



NOTICE / ADVERTISEMENT FOR
PLANNING SERVICES

UPDATE OF CITY COMPREHENSIVE
PLAN AND ZONING ORDINANCE;
CREATION OF SUBDIVISION
ORDINANCE
CREATION OF WATER SYSTEM
MASTER PLAN

NOTICE / ADVERTISEMENT

NOTICE OF REQUEST FOR PROPOSALS FOR PLANNING SERVICES

The City of Center will be receiving proposals from companies interested in serving as a Consultant for the Update of the City's Comprehensive Plan and Zoning Ordinance, the Creation of a Subdivision Ordinance, and the Creation of a Water System Master Plan. Informational materials containing a general description of the project site, scope, and budget, instructions to proposers, selection criteria and other materials will be made available through:

**City of Center
617 Tenaha Street
Center, Texas 75935
Chad Nehring, City Manager**

Qualifications must be received not later than 2:00 p.m. on Monday, December 3, 2012, at the City Manager's office located at 617 Tenaha Street, Center, Texas 75935 attention Chad Nehring, City Manager. The City of Center reserves the right to reject all proposals and waive any formalities.

2. INSTRUCTIONS FOR THE SUBMISSION OF QUALIFICATION

CITY OF CENTER
REQUEST FOR PROPOSALS
PLANNING SERVICES

Instruction for the Submission of Qualifications

1.01 Purpose of Solicitation

The City of Center desires to employ a Planning Firm for Updates to the Comprehensive Plan and Zoning Ordinance, the creation of a Subdivision Ordinance, and the Creation of a Water System Master Plan. The respondent may subcontract with a licensed professional engineer to complete the Water System Plan component. Respondents are invited to submit qualifications for the services specified herein. The City of Center reserves the right to award one or more contracts for all or any portion of the work identified in the Request for Qualifications, award multiple contracts to one or more respondents, or to reject any and all submissions if deemed to be in the best interests of the City.

1.02 Address for Offers

Proposals shall be identified as "QUALIFICATION SUBMISSION FOR PLANNING SERVICES", and delivered to:

Chad Nehring, City Manager
City of Center
617 Tenaha Street
Center, Texas 75935

1.03 Signature Required

Solicitations will not be considered unless the proposal is fully completed and a manual signature and date is provided by the offeror's authorized representative.

1.04 Submission

Submit 3 (three) identical copies of the response no later than 2:00 p.m. on Monday December 3, 2012.

Only proposals in the possession of the City of Center by the indicated date and time shall be considered. Upon receipt the City of Center will review the responses and may conduct interviews if deemed appropriate. If interviews occur, the short listed firms will be notified when and where interviews will be held.

1.05 Withdraw of Submissions

If qualifications are retrieved prior to submission deadline, the person retrieving must sign a receipt. A submission may be withdrawn any time prior to award of contract by submitting a written and signed request to Chad Nehring, City Manager.

1.06 E-Mail Contact and Address; Addenda to Request for Qualifications

Each respondent is requested to provide the City of Center with a single email contact and address. Any addendum will be sent via e-mail to the Respondent's designated e-mail contact and address. Any addendum will also be sent to Respondent by regular mail. Each written addendum shall be acknowledged on the execution of offer form provided herein. Failure to acknowledge an addendum may cause a Respondent's submission to be ineligible for the contract award. No oral or informal amendment to this solicitation shall be binding on the City of Center.

1.07 Solicitation Costs

This Request for Qualifications does not obligate or commit the City of Center to pay any costs incurred in the preparation and submission of the offer or to contract for the services specified. Further, the City of Center is not obligated to pay any costs by a Respondent as a direct result of errors or omissions committed by the City of Center employees or agents in the processing of solicitation.

1.08 Criteria for Award

The Respondent selected will be the Respondent whose qualifications, as presented in the response to the RFP represents the best value to the City of Center.

Submissions may be evaluated by the City of Center Council Members and Staff. The criteria for evaluation of Planning Firms (including Engineering Firms), and selection of the successful Respondent(s) for this award, will be based on factors listed herein. Respondents may be invited to make a presentation to the City of Center regarding their qualifications and experience in the design and construction of municipal government buildings and similar facilities. The City of Center may consider the information offered in these presentations along with the formal evaluations presented by the City of Center personnel prior to the actual awarding of a contract or contracts.

