



Request for Qualifications
City of Canyon Comprehensive Plan

The City of Canyon (City), Texas is requesting submission of submittals for consulting services related to the development of a new Comprehensive Plan (Plan). The City is seeking qualified consultants with experience in community design, land use and environmental planning, and city services analysis. The Plan should serve as a guide to meet the challenges and opportunities of today and the future in Canyon.

City of Canyon
Comprehensive Plan Submittal
Attn: Jon Behrens
301 16th Street
Canyon, TX 79015
Ph: 806-655-5000
Fax: 806-655-5025

Issued: 11/15/16
Revised: 12/20/16
Due: 1/13/17

Request for Qualifications

City of Canyon Comprehensive Plan

Introduction

Community Description

Canyon, estimated population of 14,432, is a residential community located in Randall County, Texas. Canyon is 17 miles south of the City of Amarillo, which has a population of over 190,000. Canyon derives its name from Palo Duro Canyon, which is located approximately 12 miles due east. The City has experienced steady population growth since the 1996 Comprehensive Plan was completed. The City of Canyon covers 7 square miles within the corporate limits. With the current ETJ of 1.0 miles, the area for future potential development encompasses approximately 30 miles. Since the 1996 Plan was adopted the City has annexed over 1500 acres. The Canyon Independent School District, which has an enrollment of over 9,000, serves the City of Canyon, all of the ETJ, and parts of Amarillo. West Texas A&M University is also located in Canyon and had an enrollment of 9,966 for the Fall 2016 semester. West Texas A&M has seen steady growth over the past 10 years.

Canyon residents enjoy the numerous parks, quality school system, affordable living, and the “small town feel” of Canyon, as well as the shopping and other amenities available in Amarillo. Residents want to continue the current quality of life which includes low unemployment, a good economy, low crime rate, while maintaining the small-town character of the community. The City hopes to develop a Comprehensive Plan that looks to the future in a holistic and sustainable manner.

Previous Comprehensive Plans

The City of Canyon had a Comprehensive Plan completed in 1970, a Land Use and Housing update was completed in 1981, and a new full Comprehensive Plan was completed in 1996. The 1996 plan has not been updated. The community has grown and many of the goals identified in this plan have been accomplished or they are no longer considered relevant. City staff completed a review of all 1996 Plan goals in the spring of 2016. A new Comprehensive Plan should include a review and assessment of the 1996 goals.

Community Engagement

The Canyon City Commission and City staff desire for this planning process to have a major emphasis on community engagement. The City desires to prove a high quality of life for the community and this process should engage the public and involve them in formulating and implementing a plan that truly belongs to the community. Consulting teams should seek methods to engage the public through various media, including presentations, public hearings, social media, the internet, and workshops throughout the project.

Comprehensive Plan Advisory Committee

The City of Canyon anticipates the formation of a CPAC to work closely with the selected team during the planning process. The City will seek suggestions from the selected team during the negotiations phase of the project regarding the membership in this Committee.

Respondent Requirements

Respondents shall be firms, corporations, individuals or partnerships that normally engage in the preparation of municipal comprehensive plans and should have experience doing such with municipalities in the State of Texas. Consultant submittals may provide full in-house professional services or may propose using a team approach. Submittals should reflect the consultants’ ability to provide a full range of expertise in all areas described in this document.

Project Funding

The City of Canyon is committed to this project and has set aside funding for the completion of the work described in this Request for Proposal.

Scope of Work

Objective

The primary objective of the Plan is to provide a plan for the community that examines the challenges and opportunities and provides strategies to address both in the future. This Plan is envisioned as both a physical plan and a policy guide for development in Canyon. The Plan will not only serve as a framework for future associated planning documents, it will serve as a policy guide for staff and decision makers regarding future development. The Plan should guide and direct the growth of the community while being sensitive to existing residents and development.

