



## NOTICE TO BIDDERS

Sealed proposals will be received by the City of Stephenville, at City Hall, 298 W Washington Street, Stephenville, TX 76401 until 2:00 pm, Wednesday, February 15, 2023, at which time proposals duly delivered and submitted will be considered for:

### **CONSULTANT SERVICES FOR COMPREHENSIVE PLAN & THOROUGHFARE PLAN UPDATES**

Proposals should be addressed to Tricia Wortley, Purchasing Manager, 298 W. Washington, Stephenville, TX 76401.

Any proposal received after stated closing time will be returned unopened. If proposals are sent by mail to the City, the bidder shall be responsible for actual delivery of the proposal to the City Secretary before the advertised date and hour for opening of proposals. If mail is delayed either in the postal service or in the internal mail system of the City of Stephenville beyond the date and hour set for the proposal opening, proposals thus delayed will not be considered and will be returned unopened.

Until the final award by the City of Stephenville, said City reserves the right to reject any and/or all proposals, to waive technicalities, to re-advertise, to proceed otherwise when the best interest of the City will be realized hereby. Proposal award is not solely based on price alone.

**All proposals must be submitted on original forms.** Any changes to the form or failure to label packaging on the proposal, may disqualify it. All packaging on proposals (including courier envelope) will be submitted sealed and plainly marked with:

**NAME AND ADDRESS OF BIDDER  
COMPREHENSIVE PLAN & THOROUGHFARE PLAN UPDATES  
PROPOSAL NUMBER 1010**

It is not the intent of the City of Stephenville to offer proprietary specifications, or to eliminate any vendor from bidding by the use of brand names. If brand names are used it is for example only and understood the "or equal" will be accepted.

Proposals shall be held firm for a period of 60 days unless otherwise stated in the specifications, instructions to bidders, or on the bid sheet.

**PLEASE NOTE THAT MOST COURIER SERVICES DO NOT OFFER BEFORE  
10:30 AM SERVICE TO STEPHENVILLE**

**RFQ 1010**

## STANDARD INSTRUCTIONS TO BIDDERS

Bids that contain any omission, erasures, or alterations, or additions of items not called for in the bid documents, or irregularities of any kind, may or may not be considered.

Deviations from specifications and alternate bids must be clearly shown on the bid form with complete information attached to form. They may or may not be considered.

Upon bidders submitting bids they shall not withdraw or cancel such bids and all sums deposited with such bids will be held by the City of Stephenville until all bids submitted shall have been canvassed and award of contract made, signed and if a performance bonds is required furnished and approved. All sums deposited with bids will then be returned to the respective bidders.

The City of Stephenville, Texas is exempt from State of Texas Sales Tax and a Tax Exemption Certificate shall be furnished by the City of Stephenville, Texas to the successful bidder upon request.

No employee of the City of Stephenville shall have financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, material, supplies or services.

Discounts: Show rate, total amount, and latest day any discount will be allowed after receipt of article and correct invoice.

This contract is subject to cancellation upon thirty day written notice by the City of Stephenville without cause.

Liquidated Damages: In the event delivery is not made within the stated time period, (without acceptable reasons for delay and written consent from the City) the City reserves the right to place the order with the next available vendor and the awardee shall be liable for any increase in price as liquidated damages, it being agreed that said

sum is a fair and reasonable estimate of actual damages the City will incur. Bidder will not be held liable for failure to make delivery because of strikes; conscription's of property, governmental regulations, acts of God, or any other causes beyond his control; provided an extension of time is obtained from the Division of Purchasing.

Exceptions: Any catalog or manufacturer's reference in this proposal is descriptive, but not restrictive, and is used only to indicate type and grade. Bids on other items of similar and equal quality will be considered, provided the bidder states on the face of this proposal exactly what he intends to furnish, including any variation to the specifications and literature, otherwise he shall be required to furnish the items as specified on the proposal. Any other exceptions to any portions of these terms and conditions or deviations from written specifications shall be shown in writing on the bid document form or attached to bid form.

Quantities: Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the supplier shall not have any claim against the City of Stephenville for quantities less than the estimated amount.

Prices: The bidder should show in the bid document both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

Delivery Date: Bidders shall state delivery date on all order.

F.O.B Point: All prices of item(s) shall be quoted FOB City of Stephenville destination.

The City of Stephenville reserves the right to award this bid in whole or in part.

## STANDARD INSTRUCTIONS TO BIDDERS

It is desirable that bids are accompanied by two sets of specifications to support items bid. The City of Stephenville reserves the right to determine specification requirements on all items bid.

