

RUN IN CLASSIFIEDS AS A STANDARD PUBLIC NOTICE
ONE TIME ONLY
(DATE BELOW)

Questions? Contact Erica Molina, City Secretary at 281-533-9809

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REQUEST FOR PROPOSALS
City of Simonton

The City of Simonton is seeking to contract with a qualified consultant (individual/firm) to prepare a comprehensive plan. These services are being solicited to assist the City in its preparation and project implementation of a full first time comprehensive plan. Please electronically submit your proposal in .pdf format via thumb drive **AND** submit 3 copies of your proposal of services and a statement of proposal for the proposed services to the following address: Attn: Erica Molina, City Secretary 35011 FM 1093 Simonton, Texas 77476. Proposals must be received by the City no later than March 16,2023 12:00pm to be considered. The City reserves the right to negotiate with any and all proposers, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals. City of Simonton is an Affirmative Action/Equal Opportunity Employer. Servicios de traducción están disponibles por petición.

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PRINT IN CLASSIFIEDS AS A STANDARD PUBLIC NOTICE

Run Date	March 1, 2023
Newspaper	Fort Bend Herald
Billing to	PO Box 7 Simonton, Texas 77476
Questions call	Erica Molina, City Secretary 281-533-9809
Due at Paper	February 28, 2023



**City of Simonton, Texas
Comprehensive Plan Update
Request for Proposals (RFP No. 2023-001)
February 28, 2023**

1. Purpose

The City of Simonton, Texas (the “City”) is requesting proposals from firms (the “Consultant” or “Respondent”) which are qualified to provide professional consulting services for the preparation of a new comprehensive plan (the “plan”) and that will provide a long-range vision for Simonton’s future.

It is the City’s intention to integrate essential information and studies affecting the City with data and recommendations to develop a highly visual and descriptive comprehensive plan that everyone can use. The document will be a living document, with a broad scope and detailed analyses that allow for updating every 3-5 years, respectively. It will incorporate the priorities of the city council and provide direction to city officials and staff, residents, businesses, and the development industry in order to implement the community vision.

This RFP is also posted on the City of Simonton’s website at www.simontontexas.gov. In addition to being posted on the website, this RFP is also available at City of Simonton City Hall at 35011 FM 1093 Simonton, Texas 77476.

If additional information or clarification regarding this RFP is desired, please submit a written email request to City Manager, Jennifer Jones Ward, at the following email address: jjward@simontontexas.gov

2. Overview of the City of Simonton

The City of **Simonton** is a city in Fort Bend County, Texas, United States, within the Houston–Sugar Land–Baytown metropolitan area. Simonton is located at the intersection of Farm roads 1093 and 1489, approximately fourteen miles northwest of Richmond, Texas and five miles west of Fulshear, Texas. As of the 2020 U.S. Census, the city population was 647,^[4] down from 814 at the 2010 census, due to many residents opting for rural mail route via Wallis (77485). Collectively, the population sits roughly at 1,000.

According to the United States Census Bureau, Simonton has a total area of 2.0 square miles (5.2 km²), of which 0.004 square miles (0.01 km²), or 0.24%, is water. Almost all of the City is located within the Federal Emergency Management Agency (FEMA) 100-year floodplain of the Brazos River. Simonton has been plagued by repeated flooding due to being located one mile east of the Brazos River, and is considered to be located in the 100-year floodplain and the floodway of the Brazos River.

Considering the growth of Fort Bend County, which grew by sixty-five percent (65%) from 354,452 to 585,375 residents between 2000 and 2010, and (2) the build-out of the I-69 corridor immediately south of the City limits, Simonton is poised for future growth and development. .

Despite not having a zoning ordinance, the City of Simonton has strengthened its development regulations as of late in anticipation of development and potential redevelopment.

3. Comprehensive Plan Background

This will be the City of Simonton’s first Comprehensive Plan, while our strategic plan was prepared in 2019 by Ron Cox consulting. The components, as well as other relevant planning documents, include the following:

- City of Simonton Governance Model
- Vision and Mission
- City and Council Vision Elements
- Economic Development Strategic Plan

- Engineering drainage improvement plan

4. **General Description of Project**

The Comprehensive Plan is the primary document for planning for the City of Simonton’s future growth and development; it is the foundation for the adoption of future regulations affecting the development of property in the City and its ETJ. It is intended to provide a snapshot of the City at the current time, to identify its vision for the future, and to propose actions the City can take within reason to achieve that vision.

