

INTRODUCTION

The City of Shenandoah seeks to update its Comprehensive Plan, Integrated Development Code (IDC) and Sign Ordinance.

The City of Shenandoah enacted its Comprehensive Plan in 2010, its IDC in 2011 and its Sign Ordinance in 2010. Since that time a number of changes have occurred in the City which makes revision of the Comprehensive Plan, IDC and Sign Ordinance both desirable and necessary.

The successful Proposer will collaborate with staff to identify existing issues in the current Comprehensive Plan, IDC, and Sign Ordinance and make recommendations for changes and/or amendments to those documents and Ordinances.

REQUEST FOR PROPOSALS

RFP PROCESS CALENDAR

Invitation to bid distributed	December 21, 2018
RFP Responses due	January 28, 2019
Anticipated award of Contract	February 13, 2019

ADDITIONAL INFORMATION

Inquiries regarding this RFP may be submitted in written form only and must be received by 5:00 p.m. C.S.T, five (5) business days prior to the proposal submission date. Inquires must be emailed to the City Administrator at kreyer@shenandoah.tx.us and include the subject line INTEGRATED DEVELOPMENT CODE. Questions and responses submitted will be provided via email to all prospective responders invited to submit proposals.

SUBMISSION OF PROPOSALS

A Public Bid Opening will be conducted at 10:00a.m. on January 28, 2019. Responders shall submit one (1) original and two (2) copies of their proposal to Shenandoah City Hall, Attention: Kathie Reyer, 29955 IH-45 North, Shenandoah, TX 77381, by January 28, 2019, 10:00 a.m. C.S.T. The City will not accept proposals after the submittal deadline. The Sealed envelope shall be labeled as follows:

DO NOT OPEN – INTEGRATED DEVELOPMENT CODE
Submitted by: (name of firm)

To the extent permitted by law, all documents pertaining to this RFP will be kept confidential until a contract is awarded.

SCOPE OF WORK

The following provides an expected scope of work outline for completion of the project:

1. Data Collection and Community Visioning: CONSULTANT will gather existing data regarding the City and capture the community's vision for future development in the City and its extraterritorial jurisdiction. This will include meetings with City staff, members of the public, City Council and others.
2. IDC Review: CONSULTANT will develop a detailed comprehensive summary of the deficiencies identified in the current Comprehensive Plan, IDC and Sign Ordinance.
3. Prepare Draft Code: CONSULTANT will complete an initial draft of recommended changes to the Comprehensive Plan, IDC and Sign Ordinance for presentation to Staff, City Council and the general public.
4. Reference Guide: CONSULTANT will create a reference guide that summarizes the key changes and additions to the Comprehensive Plan, IDC and Sign Ordinance to assist in adoption and implementation.
5. Final Adoption: CONSULTANT will present to City Council, as necessary, any additional draft revisions requested until final adoption of the Comprehensive Plan, IDC and Sign Ordinance.

EVALUATION OF PROPOSALS

- A. EVALUATION: The proposals submitted in response to this request will be evaluated by the Shenandoah Staff and City Council. The City will evaluate the qualifications of firms submitting proposals based on, but not limited to, the following criteria:
 1. Adherence to RFP instructions
 2. Experience, qualifications and performance of Proposer on similar past projects. Demonstration of the firm's ability to perform the work in an objective, satisfactory, and timely manner.
 3. Proposers understanding of the key facets of the City.
 4. Ability to devote time to the project.
 5. The price charged.

- B. RANKINGS: All proposals will be reviewed and ranked according to the criteria above, and Proposers may be selected for interview or oral presentations as may be necessary. The City makes no commitment to any Proposer to this RFP beyond consideration of the proposals.

AWARD OF CONTRACT

1. NEGOTIATIONS: After selection of a Proposer based on the evaluation criteria, the City may then enter into a formal contract with the most successful Proposer to provide the services sought.
2. INABILITY TO REACH AGREEMENT: In the event a contract cannot be agreed upon, the contract may be awarded to the second most qualified Proposer. Negotiations will continue in this sequence until a contract is finalized or all proposers are rejected.
3. CONTRACT: The selection of a Proposer and the execution of a contract, while anticipated, are not guaranteed by the City. The City reserves the right to determine which proposal is in the City's best interest and to award the contract on that basis, to reject any and all proposals, waive any irregularities of any proposal, negotiate with any potential Proposer(after proposals are opened) if such is deemed in the best interest of the City.
4. CITY COUNCIL APPROVAL: The City Council will consider and have full and final authority to contract with the successful Proposer for the services to be provided.
5. FINAL CONTRACT
 - A. The selected Proposer will assume responsibility for all services set forth in its proposal, whether or not such services are provided by a subcontractor or joint venture arrangement. The successful Proposer will be considered the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
 - B. This RFP and the successful Proponent's proposal, or any part thereof, may be incorporated into and made a part of the final contract. The City reserves the right to negotiate the terms, conditions and scope of the contract with the successful Proposer.
 - C. Be advised that exceptions to any portion of the RFP may jeopardize acceptance of a proposal. If exceptions are taken to the City's Agreement, this will be clearly indicated and a full explanation given for each exception. It is required that the proposal enumerate the specific clauses that the Proposer wishes to amend or delete and suggest alternative wording in the proposal. In view of the length of time involved in obtaining the approval of legal counsel, Proposers are cautioned not to

