

**REQUEST FOR QUALIFICATIONS**  
for  
***Comprehensive Planning Services***  
**City of Lockhart**

The City of Lockhart seeks Statements of Qualifications from highly qualified firms for the services related to the development of an ***Updated Comprehensive Plan***.

**The purpose of this Request for Proposal is to solicit highly qualified firms to develop an update to the City’s Comprehensive Plan. This includes, but may not be limited to, the following:**

- 1) Facilitation of Comprehensive Plan workshops, presentation of draft products, findings, and goals to Steering Committee, Planning and Zoning Commission, City Council, and other relevant groups.
- 2) Gathering of community input through surveys, facilitated meetings, and other forms of outreach.
- 3) Preparation of a Comprehensive Plan document, including both a printed document and relevant maps, shape files, and data analyses.
- 4) Creation and maintenance of a Comprehensive Plan website during the planning process.

The Consultant selected from the RFQ will be engaged after competitive evaluation based on the "Selection Criteria" set forth in this request.

This request invites consultants to submit proposals for accomplishment of the items of work specified below under Scope of Work and detailed further within this RFQ. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request.

**Sealed proposals:** Consultant will deliver three (3) hard copies to the following address:

City of Lockhart  
City Hall  
308 W. San Antonio St.  
Lockhart, Texas 78644  
Attention: Comprehensive Plan

The envelope must be clearly marked “SEALED RFQ”. The name of the Consultant and contact person must be listed on the outside of the envelope. Any restrictions on the use of data within proposals must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

**Proposal Deadline: 3:00 PM Friday, February 10, 2023**

Proposals received after the proposal deadline will be considered late and will not be accepted. Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Requests for withdrawal must be in writing by the contact person named on the outside of the envelope. Proposals that are resubmitted must be sealed and received prior to the submission deadline. Each Consultant may submit only one proposal.

**Background Information**

Since the adoption of the Comprehensive Plan in 2000, the city has experienced steady growth, which has transitioned to a current period of explosive growth in residential development. To account for this growth trend, and to ensure all future growth meets the City's vision for the community, an update to the Comprehensive Plan is needed. With this update to the plan, consideration of Lockhart's history, natural environment, culture, economy, and recent planning and policy statements should be incorporated. Recent planning efforts have included the 2020 Comprehensive Plan, adopted in 2000, with the future land use map most recently updated in 2017, Sustainable Places Project Plan (2012); Parks, Recreation, and Open Space Plan (2018); Target Industry Study (2020); Caldwell County Hazard Mitigation Plan (2020); Wayfinding Master Plan (2021) and the Downtown Revitalization Project (2022).

Each reply shall include a narrative describing the expected timeline for plan development, public meeting facilitation, gathering of community input, and researching and writing the plan, including specific milestones in the plan development process.

Expected elements or topics covered in Comprehensive Plan would include:

- 1) History and Demographics – Overview of Lockhart's history, population, economy, land uses, thoroughfares, community facilities, and cultural resources.
- 2) Community Vision – Vision for the future of Lockhart based on economic and demographic research, community input, and the input of elected and appointed officials and city staff.
- 3) Housing – Analysis of supply, condition, and affordability of the city's housing stock, identify future needs based on emerging trends in age, income, and household composition.
- 4) Land Use -- Formulate future land use plan for the City, including creation of future land use map incorporating character districts, nodes and centers based upon research and community input.
- 5) Transportation – Analysis of existing motorized, pedestrian and bicycle infrastructure, including evaluation of capacity and safety, and identification of needed expansions and improvements. Update future thoroughfares and trails maps based upon community input and future needs.
- 6) Economic Development -- Analysis of City's employment, industry sectors and target industries for future growth.
- 7) Environment – Analysis of natural environment of the City and its surroundings, including natural assets and hazards.
- 8) Sustainability and resilience – Identify and create strategies to anticipate and plan for long term environmental, health, and financial risks to the City
- 9) Utilities -- Analysis of capacity of water, wastewater, electric, internet/fiber, and sanitation services.

- 10) Community Facilities and Services – Analyze the state of City facilities, services, activities, and programs, create recommendations for the evolution of City facilities and services over the next 20 years.
- 11) Public Safety: -- Analysis of crime, emergency services response, and recommended programs and facilities to improve safety of residents and properties.
- 12) Health and Wellness – Describe current indicators of health, life expectancy, quality of healthcare, and availability of healthy food and drink. Identification of community needs to improve the City’s overall health profile.
- 13) Arts, culture, and tourism – Identify historic and cultural resources, entertainment options, arts programs and recommend programs, promotions and other activities to enhance cultural offerings.
- 14) Goals -- Formulate new goals in light of community input and research for all topics covered.
- 15) Implementation -- Identify actions necessary to accomplish listed goals, assign responsible parties to achieve goals.

### **Conceptual Plan and Proposal Submittal Requirements**

The Consultant shall provide a Conceptual Work Plan, including a detailed statement of work for the product/services believed to be appropriate for City of Lockhart, addressing the Scope of Services detailed in this RFQ.

