



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

Consultant Services for

**Update to the City's Land Use Regulations to Align with Recently
Adopted Comprehensive Plan & Thoroughfare Plans**

Date Due: **March 14, 2025**

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 14, 2025 @ 5:00 p.m.

All questions shall be submitted by email to Steve Killen at:

skillen@stephenvilletx.gov

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

SUBMIT QUALIFICATIONS PACKET TO:

**Rebecca Crosson
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:

Updating the City’s Land Use Regulations to align with the City’s recently adopted Comprehensive Plan – Stephenville 2050.

The expectation is that the selected consultant/firm will have a solid track record of providing similar services for comparable sized cities in updating land development codes or unified development codes in Texas.

2.0 RESPONSE PREPARATION & SUBMISSION

2.1 PROPOSED TIMELINES

Thursday, January 23, 2025	Release of Request for Qualifications
Friday, February 14, 2025	Deadline for Questions Submitted
Friday, February 28, 2025	Questions Answered
Friday, March 14, 2025 @ 2:00 PM	Deadline for Submission of Qualifications
March 17-28, 2025	Reviews of RFQ’s (tentative)
April 1, 2025	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, five copies and an electronic copy (PDF) saved to an external storage device, should be forwarded to and received by:

Rebecca Crosson, Purchasing Manager
298 W. Washington Street
Stephenville, Texas 76401

The response shall be clearly marked:

“Qualifications – Update to the City’s Land Use Regulations to Align with Recently Adopted Comprehensive Plan & Thoroughfare Plans”

DEADLINE: No later than 2:00 PM, on Friday, March 14, 2025.

Respondent shall place 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, may 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 22,000 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 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 and adopted the Stephenville 2050 Comprehensive and Thoroughfare Plan in 2024.

4.0 SCOPE OF WORK

The City, a home-rule municipality, desires to complete an update to the existing Land Use regulations to align with the Stephenville 2050 Comprehensive Plan.

While the City desires to completely update the existing Land Use and Subdivision Regulations in the form of a United Development Code, it is understood that budget constraints may be prohibitive. However, this project must include at a minimum the following chapters:

- Land Use
- Transportation
- Subdivisions - Housing and Neighborhoods
- Implementation 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 Land Use Regulations and/or Unified Development Codes 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) similar project 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 more than 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 Update to the City's Land Use Regulations to Align with Recently Adopted Comprehensive Plan & Thoroughfare Plans". Please 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 similar updates 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 | 25 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: Rebecca Crosson
298 W. Washington Street
Stephenville, Texas 76401**