**Eligible Bidder:** Bidders are limited to those persons or firms qualified and engaged in a full time business and can assume liabilities for any performance or warranty service required.

**Nonresident-Reciprocal Bid Act:** You are advised the City of Stephenville, Texas is bound by House Bill 620. The law provides that in order to be awarded a contract as low bidder, non-resident bidders (out-of-state contractors whose corporate office or principal place of business is outside the State of Texas) bid projects in Texas at an amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a non-resident bidder in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. After making that determination you are instructed to advise the Purchasing Department in writing of that fact with a copy of the applicable state statute.

Based on local government code 252.043, the contract will be awarded to the lowest responsible bidder **OR** to the bidder who provides goods or services at the best value for the municipality. Therefore price is not the only consideration in the bid award.

By signing this bid, Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli controlled territory.

Please be advised that Stephenville does not receive courier services before 10:30 a.m.

**CITY OF STEPHENVILLE, TEXAS  
REQUEST FOR QUALIFICATIONS**

**Consultant Services for  
Comprehensive Plan & Thoroughfare Plan Updates**

Date Due: **February 15, 2023**

Time Due: **2:00 p.m.**

Envelopes/packages must be sealed and marked with the project title.

Respondents must submit one (1) original copy of their response, as well as an electronic (PDF) copy saved to flash drive.

**RFQ QUESTIONS:**

**Deadline to submit questions: February 1, 2023 @ 5:00 p.m.**

**All questions shall be submitted by email to Steve Killen at:  
[skillen@stephenvilletx.gov](mailto:skillen@stephenvilletx.gov)**

Steve Killen  
Director of Development Services  
City of Stephenville  
254-918-1222

**SUBMIT QUALIFICATIONS PROPOSAL TO:**

**Tricia Wortley  
Purchasing Manager  
City of Stephenville  
298 W. Washington Street  
Stephenville, Texas 76401**

## **1.0 INTRODUCTION**

The City of Stephenville, Texas is seeking qualifications for a Consultant or Firm to assist with:

1. The preparation of an updated Comprehensive Plan, and
2. The preparation of an updated Thoroughfare Plan.

The expectation is that the selected consultant/firm will have a solid track record of successfully completing municipal comprehensive/thoroughfare plans in Texas.

## **2.0 RESPONSE PREPARATION & SUBMISSION**

### **2.1 PROPOSED TIMELINES**

Wednesday, January 13, 2023	Release of Request for Qualifications
Wednesday, February 1, 2023	Deadline for Questions Submitted
Wednesday, Feb 8, 2023	Questions Answered
Wednesday, Feb 15, 2023 @ 2:00 PM	Deadline for Submission of Qualifications
February 15-22, 2023	Reviews of RFQ's (tentative)
Tuesday, March 7, 2023	Award of Contract

\*The City of Stephenville reserves the right to modify this schedule at its discretion. Proper notification of changes will be made to all interested parties.

### **2.2 QUALIFICATIONS SUBMITTAL**

Firms are invited to submit a response outlining their experience and qualifications in performing work directly related to the services required as detailed in this Request for Qualifications (RFQ) packet.

One (1) original and an electronic copy (PDF) saved to an external storage device, should be forwarded to and received by:

Tricia Wortley, Purchasing Manager  
298 W. Washington Street  
Stephenville, Texas 76401

The response shall be clearly marked "Qualifications – Comprehensive and Thoroughfare Plan Update", and received no later than **2:00 PM, on February 15, 2023.**

Respondent shall put their firm name and address on the outside of the envelope. It is the respondent's responsibility to ensure responses are received prior to the

stated deadline. The City of Stephenville shall not be responsible for the proper identification and handling of any responses submitted incorrectly.

Responses may not be considered unless fully completed in the manner provided in the RFQ packet. Any response received after the deadline date and time stated, will be returned to the submitting firm unopened after the contract has been awarded for the required services.

The City of Stephenville reserves the right to postpone, accept, or reject any and all responses, in whole or in part, on such basis as the City deems to be in its interest to do so.

### **2.3 SUBMISSION REQUIREMENTS**

All requested forms and attachments must be submitted with the response and in the required format. The submission and signing of a response shall indicate the intention of the firm to adhere to the provisions described in this RFQ.

### **2.4 COST OF PREPARING A RESPONSE**

The RFQ does not commit the City of Stephenville to paying any costs incurred by respondent in the submission or presentation of a response, or in making the necessary studies for the preparation thereof.