In determining whether and to whom to award a contract, the City of Center will base its selection on a point system to evaluate the offerors and will consider the following criteria:

- | | |
|---|-----------|
| 1. Reputation, stability & past experience | 25 points |
| 2. Responsiveness of submittal to the RFP | 15 points |
| 3. Demonstrated capability | 15 points |
| 4. Experience in integrating land use, transportation, zoning, affordable housing, economic development and implementation strategies, and water planning | 15 points |
| 5. Consensus building experience working with diverse communities | 10 points |

6. Firms proposed personnel 10 points

7. Cost estimate that provides greatest value
to the community 10 points

TOTAL 100 points

Consideration may also be given to any additional information and comments at each selection phase if they should increase the benefits to the City of Center. Submission of qualifications indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the City of Center during the evaluation process.

1.09 Recognition of Solicitation

The City of Center may, by written notice to the Respondent, reject any solicitation after it is determined by the City of Center that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Respondent, or any agent or representative of the Respondent, to an officer, employee, or member of the City Council with a view toward securing a contract or securing favorable treatment with respect to the award or amendment of the RFQ.

1.10 Clarification

If any Respondent is in doubt as to the meaning of any part of this solicitation, a request for clarification should be submitted via e-mail and confirmed by a written document. The request should be submitted to Chad Nehring, City Manager at the City of Center, no later than 2:00 p.m., November 26, 2012 and sent to 617 Tenaha Street, Center, Texas 75935. An interpretation of the request shall be made only by written response, duly issued, with a copy mailed or delivered to each firm receiving the Request for Qualification.

1.11 Prohibition Against Contact

Respondents are prohibited from approaching members of the City of Center or any officer of the City of Center City Council in an attempt to gain advantage in the award process prior to award of the contract. The City of Center may, by written notification to the Respondent, reject an offer for violation of this clause.

1.12 Requests for Non-Disclosure of Information

If the offeror selected for award has requested in writing the nondisclosure of trade secrets and other proprietary data so identified, Chad Nehring, City Manager or his designee, shall examine the request in the submission to determine its validity prior to entering negotiations. If the information so identified is determined to meet the exceptions of the Public Information Act it will be withheld from public disclosure; however, if, after award, a written request is received requesting disclosure under the Public Information Act, at the City of Center's discretion, the information will be disclosed or forwarded to the Attorney General for a decision. His decision about whether or not the information is protected by an exemption to the Public Information Act will be final. Information contained in offers not awarded the contract are not open to public inspection until award and will not be revealed to other offerors until after award of the contract.

1.13 Contract Award Process

The City of Center shall evaluate statements of qualifications and select a planning consultant firm in two phases.

In Phase One, the City of Center may evaluate each offeror's experience, technical competence, and capability to perform, the past performance of the offeror's team and members of the team, and other appropriate factors submitted by the team or firm in response to the RFQ.

The Second Phase of the selection process may involve an interview of selected firms and the City of Center may request additional information regarding demonstrated competence and qualifications, considerations of the safety and long-term durability of the project, the feasibility of implementing the project as proposed, the ability of the offeror to meet schedules, costing methodology, or other factors as appropriate. The governmental entity shall rank each proposal submitted on the basis of the criteria set forth in the RFQ. The City of Center shall select the planning consultant firm that submits the proposal offering the best value for the City of Center on the basis of the published selection criteria and on its ranking evaluations. The City of Center shall first attempt to negotiate a contract with the selected offeror. If the City of Center is unable to negotiate a satisfactory contract with the selected offeror, the City of Center shall, formally and in writing, end negotiations with that offeror and proceed to negotiate with the next offeror in the order of the selection ranking until a contract is reached or negotiations with all ranked offerors end.

1.14 Additional Inspection of Facilities/Sites and Documents

Representatives of a qualified Planning Consultant Firm may contact Jim Gibson, Assistant City Manager, if they wish to conduct a site visit to the City of Center. The City of Center's existing plans, documents and ordinances, if any, may be reviewed and inspected at the City of Center's offices or such other place as may be designated by the City of Center during the City of Center normal business hours.