state that the Proposer's proposal is subject to the Proposer's standard terms and conditions or that the final terms and conditions are subject to negotiation after award. This may result in the proposal being deemed non-responsive in which no further consideration or evaluation will be made.

6. PROTESTS: A protest to the City's consideration of any proposal must be submitted in writing and received by the City Administrator no later than 20 calendar days after the proposal due date. The protest must contain:
 - A. Identification of the statute or procedure that is alleged to have been violated;
 - B. A precise statement of the relevant facts;
 - C. Identification of the issues to be resolved; and
 - D. Aggrieved party's argument and supporting documentation.

RFP RESPONSE CRITERIA

PREPARATION OF PROPOSAL: Proposers are to submit one (1) original and two (2) copies of the proposal with concise and clear responses to this RFP. The City reserves the right to include the selected proposal or any part or parts of the selected proposal in the final contract.

The following items are required in each proposal. In order to expedite the evaluation of proposals, Proposer will organize their proposals in the sequence provided below. Instructions regarding scope and content are given in this section. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of the proposal.

1. CONSULTANT PROFILE AND PROJECT TEAM:
 - A. Provide the following information about any firm participating on the project team.
 - i. Firm name and business address, including telephone number
 - ii. Year established (including former firm names and year established if applicable);
 - iii. Project Manager's name, mailing address email address and telephone number and brief resume of related experience.
 - iv. Office locations nearest in proximity to the location of the project; and,
 - v. Names of current or previous related projects completed by the firm.
 - B. Provide the following Project Team information:
 - i. Identify the personnel that will be assigned to this project and include them on a team organizational chart.

- ii. Describe each member of the project team in terms of position in the firm and on this project team, number of years with the firm, relevant project the person has worked on in the past and their particular responsibilities for those projects.
2. PROJECT EXPERIENCE: The intent of this section is to obtain information that will illustrate the Proposer's ability to perform services required for this project.

For each project, provide the following information:

- A. Project Name and location;
 - B. Name, email address and telephone number of clients familiar with the project;
 - C. Scope of services provided;
 - D. Name of Proposer staff member associated with the project;
3. TECHNICAL PROPOSAL AND PROJECT UNDERSTANDING: Describe the Proponents proposed work plan regarding approach to accomplishing the scope identified in the RFP. Provide a written narrative detailing your general understanding of the City and project. Include a list and description of deliverables.
4. PROJECT SCHEDULE: Proposers shall submit a schedule showing major tasks, milestones and tasks for completing the entire scope of work.
5. PROJECT PRICE: Proposers shall submit their proposed charges to complete the project.
6. APPENDICES: Information that the proposer considers to be pertinent to this project which is not included in the scope of services of this RFP may be placed in an appendix.
7. ADDENDA: Acknowledge the receipt of all RFP addenda, if any.
8. SIGNATURE: Include the signature of a person authorized to submit the proposal. Signature will also certify that all information and statements in the proposal are true and correct.

Failure to address items 1 through 8 in detail will be sufficient reason to eliminate a proposal from consideration.

SPECIAL PROVISIONS

1. REIMBURSEMENTS: The City makes no commitment to any Proposer of this RFP beyond consideration of the written proposal. The City will not reimburse Proposers for the costs incurred in preparing proposals, etc.
2. EFFECTIVE PERIOD OF PROPOSALS: All proposals must state the period for which the proposal will remain in effect. Such period will not be less than 120 days from the proposal due date.
3. ADDENDA: Any changes resulting from the questions submitted affecting specifications, the scope of work, or which may require an extension to the proposal due date will be reduced to writing in the form of an addendum to this solicitation. Proposers shall acknowledge receipt of addenda in their proposals.
4. PROJECT SCOPE: The Scope of this project may increase or decrease dependent upon available funds. Proposers shall agree to changes in the scope, without additional consideration beyond the agreed upon prices and allowances as set forth in the contract.
5. PAYMENT: The successful Proposer will invoice the City for services rendered and any other necessary documentation. Payments must be approved by City Administrator.