### **2.5 INTERPRETATIONS AND ADDENDA**

All questions regarding this RFQ shall be directed to Steve Killen, / Director of Development Services, via email, by the listed deadline. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an addendum to all prospective respondents within a reasonable time prior to the response deadline, but in no case less than 72 hours before the response deadline. If an addendum is necessary after that time, the City of Stephenville, at its discretion, can extend the deadline. Any addenda issued, as a result of any change in the RFQ, must be acknowledged by submitting the "Acknowledgment of Addendum" with the response. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

### **2.6 RESPONSE VALIDITY PERIOD**

No response may be withdrawn for at least ninety (90) days after the scheduled response deadline.

## **2.7 PUBLIC RECORD**

All material submitted by respondent shall become the property of the City of Stephenville and is public record unless otherwise specified and authorized by law.

## **3.0 BACKGROUND AND OVERVIEW**

Stephenville, Texas is located in Erath County approximately 75 miles southwest of downtown Fort Worth. Tarleton State University is located in the City Limits and recently named a Division I University. Tarleton State has an aggressive expansion target to increase student population from roughly 15,000 students to 25,000 students over the next decade. The city has a population of approximately 23,000, and is experiencing rapid commercial and residential growth.

While Stephenville is poised to experience increased growth in correlation to the Tarleton State University projections, it maintains its own unique identity as a self-contained, all-American small town. The historic downtown is evolving and Stephenville's historic and newer neighborhoods have grown out from the downtown area and remain connected by a traditional grid of neighborhood streets as well as greenways and trails that link the City's neighborhoods and parks.

The City boasts a municipal airport, a river walking trail, local businesses ranging from small family owned retail to large scale industrial plants. Stephenville is the County Seat, and the hub for shopping, dining and entertainment for many of the cities within Erath County.

The purpose of this planning effort is to establish a solid framework for future community growth that builds on the strengths of Stephenville's historic development patterns while accommodating new development.

### ***PREVIOUS PLANNING STUDIES:***

The City of Stephenville last completed a comprehensive plan in 2008 which included the following chapters:

- Chapter 1 – Introduction
- Chapter 2 – Community Profile
- Chapter 3 – Vision and Goals
- Chapter 4 – Land Use
- Chapter 5 – Transportation
- Chapter 6 – Downtown Revitalization
- Chapter 7 – Community Facilities and Public Services
- Chapter 8 – Parks and Recreation
- Chapter 9 – Utilities and Drainage
- Chapter 10 – Economic Development
- Chapter 11 – Capital Improvements Plan

## Chapter 12 – Implementation

### **4.0 SCOPE OF WORK**

In compliance with Texas Local Government Code Chapter 213, the City desires to complete an update to the 2030 Comprehensive Plan.

While the City desires to completely update the 2030 Comprehensive Plan, it is understood that budget constraints may prohibit a complete update of every chapter of the 2030 plan. However, this project must include at a minimum the following chapters:

- Community Vision and Goals
- Demographics and Growth Projections
- Land Use
- Transportation
- Housing and Neighborhoods
- Downtown Revitalization
- Implementation Plan

The project must also include an update of the City's Thoroughfare Plan.

### **5.0 RESPONDENT REQUIREMENTS**

#### **5.1 GENERAL**

The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.

#### **5.2 FIRM QUALIFICATIONS**

Respondents shall be firms, corporations, individuals or partnerships normally engaged in the preparation of municipal comprehensive plans and shall have experience completing those plans and studies for municipalities in the State of Texas.

#### **5.3 TEAM STAFFING AND EXPERIENCE REQUIREMENTS**

Respondents shall present qualifications for the proposed project team. Qualifications shall include resumes and specific examples of similar projects completed in the past three (3) years by the members proposed to be on the project team.

- 5.3.1 Project Manager shall have completed similar projects within the past three (3) years;



- 5.3.2 Project Manager and all project team members may not be substituted or changed throughout the term of the agreement without the written approval of the City for the requested change;
- 5.3.3 Solicitation response shall include on flash drive a minimum of three (3) adopted Comprehensive Plan documents that were completed by the Project Manager for other municipalities.

## **6.0 RESPONSE REQUIREMENTS**

### **6.1 GENERAL**

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 thirty (30) pages** in length (excluding title page, index/table of contents, dividers and work sample attachments in PDF on a flash drive). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of a printed, 8 1/2" X 11" sheet of paper.

The respondent shall submit one (1) original signed paper copy and five (5) copies of its response, as well as an electronic (PDF) copy saved to flash drive.

### **6.2 TITLE PAGE**

Include a title page with the title "[Firm Name] Qualifications for the City of Stephenville Comprehensive and Thoroughfare Plan". Include the firm's address, phone number, and contact person's name and email address.