Plan Elements

The following outline is intended to provide information related to expected content for the Comprehensive Plan. Consultants are encouraged to present additional information and as they see fit. The Comprehensive Plan shall, at a minimum, contain:

- 1) Executive Summary: This summary will outline the vision, detailed goals and objectives, and policy statements that are laid out in the Comprehensive Plan. This summary will be used as a guide for decision making and to educate the citizenry of the community. The summary should be included in the Plan, but should also be suitable to be used as a stand-alone document.
- 2) Community Profile: A complete inventory, review and analysis of existing conditions. The profile will include at least the following: community history, existing land uses, natural environment elements, thoroughfares and transportation, community facilities, and other relevant topics.
- 3) Demographic and Population Analysis and Projections: A demographic and economic profile of the city based on collection and analysis of census data, including population projections and socio-economic trends.
- 4) Existing Land Use and Future Land Use Plan: A review and analyses of local conditions and existing plans. The Plan should include a land use map as well as policies and recommendations pertaining to land use. A land use capacity analysis should be included to help direct growth and redevelopment within the City. The Plan should review the City's corporate boundaries for potential annexation, future development, and potential amendments that should be made within the corporate limits and extraterritorial jurisdiction. Realistic population projections and build-out scenarios are expected to be developed regarding preferred land-use patterns. Build out scenarios shall be presented to the City Commission, City Staff, and the public to allow them to evaluate the cost benefit analysis and return on investment of various development scenarios.
- 5) Public Facilities and Services: An inventory and assessment of City assets that will support the City's growth and development. The City envisions this assessment as including, but not being limited to a review for public safety needs, solid waste disposal, public buildings, libraries, parks and open space, and recreational facilities.

- 6) Infrastructure: Review existing plans related to water supply and sanitary sewer systems and recommend any future modifications to those plans that will be required to achieve the overall community vision or to support the approved build-out scenarios for future land use mixes.
- 7) Housing: Strategies for housing that are broad and inclusive to ensure sufficient quantity and quality of local housing for all incomes. An assessment of the current housing market and long-term recommendations for neighborhood preservation, infill development, redevelopment and new development.
- 8) Community Character and Urban Design: The Plan, through community input and review of existing plans, shall have a set of policies that address community image and preservation of community attributes and character. Recommendations related to the identification of areas appropriate for the application of urban design elements, possibly including the gateways, major corridors, and downtown.
- 9) Natural Resources and the Environment: Identification of goals and policies that seek a balance between the built environment and the protection/preservation of natural resources. Aspects to be addressed include open spaces, park spaces, storm water management, watersheds, drainage, floodplain management, and natural resources. City will consider the development of a complete Parks, Recreation, and Open Space Plan.
- 10) Transportation: Review of current conditions and development of goals and polices that address thoroughfare development, traffic management, other transportation related issues.
- 11) Intergovernmental Cooperation: Recommendations related to possible opportunities for the City to partner with other governmental bodies/agencies including: Randall County, Canyon Independent School District, and West Texas A&M University.
- 12) Development of Goals, Objectives and Policies: The goals, objectives and policies of the Plan should be developed with significant public participation in order to develop an acceptable and viable vision and guide for the community regarding future development and re-development. The development of goals must also identify current gaps or conflicts between current codes and ordinances and the new Comprehensive Plan developed.
- 13) Implementation Plan: Recommendations for implementation strategies and benchmarks should be identified in the Plan.

City staff will finalize the scope of work with the selected consultant prior to contract authorization. The City is open to suggestions other than those items listed in this document which the consultant believes will be of value in producing a viable Comprehensive Plan and will have practical applications for day-to-day planning activities.

End Product

The plan shall be presented in a format and language that is user-friendly and easily comprehensible and accessible to the public. Use of maps, graphics, and similar dynamic devices that will enhance the effectiveness, readability, and ease-of-use of the Plan is encouraged.

Deliverables

Required services will include but are not limited to:

- Five (5) bound, color copies of final plan, in 8 ½ by 11 vertical format.

- Maps and illustrations will be reproducible in 8 ½” by 11” or 11” by 17” format.
- Copy of all maps provided in AutoCad – Selected firm will coordinate this process with Director of Public Works
- Three (3) colored copies in binders that allow for amendments.
- One (1) digital copy of final plan in Microsoft Word and in Adobe Acrobat formats.