CITY OF CENTER
REQUEST FOR PROPOSALS
UPDATE TO COMPREHENSIVE PLAN AND ZONING ORDINANCE
CREATION OF SUBDIVISION ORDINANCE
CREATION OF WATER SYSTEM MASTER PLAN

PURPOSE

The purpose of this RFP is to obtain competitive proposals from qualified individuals or firms, interested in carrying out a Comprehensive Plan Update, creation of a Subdivision Ordinance and creation of a Master Water Plan for the City of Center, Texas.

COMMUNITY BACKGROUND

Center has experienced significant growth and change since the adoption of its 2003 Comprehensive Plan. However, the preservation of the physical, historical, and psychological attachments to our community, a lifestyle that is based on scenic views, appreciation of the natural environment, a place to live, work, and raise families are worthwhile objectives that continue to be important to this community. Our challenge is maintaining the small town and rural character, ensuring its sustainability and accommodating smart growth, economic vitality and fiscal stability. Our community is extremely passionate about identifying ways to achieve these underlying values.

Center, Texas, (population 6,000) the county seat of Shelby County, is located in East Texas, approximately 35 miles northeast of Nacogdoches, Texas. US Highway 96 runs through the City with State Highways 87 and 7 also passing through. The City is located near the center of the Haynesville Shale and has experienced recent economic activity from this new industrial sector. This position has resulted in the location of new energy-related businesses to the community. For more information about the community, please visit www.centertexas.org or www.shelbycountychamber.com

PROJECT BUDGET/SCHEDULE

The project budget has not been established. Interested consultants should provide a scope of work and a practical budget for undertaking the project. The City intends to select a consultant and begin work on updating the current Comprehensive Plan by January of 2013.

TASKS

The City of Center, Texas is requesting proposals to lead the community in the preparation and adoption of an update to the 2003 Comprehensive Plan. The planning horizon for the updated plan will be 2040. The City seeks a consultant that will guide the creation of a community vision for growth and development policies, and implementation strategies. The consultant must be skilled in helping our community agree on a vision and the methods to achieve it. The consultant should consider:

1. Public Outreach, Participation and Intergovernmental Coordination

The public participation process should involve a wide cross-section of residents, organizations and networks, appropriate meeting and discussion formats, and information dissemination. The City will create a Citizen Task Force of volunteers to serve as a "steering committee" for this process. The City expects this process to be intensive in terms of public outreach and being proactive in generating public participation. This data gathering should include but is not limited to: citizen surveys, focus group meetings, "Town Hall" style gatherings. The consultant should address how they will interact with and what information to receive from the following groups:

Shelby County

Center Independent School District

Shelby County Chamber of Commerce and the Center Downtown Business Association

Local athletic organizations
Library board
Local art league
County Historical Society
Local Hospital Board
Local homeowners association(s)/Board of Realtors

Other governmental entities which may play a key role in providing input to the consultant include:

Texas Department of Transportation
Center Housing Authority
Sabine River Authority
Texas Workforce Commission

The Planning and Zoning Commission can assist the consultant at each step of the process. These roles should be defined in the consultant's proposal.

2. Demographics and Socioeconomics

The Plan should reflect current and projected demographic and socioeconomic trends and their implications on land use patterns and public services planning. The consultant should endeavor to obtain current and accurate demographic and socioeconomic data upon which policy recommendations will be based.

3. Future Land Use

The Future Land Use Plan shall incorporate the residential and commercial development that has occurred since the Plan was last adopted in 2003. This element shall also provide an outlook projection based on recent development and economic trends. The Plan shall address the relationship between the environment and human activities. A general inventory of the City's natural resources shall be established and measured against current development policies and practices. This element shall address the interconnectedness of the built and natural environments, and provide policy recommendations that will improve the state of balance which will reflect the unique character of the community.

4. Housing and Neighborhood

The housing element provides an opportunity to set policy direction relative to the range of housing products offered in Center to include diversity and density. This element shall look beyond housing as an independent module and toward cohesive neighborhood planning. The update should also analyze the existing housing incentive program and identify ways of increasing the availability of housing stock in the City.