### **6.3 COVER LETTER [Tab #1]**

Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified. The person signing the letter must be a corporate officer or other individual who has the authority to bind the firm. The name, title and contact information of the individual(s) signing the letter shall be clearly shown.

### **6.4 TABLE OF CONTENTS [Tab #1]**

Identify the response contents by tab and page number.

### **6.5 FIRM QUALIFICATIONS [Tab #2]**

Respondent shall provide information on the firm's history and qualifications for completing municipal comprehensive plans in Texas. The firm should also highlight its unique qualifications relevant to the needs of the City of Stephenville.

List any professional awards or recognitions that the firm has received for similar projects in Texas.

Provide the name, address, telephone number and email address of a primary contact for at least three (3) municipalities in Texas that have utilized similar services from your organization, including the proposed Project Manager, within the last three (3) years. Include a brief overview of the work performed with, at a minimum, a short description of the services provided, including total fee and methodology used for the projects. Include the final deliverables for each project in PDF format on a flash drive.

### **6.6 PROJECT TEAM AND QUALIFICATIONS [Tab #3]**

Include an organizational chart with name, title and role for each member of the project team. Clearly identify the project manager who shall be the City's primary point of contact. If the team includes members from multiple firms, please indicate the name of the firm for each team member in the organizational chart.

Include a brief resume including educational background, professional certifications and relevant project experience for each team member. More than one resume may be included on a page.

### **6.7 KNOWLEDGE OF THE CITY OF STEPHENVILLE [Tab #4]**

Describe your understanding of the City of Stephenville, its unique issues and opportunities and how those issues and opportunities will be addressed by your approach to the project.

### **6.8 PROJECT APPROACH [Tab #5]**

Describe the method and approach to be used for the project. Specifically describe the following:

- community engagement and notification strategies, tools and techniques
- how the citizen and staff steering committees will be utilized throughout the project
- meeting facilitation tools and techniques
- the process for drafting and revising the individual plan elements
- any unique techniques that your team has successfully utilized on similar projects
- any tasks that will require the City staff or steering committee to complete

## **6.9 PROJECT SCHEDULE [Tab #6]**

Respondent must review the proposed project schedule in Section 2.1 of this RFQ and agree to or make suggestions for schedule adjustments. Provide a detailed project timeline including the proposed number of public meetings, steering committee meetings and meetings with City staff. Provide performance clause for failing to meet schedule.

## **6.10 FEE ESTIMATE [Tab #7]**

Based upon the scope described in the RFQ, provide an estimation of fees itemized by major tasks of the project. It is understood that the final scope and fee will be negotiated with the firm that is selected for the project.

## **7.0 RESPONSE CONTENT AND FORMAT**

Required Components (defined above in section 6):

- Title Page
- Tab 1 – Cover Letter & Table of Contents
- Tab 2 – Firm Qualifications and References
- Tab 3 – Project Team and Qualifications
- Tab 4 – Knowledge of the City of Stephenville
- Tab 5 - Project Approach
- Tab 6 - Project Schedule
- Tab 7 – Fee Estimate
- Flash Drive – Reference Project Deliverables

## **8.0 EVALUATION AND AWARD CRITERIA**

Each response will be evaluated for compliance with this RFQ and scored using the following weighted criteria.

- |   |             |
|---|-------------|
| • Firm experience and qualifications        | 17.5 Points |
| • Project team qualifications               | 20 Points   |
| • Understanding of the City of Stephenville | 10 Points   |
| • Proposed project approach and methodology | 15 Points   |
| • Project Schedule                          | 10 Points   |
| • Work samples and references               | 10 Points   |
| • Fee estimate                              | 17.5 Points |

The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate any additional considerations to serve the best interest of the City.

## **9.0 SPECIAL CONDITIONS**

***Rejection of Responses: The City of Stephenville reserves the right to accept or reject any or all responses and to waive any informality in responses. By submitting a response to this RFQ, you acknowledge that the response shall not be binding on the City of Stephenville unless incorporated into a definitive agreement to be negotiated by the City of Stephenville and respondent for the services contemplated in the response. In addition, by submitting a response you acknowledge that the City of Stephenville reserves the right to cancel the project, reject all responses, negotiate with one or more respondents or otherwise take any other action it deems prudent with respect to the services contemplated herein.***

Your response may be mailed or hand delivered as follows:

**City of Stephenville  
Attn: Tricia Wortley  
Purchasing Manager  
298 W. Washington Street  
Stephenville, Texas 76401**