To complete this project, the City wishes to retain the services of a qualified consultant that demonstrates an understanding of current best practices in urban planning. The successful consultant will have the ability to effectively and efficiently gather input from key stakeholders and the general public, translate their input into a clear and concise vision for the community, and make creative recommendations for the implementation of the vision. Understanding of the history and character of the community will be critical to the completion and adoption of the plan and to its successful implementation.

The Comprehensive Plan update is expected to minimally include the following elements:

Demographics

- Historical growth and population change
- Current population estimate
- Demographic profile
- Future population projections

Land Use

- Inventory of current land uses
- Evaluation of current character of community and urban design
- Future Land Use Plan
- Future character and design

Transportation

- Investigation of new Master Thoroughfare Plan
- Investigation of new Transit and Pedestrian Study
- Recommendations for improved access management
- Recommendations for improved pedestrian and bicyclist planning

Implementation

- Recommendations for implementation of land use and urban design vision (in the current absence of zoning but anticipation for future zoning creation)
- Recommendations for improved organization of standards into fewer documents
- Consideration of an organized set of standards for individual land uses (“use standards”) that is more user-friendly to the development community and City staff

Additionally, the City’s expectations for the new comprehensive plan should be summarized as follows:

Community-based.

Organized around goals developed in partnership with Simonton citizens, leaders and policymakers, the new plan will focus on community values through a multi-faceted public participation process that includes public meetings and the use of web-based media to gather input, disseminate information and incorporate key concepts into the plan.

Action-oriented.

A strong implementation component shall be included to ensure that this plan does not just “sit on a shelf.” The plan should include policies for ongoing decision-making as well as specific, achievable actions.

User-friendly.

The plan's format shall include understandable language and encourage usage by a broad audience. The plan should utilize a combination of maps, illustrations, tables, and succinct writing to convey its message.

Adoption of plan.

The city anticipates the planning process to take between 9 – 12 months, with the plan to be completed and adopted no later than December 31, 2024.

Key Focus Areas: The following items represent key focus areas for the preparation of the Plan. The Proposal shall include a preliminary scope of work and project schedule to achieve the following requirements. The city and the Consultant will determine the final scope of work and schedule during the final selection process.

•Focus Area #1: Assessment – Where is the City of Simonton today? The Plan should provide an assessment of conditions that currently exist in the community and address topics such as: Population Growth, City Form/Makeup, Local Economic Conditions, Transportation, Infrastructure, Private Development, and Quality of Life.

•Focus Area #2: Vision – Where does the City of Simonton want to be? The Plan should provide a vision for the City's future in the form of goals and priorities, focusing primarily on areas such as: Public Utilities, Transportation, Local Economy, Tourism/Marketing, Cultural Arts, Housing, Recreation/Entertainment, Public Health, Safety and Wellness, and Historic Preservation. The Plan's vision should also ensure compatibility with plans, studies and initiatives undertaken by other entities, such as: Fort Bend County, LCISD, TxDOT, Brazos River Authority, Toll Road Authority, etc.

•Focus Area #3: Plan – How does the City of Simonton get there?

The Plan should provide a detailed strategy to implement the goals and priorities described in the Plan. It should be in the form of: CIP Planning, Future Land Use Mapping, Transportation Master Planning, Economic Development and Marketing Strategies, and Regulatory Initiatives

5. Meetings and Stakeholder Engagement

In the Proposal, the Consultant shall consider the possibility of a community outreach and information strategy to ensure a high level of involvement and input from citizens, business owners, and other community stakeholders. The City anticipates the possibility of the following stakeholder engagement activities:

- Initial meeting with staff to review the project schedule, schedule future meetings, and facilitate data acquisition.
- Kick-off workshop with staff
- Focus group meetings for potential specific stakeholder groups
- Public workshops
- Presentations to the City Council and other organizations
- Web Page interaction to provide information and seek stakeholder input

6. Deliverables

The main deliverables to be included with the Plan are as follows:

Comprehensive Plan Document

- Twenty (20) bound hardcopy submissions.
- One (1) electronic submission, consisting of all Plan elements in native, web-ready software formats editable by the City (MS office, mxd, dwg, pdf, etc.)
- The Plan shall be professionally written, jargon-free, highly graphic, and implementable.