The formats must allow for amendments, reproductions and direct web posting. The Plan shall be designed to be integrated into the City’s website.

Staff from the selected firm will visit the City of Canyon to familiarize themselves with the area and the challenges presented. The firm will attend meetings with City of Canyon Staff, Commission Members, and possibly various Boards and Committees to discuss the Comprehensive Plan.

Products produced as part of the plan process, including but not limited to GIS layers, studies, documents, drawing, etc., shall be the property of the City of Canyon.

Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses shall **not exceed forty (40) pages** in length (excluding title page, index/table of contents, work sample attachments (on CD) and dividers). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of printed, 8 ½” x 11”, sheet of paper.

The Respondent shall submit **one (1) original** signed paper copy and **three (3) copies** of its response. In addition, the Respondent shall submit one (1) CD or USB drive, containing a complete copy of Respondent’s submission in a PDF format.

Submittal Format

Title Page (1 page)

Document title, the name of firm, address, telephone number(s), name of contact person and date.

Tab 1 Letter of Interest

This letter shall provide a statement of interest and understanding of the work, cite the individual who will be the primary point-of-contact for matters relating to the submittal (include contact information) and shall be signed by an individual with the authority to commit the firm to the project. The letter shall include a narrative description of the strengths associated with the lead firm and consultants.

Tab 2 Table of Contents (1 page)

Clearly identify the materials by Tab and Page Number

Tab 3 Respondent History and Resources

Provide a brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size. Provide evidence of licensure in the State of Texas. Describe any unique qualifications the firm has related to this project. Provide an organizational chart for the team that will perform the work, provide qualifications and experience of the principals and consultants on the team. Provide information on professional awards or recognition received for previously completed comprehensive plans by the proposed Project Manager. Identify any sub-contractors and provide their qualifications and identify the services they will provide. Provide any additional information that may be of benefit to the City.

Tab 4 Project Team Experience

Provide the name, address, telephone number and e-mail address of a primary contact for at least three (3) municipalities that have utilized similar services from your organization, including the proposed Project Manager, within the last five (5) years, include a brief overview of the work performed and methodologies used.

Tab 5 Methodology and Approach

Provide description of the method and approach to be used in this project. Specifically describe:

- Community engagement strategies, tools and techniques
- Role of citizens, officials, and staff in the project
- Meeting facilitation tools and techniques
- Any unique techniques that your team has successfully utilized on similar projects

Tab 6 Issue or Opportunity Facing Canyon

Respondent shall demonstrate their understanding of one unique issue or opportunity facing the City of Canyon and how it may impact the Comprehensive plan through a brief narrative.

Tab 7 Project Schedule

Provide a detailed proposed schedule for the complete project that meets or exceeds the scope of services as described herein.

Tab 8 Work Samples

Include a CD with two (2) completed and adopted Comprehensive Plans completed for other similar municipalities by the proposed Project Manager.

Solicitation Schedule

- | | |
|---|-------------------|
| • Request For Qualifications released | November 15, 2016 |
| • Deadline for all questions | January 4, 2017 |
| • Final addendums and question responses posted by 5 pm | January 6, 2017 |
| • RFQs due at or before 3:00 PM, CST | January 12, 2017 |
| • Committee review of submissions initiated | January 16, 2017 |
| • Respondents notified of status | February 1, 2017 |
| • Consultant interviews and presentations (if required) | February 13 - 17 |
| • Contract Negotiations and Contract award by City Commission | TBD |

The City reserves the right to modify all dates in Solicitation Schedule.

Clarification Contact

All questions regarding the solicitation shall be submitted in writing at or before 5:00 PM, CST, on the due date noted above. All questions should be directed to:

Jon Behrens
Assistant City Manager for Special Projects
City of Canyon
jbehrens@canyontx.com
Telephone: 806-655-5000

The individual listed above may be contacted for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Canyon.

Solicitation Updates

Various updates including addendums, answers to questions, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response will be provided by email to the identified team lead on each consultant team and will also be available on the City website at: <http://www.canyontx.com/>.

