

REQUEST FOR QUALIFICATIONS (RFQ)
FOR
Professional Consulting Services
For
Implementation of Adopted Zoning Code and
Master Plan

**City of Balcones Heights
Balcones Heights, Texas**

Date issued 01/28/2010

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FOR
Professional Consulting Services
For
Implementation of Adopted Zoning Code and Master Plan

**City of Balcones Heights
Balcones Heights, Texas**

I. Purpose

The City of Balcones Heights invites the submittal of Statements of Qualifications from specialized firms to assist in updating and implementing the 2009 Master Plan and Zoning Ordinances, adopted August 3, 2009. The team of legal professionals, planning professionals, and economic development professionals will provide all services necessary to update and implement the adopted plans and ordinances, include plan overview , and provide recommendations on implementation, and prepare a Development Process Manual.

II. Pre-Submittal Meeting

A pre-submittal meeting will be held at 1:00pm on Thursday, February 11, 2010, at The Balcones Heights Justice Center, 3300 Hillcrest, Balcones Heights, Texas 78201, in the second floor training room. Attendance at the meeting is **mandatory**. All attendees will register at the meeting and those firms with representatives who sign the meeting attendance log will receive any addenda published after that date.

Prior to the pre-submittal meeting date, the City will welcome any written questions submitted to:

Sean Pate
City Administrator
spate@balconesheights.org

The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ. Addenda will only be provided to firms registering at the pre-submittal meeting.

III. The City of Balcones Heights proposes to retain a highly qualified professional firm to provide the services described herein. Those firms which participate in this RFQ process will be referred to as "Respondents. " Firms with significant experience in municipal planning and zoning issues and economic development will be given prime consideration for this project. The end product is expected to assist the City in creating a sustainable urban center.

IV. Scope of Work

In light of anticipated significant upcoming changes within the City's corporate limit and adjacent areas, the City of Balcones Heights would like to review, revise, update, and plan for implementation of the Master Plan and Zoning Ordinance adopted on August 3, 2009.

The updated and revised plan and ordinance, along with a Development Process Manual, will continue to guide the growth and development of the City of Balcones Heights.

It is anticipated that the following services will be required:

1. Review of the newly adopted Master Plan and Zoning Code and how it affects Economic Development. This may include identification of specific areas of the code and policies that may be inconsistent with the prior codes.
 2. Draft and finalize a Development Process Administrative Manual for use by City officials, citizens, businesses, and developers. This Manual would include graphics, tables, application checklists, fees and flowcharts to explain the adopted code procedures.
 3. Prepare recommendations, as appropriate, regarding the overall implementation of the new Master Plan and Zoning Codes, including but not limited to the development process, review procedures and staffing.
 4. To the extent requested by City, conduct research and present options for implementing a public improvement district ("PID"), which has been successfully used to enhance commercial districts throughout the country.
 5. Coordinate with the City of Balcones Heights' current Public Relations consulting firm to create a PR/Media implementation plan and marketing strategy.
 6. Other services: As the program of the project is further defined, additional services may be required.
- V. Required Qualifications and Selection Criteria
- The City is seeking a highly qualified specialized firm with significant experience in municipal planning and zoning issues and economic development. The City's Redevelopment Task Force composed of representatives from the City administration, City Council, Planning and Zoning Commission, and commercial property owners will review the qualifications statements (SOQ). The criteria used to evaluate the RFQ responses will include the following:
1. Completeness: (maximum 10 points)
 - a. Completeness of submittal response: SOQ follows the prescribed format and contains all information requests in the RFQ.
 2. Experience: (maximum 40 points)
 - a. Strong, established, and proven working relationships with municipalities, other governmental entities and property owners.
 - b. Experience in similar or relevant projects by the firm.
 - c. Experience in similar or relevant projects by the individuals who would be assigned to this project.
 - d. Experience by firm and individuals with municipalities and/or other governmental agencies or institutions.
 3. References: (maximum 20 points)

- a. Provide three references for work done in the past 5 years. Provide name, entity, title, phone number and email address if available.
- 4. Project Approach: (maximum 30 points)
 - a. Conceptual plan of the project approach. The SOQ should demonstrate the process needed to implement and update the plans and ordinances, including a proposed time schedule.

Based on the Selection Criteria and the Ranking Evaluation, the City may shortlist up to three (3) respondents. However, if there is one Respondent whose score is 20% higher than all other respondents, the City may only interview the one Respondent for selection.

VI. Submittals

Sealed submittals are required. **Ten (10) submittals shall be delivered to the City Administrator of the City of Balcones Heights**, in the Justice Center, at 3300 Hillcrest Dr., Balcones Heights, Texas, 78201, at or before 3:00pm, local time, on Friday, February 26, 2010. Late submittals will not be accepted for any reason. All submittals must be labeled on the outside with:

Sean Pate
 City Administrator
 City of Balcones Heights
 Statement of Qualifications for Professional Services
 Date:

VII. Additional Instructions, Notifications and Information

1. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Balcones Heights for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through proper channels, shall be grounds for exclusion from the selection process.
2. Cost of SOQ's: The City of Balcones Heights will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.
3. Contract Negotiations: This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City; a specific scope of work, fees, insurance coverage's, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project, the City may make the inclusion of a "key persons" clause a part of the contract negotiations.
4. The City of Balcones Heights reserves the right to 1) evaluate the qualifications submitted; 2) waive any irregularities therein; 3) select candidates for the submittal of more detailed qualifications; 4) accept any submittal or portion of a submittal; and/or 5) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest.