

CITY OF ALAMO, TEXAS

REQUEST FOR PROPOSALS

COMPREHENSIVE PLAN & ADMINISTRATION

INTRODUCTION

The City of Alamo, Texas has been awarded a Resilient Communities Program Grant through the Texas General Land Office via U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Mitigation funds (CDBG-MIT) to provide a forward-looking Comprehensive Plan that incorporates hazard mitigation plans. Therefore, the City is soliciting requests for proposals from professional consultants capable of creating a Comprehensive Plan and administering the grant which funds the Comprehensive Plan.

PROJECT COORDINATION AND OVERSIGHT

Point-of-Contact

Respondents shall restrict all contact and questions regarding this RFP and selection process to the individual named herein. Questions concerning terms, conditions and technical specifications shall be directed in writing to: the City of Alamo, Texas, Attn: Adela Perez, Purchasing Agent, 420 N. Tower Rd., Alamo, Texas 78516 OR via email at aperez@alamotexas.org pursuant to the timeline noted herein.

Respondents and their agents are strictly prohibited from lobbying or contacting members of the City of Alamo City Commission, City staff members, and Selection Committee members at any time in the application and selection process. All communications regarding the RFP shall be in written form and submitted as directed by the provisions of this RFP. Failure to comply with this clause shall be grounds for rejection of an RFP.

SCOPE OF SERVICES BACKGROUND

Comprehensive Master Plan Scope of Work Elements

The Comprehensive Plan should include, but is not limited to, the following elements:

1. Land-use Plan + Map
2. Future Land Use Plan + Map
3. Resiliency Measures
4. Transportation Plan + Map
5. Infrastructure/Capital Improvement + Map
6. Parks Master Plan + Map
7. Community Facilities Plan + Map
8. Additional Sections such as downtown redevelopment plan, urban design elements, historic preservation plan
9. Implementation Strategy

Consultant Qualifications

Consultants should demonstrate experience in the following areas:

1. Comprehensive Plans that support forward-looking resilience best practices
2. Land use plans and strategic prioritization of existing projects/plans
3. Effective public process and consensus building, particularly working with neighborhood groups, large landowners and rural communities
4. Demonstrated successful implementation of plans
5. Experience writing and/or revising subdivision regulations, landscaping, signage, land use and zoning ordinances
6. Experience with HUD funded programs involving resilience.
7. Experience with the grant administration of HUD and/or other federal funding sources.

SUBMISSION DETAILS

A. Deadline for Proposal Submissions

Proposals should be received no later than March 21, 2024 by 3:00 p.m. by email to aperez@alamotexas.org

B. General Submission Requirements

Applicants should submit a thoughtful, clear and well-organized proposal package that demonstrates the required Consultant Qualifications and that includes the following components:

1. Proposal Packet Items:

- a. Firm Profile:** Provide information on the firm and/or team such as size, locations, years in business. Identify the primary point of contact and contact information.
- b. Experience and Expertise of Firm/Team:** Include qualifications and experience of those team members who will likely be assigned to the project. Provide resumes giving the experience and expertise of the principals and key professional members of the lead team that will be involved in the project. Highlight their experience with similar projects and specific planning issues relevant to this project. Provide the number of years members have worked with the lead firm and/or other years of experience.
- c. Project Team:** Provide an organizational chart showing the roles of the lead team and each consultant firm or individual. Indicate the estimated percent or time these individuals will be involved in the project.
- d. Representative Projects:** List a maximum of (5) projects performed by the lead firm that are most similar and relevant to this project completed within the last seven years.
- e. References:** Provide references for any (3) of the projects listed in response to the Representative Projects. At least one reference should be in the implementation stage or beyond. The references shall include Owner's name, owner's representative who served as the day-to-day liaison during planning, design, and implementation of the project, and the owner representative's current telephone number.

f. Cost of Services: Provide rates for the following positions. The positions do not represent all that may be needed to execute the scope of work. Additional positions can be added during contract negotiations.

- Principal
- Sr. Planner
- Planner
- Landscape Architect
- GIS Manager
- Grant Manager
- Grant Specialist

g. Appendices: Prime firm shall submit their SAM registration as well as the other certifications/forms required and provided as appendices to this RFP. This RFP and the subsequent contract will incorporate 2CFR200 as part of the terms and conditions (attached for reference).

C. General Notifications

- a. The City of Alamo, Texas notifies all possible respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
- b. All proposing entities shall comply with the Americans with Disabilities Act (ADA) and are encouraged to provide a written statement within submitted proposals and any subsequent contract in which the entity certifies that it is an equal opportunity employer, that it does not discriminate in its employment practices or delivery of services, and that it will make every effort, when economically feasible, to subcontract with socially or economically disadvantaged persons and businesses.
- c. This Request for Proposals does not commit the City of Alamo, Texas to pay any costs incurred in the submission of a proposal or the costs incurred in making necessary studies and designs for preparation thereof, or contract for services or supplies.
- d. The City of Alamo, Texas will not accept any submissions that are delivered by facsimile or by regular mail. Late proposals will be rejected. The City reserves the right to accept or reject proposals that do not contain all elements and information requested in this document.
- e. The City of Alamo, Texas encourages Disadvantaged Business Enterprise (DBE) and Historically Underutilized Business (HUB) participation as a prime or subconsultant. The advertisement of this RFP shall serve as evidence of the solicitation of DBEs.

SELECTION PROCESS

Proposal-Based Selection Process

Professional services under this solicitation are procured in accordance 2CFR200. Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by the City based upon the proposal submitted in response to this RFP, any supplement requested by the City and any subsequent meetings with finalists.

Evaluation of Proposals

Timeline

- Request for Proposals solicitation: March 6, 2024 – March 20, 2024
- Questions will be received until March 15, 2024, at 5:00 pm local time.
- Responses to questions will be emailed via addendum by March 18, 2024, 5:00 pm local time.
- Deadline for receiving Request for Proposals March 21, 2024, 3:00 pm local time.
- Selection announced TBD (April 2, 2024 anticipated)

Proposal Selection Process and Evaluation

The Selection Committee will evaluate proposals based on Consultant Qualifications and the required Packet Items in this document. The following rubric will be used in the evaluation.

CRITERIA	POSSIBLE SCORE
Experience and Expertise of Firm/Team (Comprehensive Plan)	55
Experience and Expertise of the Firm/Team (Grant Administration)	20
References	15
Cost of Services	10
Total	100