Community Engagement and Facilitation Aids

- Facilitation aids shall foster public outreach and citizen participation and shall include but not be limited to meetings, mailings, surveys, websites, and social media.
- The Consultant shall work with staff and council to create a recommended structure and member composition of a Comprehensive Plan Steering Committee.

Meetings and Presentations

- The Consultant shall attend stakeholder meetings and present materials and data gathered as appropriate.
- Provide drafts for stakeholder review. • Meeting summaries/minutes shall also be provided.

Capital Improvement Program

- The Consultant shall prepare a 5-year Capital Improvement Plan, complete with a list of projects, estimated costs, and implementation schedule for all City utilities (water, wastewater, drainage, and electric).
- Also include recommendations for building facility improvements and parkland enhancements.
- Also include future land use mapping
- Also include Economic development and marketing strategies and regulatory initiatives

Transportation Master Plan

- Prepare an “Existing Conditions Report” that identifies current and potential issues with connectivity, mobility, and pedestrian safety. Include data collection (traffic counts, population growth, employment data, and sidewalk inventory) and a review of current City ordinances and approved development projects.
- Identify short- and long-term strategies (including City ordinance revisions and/or additions) focused on achieving a safe, efficient, and effective multi-modal transportation system.
- Prepare a Capital Improvement Plan (project list, recommended build-out schedule, and estimated cost) to include all roadway, local public transit, sidewalk, and trail system improvements the City will require over the next 30 years. Also discuss alternative funding opportunities available to the City.
- Provide a project prioritization matrix that will aid in project ranking and prioritization.
- Ensure compatibility with other Transportation Plans (Fort Bend County, TxDOT, METRO, etc.).

7. RFP Content Requirements

The following components will be required of all consultants responding to this RFP. Respondents may include additional information as they deem appropriate.

- Cover page, including the following:
 - RFP title and number
 - Name and contact information
 - Date
- Table of contents
- Transmittal letter
- Firm information
 - Background information including history and staff
 - Awards and recognition
 - General philosophies and approaches to urban planning
- Experience and qualifications of key personnel
 - Biographies and resumes of firm principals and staff members proposed for this specific project
 - Specific details that address the description of the project and required elements as detailed above in section 3
 - Statement of availability of all key staff
- Relevant Experience
 - 2-3 relevant work samples for similar cities
 - References (names and contact information)
 - Status of implementation of the above
- Subcontractors
 - Identify subcontractors (if applicable), including profile and qualifications pertaining to this project

- Project Statement: brief statement of project understanding; proposed approach/methodology; and list of anticipated, specific tasks and considerations for completion of project (maximum of 2 pages in length). Details of the following should be included:
 - How you will incorporate and add to existing planning efforts in the City of Simonton
 - How the plan will be tailored to meet the City's needs
 - Efforts you will make to ensure feasibility of plan implementation
 - How the consultant is uniquely qualified for the specific project
- Project Schedule
 - Proposed timeline for completion of the project, including start date, milestones and projected completion date
 - Assumptions/expectations of City staff's responsibilities and deadlines, if applicable, should be noted.
- Statement of Legal Standing, including any pending controversies and/or legal disputes. If none exist, that should be noted.
- A size limit of 50 pages, not including work samples, is suggested.

8. RFP Submission Requirements and Deadline

Seven (7) copies of the Qualifications, plus one (1) electronic copy, shall be submitted. Submittals received later than the deadline will not be considered. No information submitted by facsimile or electronic mail will be accepted unless otherwise requested by the City during the qualifications review process. Submittal will be valid for ninety (90) days from date of submission deadline. Deadline for submittal of response to RFP: **March 16, 2023 12:00pm CT**

City of Simonton
 Attn: City Secretary
 35011 FM 1093
 Simonton, Texas 77476
 Comprehensive Plan Update RFP

9. Cost Proposal

Provide a not-to-exceed fee schedule to include travel and material expenses for each phase of the project as follows:

- Phase 1 – Project initiation and data gathering
- Phase 2 – Community engagement
- Phase 3 – Document production
- Phase 4 – Plan adoption

Provide a fee schedule for additional services which should include, at a minimum, the hourly rate for each team member and sub-contractor, reimbursable costs, and any other costs that may be required to complete the additional services. Fees shall be paid based on the percentage of completion throughout the project. Payment schedule will be negotiated upon award.