The Conceptual Plan should indicate the following, at a minimum:

- Consultant name, address, and names of primary contacts.
- Identify project manager. List the project manager’s relevant experience and similar work including references.
- Restatement of services required (four pages maximum): Attach a restatement of the proposed agreement that outlines its objectives and scope as perceived. Do not repeat the Scope of Services, but elaborate on the tasks, conditions, or other specifics deemed significant and necessary to demonstrate a complete understanding of the technical and substantive issues to be addressed, including the following:
  - A statement of the Consultant’s understanding of the project that demonstrates knowledge of the project requirements.
  - Proposed project approach, including timelines and description of the Consultant’s technical approach to the project, including an outline of the sequence of tasks, major benchmarks, and milestone dates.
  - Proposed use of City staff, as well as any equipment, materials or additional data that will be expected from the City at the onset of the project.
- Outline personnel skills and services that distinguish the Consultant, incorporating appropriate staff profiles and a description of specific staff that will comprise the project team for this assignment. The staff profile should describe the Consultant’s experience in providing services to the public sector, jobs of similar size(s) and provide applicable certifications for staff members involved in the process. Please attach a description of similar projects completed by the Consultant. Project summaries should emphasize their relevance to the proposed request.
- Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work. This does not include generalized promotional material, resumes, statement of experience, qualifications, or capabilities, or

- other material that is irrelevant to the proposed agreement.
- Evidence of ability to work effectively within tight time constraints.
- Provide the earliest date available to assume these duties.
- Proposed services to be sub-contracted if any, anticipated subcontractors.
- Three (3) references are to be included with the proposal.

### **Submittal Process and Details**

All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted.

City of Lockhart will not meet individually in person or via other means with potential Consultant.

City of Lockhart will be accepting questions from January 10, through 4:30 PM, February 3, 2023, regarding this RFQ. Please submit questions via email to David Fowler, Planning Director, at [dfowler@lockhart-tx.org](mailto:dfowler@lockhart-tx.org). Written responses will be published on the City's website [www.lockhart-tx.org](http://www.lockhart-tx.org) and distributed to those who submitted questions no later than 3:00 PM on February 5, 2023.

### **Estimated Timeline**

The Comprehensive Planning Process is expected to take no longer than 1.5 years, with funding allocated over the 2023 and 2024 fiscal years.

The above dates are subject to change at the discretion of the City of Lockhart.

The City of Lockhart City Council reserves the right to accept or reject any and all responses, in part or in whole, and to accept responses, which in its sole discretion and opinion appear to be responsive, responsible, and in the best interests of the City. The City further reserves the right to waive any formalities or informalities or to amend the schedule as necessary.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful Consultant to accept the obligation of the bid may result in the cancellation of any award. A service contract will be executed between the City of Lockhart and the awarded Consultant.

The selected Consultant may not subcontract any of the work specified in this RFP without prior written consent of the City of Lockhart.

### **Consultant Selection Procedures**

City of Lockhart will analyze and evaluate all properly submitted proposals in response to this request using the "Evaluation Criteria" listed in this RFQ to rank all Consultants. Top scoring Consultants will be chosen for further evaluation, which may include interviews and presentations with those firms. Each proposal will be evaluated based on the Evaluation Criteria listed below. Proposals will be ranked in order of the highest numerical score first. The City may select as many of the top ranked Consultants as it deems necessary for inclusion within the

negotiating list.

### **Evaluation Criteria**

1. Experience with comprehensive planning activities or programs.
2. Consultant's understanding and technical approach to the project.
3. Availability and capability of staff. Pertinent experience and qualifications of the project team.
4. Technical and financial resources.
5. Ability to complete the project in a timely manner and within budget.
6. Integrity and compliance with public policy.
7. Location of office. Preference may be given to those consultants with staff or offices in the Austin or San Antonio metropolitan areas.

### **Work Product and Deliverables**

The selected consultant will be expected to provide the following products to the City:

The selected Consultant shall provide a written plan, spreadsheets, maps, shapefiles, graphics, and other documents as necessary to provide the final product to the City in electronic format (PDF) and in printed format (seven print copies). The Consultant will also create and maintain a Comprehensive Plan website that is updated to reflect upcoming activities and in-progress work products. All work performed shall become the property and ownership of the City of Lockhart and the City reserves the right to use the produced work as they so choose.

### **Insurance**

Consultant shall take out and maintain during service to the City under a contract such public liability and property damage insurance as shall protect Consultant, its subcontractors, and the County from claims for damages for personal injury, including accidental death, as well as for claims for property damage, which might arise from operations under its contract with the County, whether such operations be by Consultant or its subcontractor, or by anyone directly or indirectly employed by either of them. All insurance policies shall be issued by responsible companies who are acceptable to the City. The Consultant shall not cause any insurance to be canceled nor permit any insurance to lapse during the life of the contract with the City. Consultant shall indemnify and hold City harmless from any damages, cost, claims or expenses which may arise as a result of any failure on the part of the Consultant to provide accurate and/or complete data and information to the City as outlined and required by the terms and conditions of its contract with the City.