

Request for Proposals: 2017 Comprehensive Plan Update
Village of Volente, Texas

Release Date: _____

Proposal Submittal Deadline: _____ by 5:00 PM

Section 1: Introduction

Purpose: The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified planning individuals and consultant teams (hereinafter referred to in the singular as “consultant”) who are interested in carrying out a comprehensive update to the Village of Volente Comprehensive Plan (“Plan Update”), which was last adopted in 2004. The Plan Update should provide vision and policies that will guide the Village’s future land uses and will incorporate plans currently underway. A Plan Update will assist Village staff, Planning Commission, Village Council, and its advisory committees to gauge the direction that citizens and various other stakeholders within the community would like to see the Village move toward. The intent of the Plan Update is to update the comprehensive plan to reflect the community’s vision for its future growth and development and to preserve and enhance the quality of life in the Village.

History and Background: Pursuant to Chapter 213 of the Texas Local Government Code, and as stated in the Village’s 2003 Comprehensive Plan...”the Village of Volente appointed a committee to develop a comprehensive plan for the Village of Volente...The committee developed a draft comprehensive plan and delivered the plan to the Village’s Planning and

Zoning Commission...The Planning and Zoning Commission modified the comprehensive plan and recommended the Village Council adopt the modified comprehensive plan...The Village Council intends that the Comprehensive Plan... reflect(s) what is in the best interest for the Village of Volente as perceived by citizens and property owners within the community...The Community will undoubtedly encounter future development proposals that are inconsistent with the Plan. Some of these proposals may well be in the best interest of the Community and worthy of further consideration. ***As community conditions and priorities change over time, the Village's Comprehensive Plan should be amended to take advantage of new opportunities and to respond to new needs and circumstances.***"

The Village conducted an initial, extensive Community Survey in 2004, and a second Community Survey in 2014. The questionnaires, raw data and results of both surveys can be found on the Village website.

Section 2: Scope of the Project

Expectations: The Plan will guide decisions affecting the physical development and redevelopment within the Village. The process for the Plan Update will be critical to its success and must ensure that the final document reflects the desired vision for the community as determined by citizens, developers, land owners, business leaders, second-homeowners, appointed and elected officials, and other stakeholders through community participation. The Plan will be a guiding document that reflects the community's unique

natural character and provides a clear process, together with specified objectives and policies, of how the Village can build upon its strengths while becoming more economically resilient.

Services: The services provided by the chosen consultant will include, but not necessarily be limited to:

- 1 A thorough evaluation of and recommendations for modifications to the existing plan, including its vision statement, guiding principles, goals, policies and elements.
- 2 An analysis and incorporation of relevant data and trends related to population, employment and housing forecasts.
- 3 An effective public participation process to ensure community involvement in the Plan Update process. A proposed schedule of public meetings shall be proposed by the consultant at key points in the process.
- 4 Recommendations and a plan for integration with other relevant plans and initiatives adopted by the Village.
- 5 Development of feasible and fiscally responsible recommendations as determined by the Plan Update process.
- 6 Re-evaluation of the land use map and land use types and how they function with the existing zone districts adopted by the Village, as well as potential future zone districts, if any.
- 7 Further clarity on the appropriate mix of development as defined in the 2003 Comprehensive Plan.
- 8 The development of a final Comprehensive Plan that will be relevant to the needs of the Village and respects the

culture and vision of the stakeholders and citizens of Village.

- 9 General recommendations on appropriate changes that should be made to the Land Use and Development Codes to make it consistent with the Plan Update.

These are general requirements for the Plan Update and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the Village with more specific recommendations for approaches, tasks and deliverables based on their experience and expertise from past work on comprehensive plan projects.

Community Involvement in Decision Making: The Village puts strong emphasis on ensuring participation of citizens in every stage of decision making. Participation of citizens, developers, land owners, business owners, second homeowners, appointed and elected officials, and other stakeholders throughout the community is paramount to success of the Plan Update; therefore, the Village will place a strong emphasis in the selection process in choosing a consultant that has strong facilitation skills with respect to the public meeting process. The selected consultant will be responsible for organizing and either leading or co-leading public meetings with Village staff.

