

# REQUEST FOR QUALIFICATIONS CITY PLANNING SERVICES



## SUBMITTAL DEADLINE:

5:00 p.m. Monday, March 16, 2020

RFQ No. 2020-01

City of McLendon-Chisholm

1371 W. FM 550

McLendon-Chisholm, Texas 75032

972-524-2077

**CITY PLANNING SERVICES**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**CITY OF MCLENDON-CHISHOLM, TEXAS**

The City of McLendon-Chisholm, Texas is seeking qualified individuals or firms for City Planning Services with the expertise and experience necessary to provide review and recommendations for routine City Planning related items and to provide guidance and strategy in assisting the City in planning for future growth and development.

**SUBMISSION DEADLINE:**

All qualifications/proposals must be submitted **by 5:00 p.m. March 16, 2020**. Qualifications/proposals must be labeled and include the following information:

Name of Individual or Firm  
City Planning Services Qualifications or Proposal  
Date Submitted

Each submission must include one (1) electronic copy and shall include all information listed in the Submittal Requirements section of this RFQ. submissions should be emailed or delivered to:

Shelly Green, City Secretary  
1371 W. FM 550  
McLendon-Chisholm, TX 75032  
Citysecretary2@mclendon-chisholm.com  
972-524-2077

**CITY PROFILE**

The City of McLendon-Chisolm is located between the City of Rockwall in Rockwall County and the City of Terrell in Kaufman County. Texas State Highway 205 runs through the center of McLendon-Chisholm. The thoroughfare is bringing increased residential development and increased population to McLendon-Chisholm. There is also a small amount of commercial development along State Highway 205. Other national, state and local transportation systems provide convenient access to the community and to surrounding employment centers, shopping, recreation and entertainment. Recent growth created the need for additional municipal facilities and services including a new City Hall and a full-time fire department.

The 2010 Census shows a population of 1,371. The North Central Texas Council of Governments shows a current population estimate of 3,270. North Central Texas Council of Governments lists McLendon-Chisholm as among the Top 10 North Texas Cities with Highest Percentage Population Growth (17.6%)

## **SCOPE OF WORK**

The City of McLendon-Chisholm has a very small staff and does not have an employee devoted to City Planning duties. As such, the City seeks a qualified professional for contracted City Planning Services. Scope of work includes the following:

- Plat and subdivision application review and recommendation in the form of written reports to the Planning & Zoning Commission and City Council and in person presentations to both the Planning and Zoning Commission and City Council.
- Zoning change application and review and recommendation in the form of written reports to the Planning & Zoning Commission and City Council and in person presentation to both Planning and Zoning Commission and City Council.
- Development and site plan review and written reports to the Planning & Zoning Commission and City Council and in person presentation to both Planning and Zoning Commission and City Council.
- Create submission calendar for planning related items.
- Support to Board of Adjustment as needed.
- Recommendations for updates to zoning, subdivision and related regulations.
- Familiarity with Public Improvement Districts (PIDs) and ability to discuss PIDs with potential developers, PID Administrator, Planning & Zoning Commission, City Council and City Administrator.
- Ability to assess current challenges concerning zoning and development.
- Capability to research, analyze and evaluate data and information collected as it relates to various land use projects.
- Experience with Geographical Information System (GIS) and ability to update or create zoning, subdivision, city limit, street or other maps as directed by the City Council or City Administrator or arrange for such updates.
- Experience with creation and/or updates of land use maps, comprehensive plans, and transportation plans.

- Experience representing the City's interests working with Texas Department of Transportation regarding state road expansion efforts.
- Experience in public facilities planning including planning for public safety needs.
- Experience with cities on the verge of growth and ability to evaluate and recommend action for controlled growth and development while maintaining the rural character of the City or as directed by Council.
- Experience creating and leading visioning exercises with the public, Planning & Zoning Commission and City Council related to defining preferences for future development.
- Available to attend Planning & Zoning Meetings and Council Meetings as needed.
- Willingness to work cooperatively with the City Engineer, staff and planning applicants and to log and monitor progress of all planning related projects and submit timely reports for agenda packets.
- Willingness to communicate all planning case related actions or needed actions to applicants, City Engineer and staff in order to move projects forward in an orderly and timely fashion.

## **SUBMITTAL REQUIREMENTS**

Each submission should include one (1) electronic copy and shall include the following in the order listed below:

- 1) Cover letter: The cover letter should contain the name, address, phone number and email of the candidate or firm's principal contact with the City and shall identify individuals who will be authorized to make presentations on behalf of the firm.
- 2) Qualifications: Provide names, titles, responsibilities, certifications, experience and professional memberships of key personnel who will be responsible for providing services.
- 3) Scope of Work: Candidate should describe experience with scope of work as listed in previous section.
- 4) Examples: Candidate should provide an example of strategy to engage the community and encourage public participation along with gathering input from Planning & Zoning Commission and City Council Members defining a vision for the City.
- 5) References: Candidate should provide 3 references preferably from municipalities.
- 6) Fee Proposal: Provide a detailed estimate of work to be performed. It is preferable for a candidate to list a proposed hourly rate and/or a flat monthly or annual (not to exceed) rate for routine work performed and rate for extraordinary work performed. Example of extraordinary work should be provided.

## **SELECTION PROCESS:**

This Request for Qualifications is not a competitive bid process. The City Council shall select the most qualified candidate or firm believed to best serve the interests of the City. The City will not hold a bid opening. All submissions are subject to Open Records Requests. Any information that a candidate deems proprietary information must be clearly marked as proprietary information in the submitted proposal. Otherwise, proposals will be provided upon request.

Once the submission deadline has passed, Staff will review all submissions and may contact candidates for additional information if needed. Council Members will then review submissions and may contact candidate for additional information. Council is expected to select a candidate or firm on the 2<sup>nd</sup> regularly scheduled Council Meeting in March 2020. However, selections may be delayed for any reason. Council reserves the right to refuse any or all proposals with or without reason. The City may waive technicalities if in the best interest of the City.

All qualifications/proposals must be submitted **by 5:00 p.m. March 16, 2020.**