

**REQUEST FOR QUALIFICATIONS
2021-01
COMPREHENSIVE PLAN UPDATE
CITY OF MCLENDON-CHISHOLM, TEXAS**



**CITY OF MCLENDON-CHISHOLM, TEXAS
1371 W. FM 550
MCLENDON-CHISHOLM, TX 75032**

**RFQ ISSUE DATE: JANUARY 11, 2021
SUBMITTAL OF QUALIFICATIONS DUE:
February 1, 2020 by 3:00 p.m.**

GENERAL INFORMATION

PURPOSE

The City of McLendon-Chisholm, Texas is seeking qualified individuals or firms for professional planning services for review, recommendations, and update of the City's Comprehensive Plan. The Comprehensive Plan Update will include review and analysis of the current Comprehensive Plan, data collection and analysis, citizen participation, goals and objectives, future land use with an emphasis on location of a business district or town center, agricultural and single family designations as well as preservation of open space and parks and recreational planning or other elements as identified by the Planning & Zoning Commission and approved by the City Council.

CITY PROFILE

The City of McLendon-Chisholm is located in both Rockwall and Kaufman Counties between the cities of Rockwall and Terrell. The 2010 Census showed McLendon-Chisholm to have a population of 1,371. The North Central Texas Council of Governments shows a current population estimate of 3,780.

State Highway 205, which is scheduled to be widened from 2 to ultimately 6 lanes in the near future runs through McLendon-Chisholm and poses significant challenges to development. There is currently a modest amount of commercial development along State Highway 205. McLendon-Chisholm is close enough to the heart of the Dallas metroplex to provide convenient access to surrounding employment centers, shopping, recreation and entertainment but far enough that residents enjoy the benefits of a small quiet town. Recent growth created the need for additional municipal facilities and services including a new City Hall built in 2015 and a new Public Safety building with construction expected to be complete in November 2021. One of the main challenges in updating the Comprehensive Plan will be establishing a means to retain the original rural character of the City while planning for appropriate economic development providing quality businesses and desirable services to residents while alleviating some residential tax burden.

CURRENT COMPREHENSIVE PLAN

The current 2015 Comprehensive Plan was adopted in March of 2016 and has provided guidance and direction in land use decision making. Since that time, the City has experienced rapid growth and has drawn the attention of developers who call the City frequently asking for guidance.

The characteristics of the City and current initiatives create both challenges and opportunities that make this an ideal time to update the City of McLendon-Chisholm Comprehensive Plan. The timing of this project will allow for the update of sections of Plan that may still be relevant, while integrating new and innovative concepts that provide a healthy balance of maintaining the original rural character of the City while planning for future services and embracing appropriate economic development

opportunities.

SCOPE OF SERVICES

The selected consultant will facilitate a participatory process to develop long range planning objectives that will result in a revised Comprehensive Plan considering the current planning policies as applicable. The Plan shall include text, plans, charts, graphs and other applicable graphics to illustrate past, current and future projections. The adopted plan will become the property of the City and will be presented in such a format so that staff may make minor updates as needed and as approved by Council.

The intent is for the selected firm to develop a forward-looking strategic planning document which is action oriented to guide land use decision making. The selected firm will work on the project with staff and various city boards with ultimate approval by Council.

The proposer shall demonstrate in their response their knowledge and understanding of the issues facing the City of McLendon-Chisholm and how those issues are relevant to the update of the Comprehensive Plan.

Services shall include but are not limited to review and analysis of the existing Comprehensive Plan noting outdated items that should be removed or revised and identification of elements that should be incorporated into the new plan. The elements of the Comprehensive Plan update may include but are not limited to:

Community history

Overview of City's current conditions

Demographics and projections

Community discovery and engagement process and results

Future land use

Transportation planning (a plan exists but may need updating)

Economic Development Plan (A committee is working toward creation on an Economic Development Plan to be incorporated into the new Comprehensive Plan)

Utility Services

Drainage/Floodplain planning

DELIVERABLES

It is anticipated the selected firm would generally perform the following tasks leading to the final Comprehensive Plan. However, the City would like to consider additional options any prospective firms would like to offer. Prospective consultants may suggest other deliverables for consideration.