5. Transportation

The Plan should evaluate the City's existing Major Thoroughfare Plan. Of significant note, the Texas Department of Transportation is scheduled to begin construction of an extension of Loop 500, which will tie together most of the major roads in Center. Particular consideration should be given to this recommendation as it relates to future land use in Task # 3 (the effects of Loop 500 have not been included in previous planning) as well as any planned route of the Hwy 96 west bypass.

6. Economic Development

The Plan shall address a range of policies that preserve and strengthen business and commerce in the City. This element shall characterize the unique attributes of local business districts and provide an evaluation of underutilized commercial and retail space and opportunities within the City. Projected

employment and ratios of employment to housing units should be discussed as well as other critical factors.

7. Parks and Open Space

The City's '*Parks and Open Space Master Plan*' was adopted in 2011. Elements of this plan should be considered and used as a tool in the evaluation and integration of facility inventories, trail connectivity, park accessibility, and recreational goals within the Comprehensive Plan.

8. Community Character and Urban Design

The City recently adopted a "Downtown Master Plan" for the revitalization of the Historic Square. The update to the Comprehensive Plan should be used as a tool and guide to direct the continuing use and/or further development of existing design standards and guidelines for the community as a whole.

9. Zoning Ordinance Updates

Undertake and present for adoption to the Planning and Zoning Commission an update to the City's zoning regulations to bring them into alignment with the Comprehensive Plan. This will involve evaluating with the P&Z the current Zoning Ordinance, updating the definitions and land uses as well as community design standards and guidelines. Finally, create guidelines for a Planned Development zone for downtown.

10. Subdivision Ordinance: Assist the City in developing a subdivision ordinance to comply with the minimum requirements of State law.

11. Water System Master Plan

The Respondent may sub-contract with a licensed professional engineer to complete the Master Water Plan section. The City is seeking a plan which will include, but not necessarily be limited to: Inventory of Existing Facilities, Historical Water Usage, Projected Development, Population and Water Use, Impact of Projected Use on Existing Facilities, Recommended Facilities, Distribution System Modeling, Water Supply Master Planning, Future Water Standards, and State/Regional Water Plans.

RESOURCES AVAILABLE

The following resources are available on the City website (www.centertexas.org):

2003 Center Comprehensive Plan

Center Zoning Ordinance

Center Parks and Open Space Master Plan

Center Downtown Master Plan

SCOPE OF WORK

The following considerations are intended to guide the preparation of a Comprehensive Plan that will serve as a blueprint for the future growth and development of Center. The resulting plan should be both a physical and policy based plan and provide implementation actions and strategies, and include illustrative

maps, tables and graphics. The Comprehensive Plan should integrate all of the City's existing plans. Elements of the Comprehensive Plan will include, but need not be limited to:

- A. Statement of Community Values
- B. Desired Community, Social, and Cultural Character and Sustainability
 - Desired typologies and physical character
 - Community, scale, form and design
 - Neighborhoods
 - Gateways
 - 'Livability' and 'walkability'
- C. Identification of Obstacles
- D. Parks, open space, and recreation
- E. Historical characteristics to be preserved and enhanced
- F. Community and Cultural Facilities, Programs, and Arts
- G. Housing
- H. Economic Development and Sustainability
- I. Transportation
 - Vehicular connectivity
 - Pedestrian and bicycle connectivity
 - Streets and corridors
 - Safe routes to school
 - Short-term needs/improvements
 - Long-term needs/improvements
- J. Services, Public Facilities, and Infrastructure
 - Utilities (water and wastewater)
 - Streets
 - Sidewalks and Trails
 - Parking
 - Drainage/Stormwater
- K. Environmental Sustainability
- L. Balancing, Sustainability, Land Use, Infrastructure and Zoning Practices
- M. Future Land Use Map
- N. Implementation strategies and actions
- O. Zoning Ordinance
- P. Subdivision Ordinance
- Q. Water System Master Plan

DELIVERABLE PRODUCTS

The consultant should provide 10 copies of the final Comprehensive Plan, Zoning Ordinance, Water System Master Plan, and implementation/action steps, including color maps to the City upon adoption of the Plan. All data and information that has been collected through the process shall be provided in digital and hard copies. All documents must be available in electronic format, text in MS Word and Adobe PDF. All digital files must also be in .shp form for GIS applications.