10. Contact Person

Questions regarding this RFP should be directed, in written form only, to the following person:

Erica Molina
 City Secretary
 35011 FM 1093, Simonton, TX 77476
emolina@simontontexas.gov

11. Interview

Consultants may be requested to be available for an interview with City staff in Simonton as part of the final selection process. The lead members of the proposed consulting team will be expected to attend any interviews scheduled with the City.

12. Review Process and Evaluation Factors

The City will review all submittals that meet the minimum requirements and will select what it believes are the top two (2) to three (3) submittals for further review. Consultants submitting responses to this RFP will be evaluated on factors including, but not limited to, the following:

- Experience and qualifications of key personnel
- Relevant experience with preparation of plans for similar cities
- Qualifications of subcontractors
- Project understanding
- Project approach/methodology
- Project schedule
- Response to RFP/questions
- Statement of legal standing
- References
- Any other information requested by the City

City staff may request additional information from any or all consultants during the review process. The City will evaluate the submittals, interview the top rated consultants at its discretion, may enter into direct negotiation with any respondent, and subsequently will make a recommendation to the City Council for award to the consultant determined to be the most qualified, with a cost believed to be reasonable for the services provided.

13. Award of the Contract

It is anticipated that as a result of this RFP and subsequent evaluation and negotiation, the City of Simonton and the selected firm will enter into a professional services contract for the provision of services and deliverables described herein.

14. Limitation

The City of Simonton reserves the right to accept or reject any or all proposals as a result of this request for proposal or to cancel, in part or in its entirety, this RFP if found in the best interest of the City. This RFP does not commit the City to award a contract, pay costs incurred for the preparation of the response documents, or any subsequent costs associated with the provision of additional information or presentation, or to procure or contract for services or goods. All submittals become the property of the City of Simonton and will be open to public inspection.

15. Insurance

The City requires the Respondent to carry the following insurance coverage, name the City as an additional insurer, and to keep the coverage in force until the obligations have been fully performed and accepted by the Owner. Certificate of Insurance evidencing the existence of all such coverage(s) must be delivered to the City at the time of contract execution.

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| • Workers' Compensation | Statutory |
| • Employer's Liability | \$1,000,000 each occurrence |
| • Comprehensive General Liability | \$1,000,000 in the aggregate |
| • Professional Liability | \$1,000,000 minimum with terms and conditions acceptable to owner. |
| • Errors & Omission | \$1,000,000 in the aggregate |
| • Comprehensive Auto Liability (any auto) | \$1,000,000 each occurrence |
| • Bodily Injury | \$1,000,000 each person |
| • Property Damage | \$1,000,000 each occurrence |
| • Owner's and Contractor's Protective | \$1,000,000 |

Company and/or Consultant shall provide the City a full and complete copy of any insurance policy promptly upon request by the City, and without charge to the City.

The City shall be named as an additional insured on all policies.

16. Special Instructions

Respondents shall restrict all contact and questions regarding this RFP and selection process to the individuals named herein. The City reserves the right to change or cancel, in part or in its entirety, this RFP including but not limited to submittal date and submittal requirements. If the City cancels or revises the RFP, all known Respondents will be notified in the form of an addendum by the City. Addendum will also be posted on the City's website at www.simontontexas.gov

17. Assignment

The potential agreement with the Respondent resulting from this RFP is a professional service contract for the service of firm and firm's interest in such agreement, duties thereunder and/or fees due thereunder may not be assigned or delegated to a third party. The benefits and burdens of this agreement are, however, assignable by the City.

18. Governing Law and Venue

This RFP and any subsequent RFP, and resulting agreement or purchase order, shall be construed and governed by the laws of the State of Texas and no lawsuit shall be prosecuted on contract except in a court of competent jurisdiction located in Fort Bend County, Texas.

19. Proposer's Certification

I (We) certify that I (we) are authorized by the Company or Companies proposed to offer this (these) proposals:

Company Submitting Proposal

Authorized Signature and Title

Date