- Project initiation and management
- Frequent meetings with various City Boards
- Data collection and citizen input to include creative methods to engage the public
- Initial draft and recommendations
- Draft presentation and review
- Draft Comprehensive Plan revisions
- Final Comprehensive Plan

SUBMITTAL REQUIREMENTS (Include all items listed below in submission)

1. Title Page to include at minimum individual or firm name, address, phone numbers and name of primary contact person
2. Letter of transmittal introducing individual or firm
3. Table of Contents
4. Project team and resources. Include all proposed team members and relative experience.
5. Identify examples of previously completed Comprehensive Plans preferably of cities similar in size to McLendon-Chisholm and/or similar goals of maintaining at least some percentage of rural heritage combined with some business growth.
6. Demonstrate an understanding of the unique character of McLendon-Chisholm, challenges McLendon-Chisholm is facing and how those challenges may impact the Comprehensive Plan
7. Describe the methodology and approach to be used in the Comprehensive Plan Update. Specifically describe the following:
 - Describe project kick-off and first steps including who and/or what should be involved in getting the project started and suggested activities or interactions
 - Methods of community engagement and data collection. This should include in person events as well as other opportunities for participation and input. Consider Covid-19 challenges in gaining participation. If a survey is suggested as a method of engagement, list how the survey would be accomplished. The City emphasizes that community input and community support for the project is very important as is gaining input from as many residents as possible.
 - Facilitation of meetings with various city boards

- Process for drafting and revising the individual plan elements
 - Types of maps and graphics to be used
 - Describe any other unique technique your team has successfully utilized on similar projects.
 - Provide a detailed proposed schedule and timeline leading to the deadline of a completed and adopted Comprehensive Plan by September 30, 2021.
8. Provide a minimum of 3 municipal references to include names of cities, city managers or project managers and their contact information in which the respondent has completed their Comprehensive Plan and the Plan was adopted.

Send submissions no later than February 1, 2021 by 3:00 pm. Provide 1 electronic copy via email or on a flash drive and 3 bound hard copies delivered to City Hall at the address below. If emailing the electronic copy, please request a delivery receipt.

**Send to:
 Lisa Palomba, City Administrator
 City of McLendon-Chisholm
 1371 W. FM 550
 McLendon-Chisholm, TX 75032
 CityAdministrator@mclendon-chisholm.com**

SELECTION PROCESS

Selection of a firm will be a two-part process. Qualifications will be reviewed by staff and a subcommittee of P&Z and/or Council Members. Selection Criteria:

All required items submitted (1-8 above)	Yes or No
Firm and team member experience with Comprehensive Plans	20%
Demonstrate understanding of unique character of McLendon-Chisholm	10%
Methodology and Approach	50%
Detailed and reasonable timeline for accomplishing Comprehensive Plan adoption by September 30, 2021.	10%
References	10%

A shortlist of approximately 3 firms deemed the most qualified will then be invited to submit a cost proposal and/or cost schedule. Staff and the subcommittee will review proposals and present findings to Council for final consideration. This is not a competitive bid process. The City is seeking the most qualified firm that best fits the needs of the city.

A list of firms timely submitting qualifications will be listed on the city website following the deadline listed in the order received. There will not be a public opening of submissions.

All submissions, including any cost proposals later submitted from shortlisted firms, are subject to Public Information Requests. Any information that a prospective firm deems proprietary information must be clearly marked on each page as propriety information in the submitted proposal. Otherwise, proposals will be provided upon request.

Council is expected to select a firm by February 23, 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.

Shortlisted firms will be notified approximately February 8, 2021 and will be invited to submit cost proposals with estimated due date for cost proposals February 15, 2021. Details regarding cost proposals and deadline for final submission will be sent with notifications to shortlisted firms. Typically, the City will request a not to exceed proposal. Final terms will be negotiated with selected firm and contract or Letter of Engagement will be approved by City Council.