Existing Plans: The Plan Update should coordinate with other Plans as referred to in the 2003 Comprehensive Plan of the Village, so that all of the plans are mutually supportive and consistent with one another. These Plans include:

Thoroughfare & Transportation Plan
Parks & Open Space Plan
Environmental Quality Plan
Public Water Utilities Plan
Community Image Plan
Public Services & Facilities Plan
Future Land Use Plan

Products and Deliverables: Some of the deliverables to be included with the Plan Update are expected to be, but not limited to the items below. Other areas of emphasis may be identified during the Plan Update process.

Comprehensive Plan Document: A completed Plan Update document that incorporates the required information outlined under the Services subparagraph found in Section 2 of this document. Consultant shall provide one (1) unbound copy and 25 bound copies of the final Plan document to the Village, including graphics. The consultant shall also provide (1) electronic submission of the Plan document, including attachments and other graphics, in an editable format commonly used by the Village.

The Village will also require that drafts of the Plan be provided for review at the completion of various key phases of the project. The timing and number of copies to be submitted will be mutually agreed upon between the consultant and Village staff as the project moves forward. It should be noted that Village staff and community members are used to accessing electronic documents on the Village website, but some paper copies will need to be available.

Transportation and Parking Analysis: One of the community's goals is to minimize the impact of traffic in the community. An analysis of all of our transportation modes and parking opportunities must be included as a part of the Plan Update. The chosen consultant must ensure they coordinate the Plan Update land use policies with appropriate transportation policies that reduce automobile congestion in the Village.

Sustainability and Environmental Analysis: The consultant should evaluate policies and programs and provide recommendations on strengthening our stewardship of the natural environment while allowing appropriate development that is consistent with our green initiatives.

Economic Analysis: The Village's economic engine is led by summer lake activity. A comprehensive economic analysis of the Village's resources and expenses should be included in the Plan Update.

Community Engagement Tools: The chosen consultant will be expected to assist the Village staff with developing and implementing community engagement tools that should foster public outreach and citizen participation. The Village website should be used in disseminating information related to the Plan Update, while providing avenues for feedback that can be incorporated into the Plan Update. The consultant should also collaborate with Village staff to utilize social media to keep the public informed on the Plan Update process. Other public input outreach methods should be recommended by the chosen consultant, such as meetings, mailings, phone apps, questionnaires and specialized websites and the

consultant should implement these outreach efforts or assist Village staff with their implementation.

Meetings and Presentations: The consultant is expected to attend key meetings with Village staff, citizens, developers, land owners, business leaders, second homeowners, appointed and elected officials, and other stakeholders. The consultant will prepare and conduct key presentations as appropriate.

GIS Data: Relevant GIS data and digital map documents used in the creation of maps and other supporting documentation in the Plan Update shall be provided to the Village at the end of the project. GIS data formats and standards shall be created in consultation with the Village's GIS consultant to ensure the data can be used later in Village operations. Relevant metadata, if applicable, shall be created and provided to the Village as well.

Estimated Compensation: The estimated compensation for providing the services and deliverables specified herein is expected to be approximately \$_____.

References: 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 three (3) years.

Confidentiality of Content: All documents submitted in response to this solicitation shall be subject to the Texas Public Information Act.

Section 3: Proposal Requirements

Proposal Submission Requirements: The consultant shall submit one (1) unbound original, eight (8) copies and one (1) digital copy of the proposal submittal. The Village encourages the use of recycled paper products and double sided print. The Village discourages the use of plastic products including three-ring binders, plastic folders, etc. for all submissions. The deadline to submit proposals is no later than _____ **2017 at 5:00 PM**. The proposal submittal should be submitted in an envelope labeled “2017 Comprehensive Plan Proposal” and delivered to

Nicole Vicuna, City Secretary

Village of Volente

16100 Wharf Cove (if by US Mail, Fed-Ex or similar)

Volente, TX 78641

Questions: Questions can be directed to Nicole Vicuna, City Secretary by e-mail only at city.secretary@volentetexas.gov.