Deadline for Submission

Signed and sealed responses are due at or before 3:00 PM, CST, January 12, 2017. **Sealed responses** should be hand delivered or delivered via USPS, UPS, or FedEx to:

City of Canyon
Comprehensive Plan Submittal – Do Not Open
Attn: Jon Behrens
301 16th Street
Canyon, TX 79015

Responses received after this time and date shall not be considered. Facsimile or electronically transmitted responses are not acceptable. Responses cannot be altered or amended after submission. The City will not be bound by any oral statement or offer made contrary to the written specifications.

Selection Process

An evaluation committee will review each response for solicitation compliance and technical scoring in each category using the following weighted criteria. A consensus score will be assigned to each response. Scoring criteria:

- 20% - Consultant's specialized experience, expertise, and performance in providing similar or related services to communities similar in size to Canyon.
- 15% - The proposed approach and methods to be used in project.
- 10% - Demonstrated understanding of the project and the Canyon community.
- 20% - Quality of sample materials and proposal package submitted.
- 15% - Consultants overall suitability to provide the required services within the time and budget constraints.
- 20% - Qualifications and experience of the assigned project team.

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the City. The results of the review and evaluation of the responses to the RFQ will be used to select one or more consultants to meet with the Consultant Selection Committee for an interview.

Expenses incurred by the respondents in replying to the RFQ or in making an appearance before the Consultant Selection Committee are at the respondents' own expense and risk.

In determining best value, the City may consider:

- Reputation of Respondent and of Respondent's services
- Quality of the Respondent's services
- The extent to which the services meet the City's needs

- Respondent's past relationship with the City
- Any relevant criteria specifically listed in the solicitation

Upon completion of the interview process, the Consultant Selection Committee will rank the firms, and will subsequently recommend one or more consultants to the City Commission. Contract negotiations will take place once the City Commission has selected the finalist. If the City is unsuccessful in negotiations with the selected respondent, the city may then select the next most qualified respondent and attempt to negotiate an agreement with that respondent. The City shall continue this process until an agreement is reached or all negotiations are terminated. When such an agreement is reached, a recommendation will be made to the City Commission requesting authorization to execute a contract pursuant to the agreement and subject to the availability of funding.

Confidentiality of Content

All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.

Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it's not clearly marked as such.

If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the attorney General of Texas for final determination.

Conflict of Interest

If a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a), then the vendor must complete and file a Conflict of Interest Questionnaire. By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code.

An offense under this section is a misdemeanor. The questionnaire can be found at:

https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm.

General Conditions

The City of Canyon expects to select a consulting firm from the qualifications submitted, but reserves the right to request substitutions of firms. The City also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the City. A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the City, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. Upon selection, a Professional Service Contract shall be prepared negotiated, and fully executed before work is initiated.

Waiver

By submitting a proposal, each submitter agrees to and does hereby waive any claim the submitter has or may have against the City and/or the City's employees, agents and officers, arising out of or in any way connected with the following:

1. The administration, evaluation or recommendation of any statement of qualifications.
2. Waiver or deletion of any of the requirements under the statement of qualifications or the contract documents.
3. Acceptance or rejection of any statement of qualification.
4. Award of contract.

By submitting a Statement of Qualifications, the submitter acknowledges that he or she understands all terms of the proposal documents and consents to the competitive selection process and the possibility of a negative assessment. By submitting a Statement of Qualifications, the submitter acknowledges and agrees that there was and is no disparity of bargaining power between the submitter and the City. The submitter agrees that this is the intentional relinquishment of the above listed presently existing known rights.

By submitting a Statement of Qualifications, each submitter agrees to waive and does hereby waive any claim the submitter has or may have against the City and/or its respective employees and representatives, for the award of attorney fees, arising out of or in connection with the administration, evaluation, or recommendation of any Statement of Qualifications, waiver of any requirements under this RFQ, acceptance or rejection of any Statement of Qualifications, and award of the contract. By submitting a Statement of Qualifications, the submitter specifically waives any right to recover or be paid attorney's fees from the City or any of the City's employees and representatives.

Sovereign Immunity

The City is not waiving its right of sovereign immunity. The City is retaining its immunity from suit and liability. The City does not consent to be sued by legislative resolution or action.