
May – June 2020	Plan/Study Adoption

\*The City of Taylor reserves the right to modify this schedule at its discretion. Proper notification of changes will be made to all interested parties.

### **2.2 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, as well as an electronic copy (PDF) saved to an external storage device, should be forwarded to and received by:

Jeffrey Wood, Director of Finance  
400 Porter Street  
Taylor, Texas 76574

The response shall be clearly marked “Qualifications – Comprehensive Plan & Impact Fee Study RFQ 522-2020-01”, and received no later than **2:00 PM, on November 8, 2019.**

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 Taylor 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 Taylor 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.

### **2.3 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.

### **2.4 COST OF PREPARING A RESPONSE**

The RFQ does not commit the City of Taylor 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.

### **2.5 INTERPRETATIONS AND ADDENDA**

All questions regarding this RFQ shall be directed to Tom Yantis, Assistant City Manager / Director of Development Services, 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. If an addendum is necessary after that time, City of Taylor, at its discretion, can extend the deadline. Any addenda issued, as a result of any change in the RFQ, must be acknowledged by submitting the “Acknowledgment of Addendum” with the response. Only questions answered by

formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

## **2.6 RESPONSE VALIDITY PERIOD**

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

## **2.7 PUBLIC RECORD**

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

## **3.0 BACKGROUND AND OVERVIEW**

Taylor, Texas is located in eastern Williamson County approximately 35 miles northeast of downtown Austin and is part of one of the fastest growing metropolitan areas in the nation. With a population of approximately 18,500, Taylor is on the verge of substantial residential and commercial growth.

While Taylor is poised to experience increased growth as the metro area continues to expand, it maintains its own unique identity as a self-contained, all-American small town. The historic downtown is the heart of the community and Taylor's historic and newer neighborhoods have grown out from the downtown and remain connected by a traditional grid of neighborhood streets as well as greenways and trails that link the City's neighborhoods and parks.

The City boasts a municipal airport and industrial business parks that attract employers to the community and its participation in the Main Street Program helps to drive economic development into the historic core through historic preservation, adaptive reuse and infill development.

The purpose of this planning effort is to establish a solid framework for future community growth that builds on the strengths of Taylor's historic development patterns while accommodating new development.

### ***PREVIOUS PLANNING STUDIES:***

The City of Taylor last completed a comprehensive plan in 2004 which included the following chapters:

- Chapter 1 – Introduction
- Chapter 2 – Vision
- Chapter 3 – Socioeconomic Conditions
- Chapter 4 – Land Use

- Chapter 5 – Housing
- Chapter 6 – Transportation
- Chapter 7 – Parks and Recreation (completed as a separate project)
- Chapter 8 – Economic Development
- Chapter 9 – Central Business District
- Chapter 10 – Health and Human Services
- Chapter 11 – Implementation

The City adopted a Downtown Master Plan in 2015 and participated in a project entitled “Taylor, Texas - A Vision for Future Development” prepared by the University of Texas at San Antonio in 2017.

The City adopted a Roadway Impact Fee ordinance in 2014 and last updated Water and Wastewater Impact Fees in 2011.

The City is in the process of updating its Water and Wastewater Master Plans and that project is scheduled for completion in early 2020.

#### **4.0 SCOPE OF WORK**

In compliance with Texas Local Government Code Chapter 213, the City desires to complete an update to the 2004 Comprehensive Plan incorporating recently completed planning work including the Downtown Master Plan and other relevant studies. In addition, the City desires to adopt updated water, wastewater and transportation impact fees based upon updated land use and transportation plans.

While the City desires to completely update the 2004 Comprehensive Plan, it is understood that budget constraints may prohibit a complete update of every chapter of the 2004 plan. However, this project must include at a minimum the following chapters:

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

The project must also include an update of the City’s transportation, water and wastewater impact fees following the requirements of Texas Local Government Code Chapter 395.

## **5.0 RESPONDENT REQUIREMENTS**

### **5.1 GENERAL**

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

### **5.2 FIRM QUALIFICATIONS**

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

### **5.3 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 three (3) years by the members proposed to be on the project team.

- 5.3.1 Project Manager shall have completed similar projects within the past three (3) years;
- 5.3.2 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;
- 5.3.3 Solicitation response shall include on flash drive a minimum of three (3) adopted Comprehensive Plan documents that were completed by the Project Manager for other municipalities.

## **6.0 RESPONSE REQUIREMENTS**

### **6.1 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, dividers and work sample attachments in PDF on a flash drive). 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, as well as an electronic (PDF) copy saved to flash drive.

## **6.2 TITLE PAGE**

Include a title page with the title “[Firm Name] Qualifications for the City of Taylor Comprehensive Plan and Impact Fee Study”. Include the firm’s address, phone number, and contact person’s name and email address.

## **6.3 COVER LETTER [Tab #1]**

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.

## **6.4 TABLE OF CONTENTS [Tab #1]**

Identify the response contents by tab and page number.

## **6.5 FIRM QUALIFICATIONS [Tab #2]**

Respondent shall provide information on the firm’s history and qualifications for completing municipal comprehensive plans and impact fee studies in Texas. The firm should also highlight its unique qualifications relevant to the needs of the City of Taylor. 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 three (3) 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. Include the final deliverables for each project in PDF format on a flash drive.

## **6.6 PROJECT TEAM AND QUALIFICATIONS [Tab #3]**

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.

## **6.7 KNOWLEDGE OF THE CITY OF TAYLOR [Tab #4]**

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

## **6.8 PROJECT APPROACH [Tab #5]**

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

## **6.9 PROJECT SCHEDULE [Tab #6]**

Respondent must review the proposed project schedule in Section 2.1 of this RFQ and agree to or make suggestions for schedule adjustments. Provide a detailed project timeline including the proposed number of public meetings, steering committee meetings and meetings with City staff.

## **6.10 FEE ESTIMATE [Tab #7]**

Based upon the scope described in the RFQ, provide an estimation of fees itemized by major tasks of the project. It is understood that the final scope and fee will be negotiated with the firm that is selected for the project.

## **7.0 RESPONSE CONTENT AND FORMAT**

Required Components (defined above in section 6):

- Title Page
- Tab 1 – Cover Letter & Table of Contents
- Tab 2 – Firm Qualifications and References
- Tab 3 – Project Team and Qualifications
- Tab 4 – Knowledge of the City of Taylor
- Tab 5 - Project Approach
- Tab 6 - Project Schedule

- Tab 7 – Fee Estimate
- Flash Drive – Reference Project Deliverables, PDF of Response

## **8.0 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        | 15 Points |
| • Project team qualifications               | 20 Points |
| • Understanding of the City of Taylor       | 10 Points |
| • Proposed project approach and methodology | 20 Points |
| • Project Schedule                          | 10 Points |
| • Work samples and references               | 10 Points |
| • Fee estimate                              | 15 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.

## **9.0 SPECIAL CONDITIONS**

***Rejection of Responses: The City of Taylor 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 Taylor unless incorporated into a definitive agreement to be negotiated by the City of Taylor and respondent for the services contemplated in the response. In addition, by submitting a response you acknowledge that the City of Taylor 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 Taylor  
Attn: Jeffrey Wood  
Director of Finance  
400 Porter Street  
Taylor, Texas 76574**