



REQUEST FOR PROPOSALS

Unified Development Ordinance

ISSUED BY:

City of Castroville
1209 Fiorella
Castroville, TX 78009

Issuance date: May 30, 2023

Reponses due no later than 4:00pm CST on July 17, 2023

SUBMIT PROPOSALS PACKET TO:

Breana Soto
Community Development Director
City of Castroville
1209 Fiorella
Castroville, TX 78009

INTRODUCTION & PURPOSE

The City of Castroville, Texas is requesting proposals for planning services to prepare a Unified Development Ordinance (“UDO”). The UDO addresses topics related to general provisions, review authority & procedures, applications & permits, subdivisions, zoning district & use regulations, site development & design standards, environmental protection, signs, and compliance & enforcement.

The City of Castroville desires to create a UDO to produce development regulations that address contemporary development and zoning practices; are easily understood by administrators, the public, and the development community; and support the goals and policies adopted.

Castroville’s focus is to establish clear, responsible development regulations with appropriate design criteria that will provide opportunities for innovative and creative approaches to development while supporting an economically viable and sustainable community.

The City of Castroville will receive sealed responses for a Unified Development Ordinance from consultants interested and qualified to perform the services specified in this Request for Proposals. It is the intent of the City of Castroville to select a single consultant to accomplish all the services outlined in this Request for Proposals.

Proposed Timelines:

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| • Tuesday, May 30, 2023 | Release of Request for Proposals |
| • Monday, June 19, 2023, 4:00 PM | Deadline for Questions and Inquiries |
| • Friday, June 30, 2023, 4:00 PM | Final Date for City Responses and Addenda |
| • Monday, July 17, 2023, 4:00 PM | Deadline for Submission of Proposals |
| • August 7 – August 11, 2023 | Interviews (tentative) |
| • Tuesday, September 12, 2023 | Award of Contract |
| • September– October 2023 | Project Kickoff and Data Collection |
| • October 2023 – June 2024 | Development Ordinances Update |
| • June – July 2024 | Development Ordinances Adoption |

All participants in this RFP process acknowledge and accept that the City of Castroville reserves the right to reject all proposals, to reject any and all responses or portions thereof, and waive any irregularities of any response.

ADDITIONAL BACKGROUND

About Castroville

Castroville, Texas is located in eastern Medina County approximately 25 miles west of downtown San Antonio and is part of one of the fastest growing metropolitan areas in the nation. With a population of approximately 3,200, Castroville is experiencing significant residential and commercial development.

The purpose of this effort is to revise the City’s development regulations to achieve the goals expressed by the Council and community and establish a solid framework for future community growth that builds on the strengths of Castroville’s historic development patterns and is fiscally sustainable.

CURRENT DEVELOPMENT ORDINANCES:

The City of Castroville’s current development ordinances were originally adopted as follows:

- Zoning Ordinance – 1975
- Subdivision Ordinance – 2002
- Sign Ordinance – 2015

Numerous amendments have been adopted since these ordinances were originally adopted, but a complete overhaul has not been undertaken.

SCOPE OF SERVICES

Overview

In compliance with Chapters 211 and 212 of the Texas Local Government Code and all other applicable state and federal laws, the City seeks a consultant to re-write its development regulations including the Zoning, Subdivision and Sign ordinances.

The selected consultant shall work with the City staff, elected and appointed officials, citizens, and the development community to prepare the new development regulations using an inclusive and transparent process that affords all stakeholders the chance to be engaged in the process. The use of online engagement tools and social media should be an integral part of the public participation plan.

The City seeks a new set of development ordinances that:

- Are lean and easy to understand, implement and maintain
- Create a framework for development that is based upon the characteristics of Castroville’s historic neighborhoods
- Simplify and streamline the development process for projects that meet the goals of the comprehensive plan
- Develop building form standards governing basic building form, scale, placement, frontage, and fundamental urban elements; also including landscaping requirements, street sign and lighting standards, and requirements for common space including wetlands/stormwater-areas
- Preserve the character of existing neighborhoods while accommodating infill development and additional population density
- Encourage a variety of housing product types and sizes for a wide range of income levels and household types in existing and new neighborhoods
- Expand and connect the City’s traditional grid of streets in both infill and greenfield development
- Maximize the return on investment of the City’s existing infrastructure systems before expanding those systems into undeveloped areas
- Ensure that new development will generate sufficient revenue to pay for the long-term maintenance of the infrastructure and services required by it

Public Involvement

An administrative working group will also be established comprised of certain staff from various city departments. The consultant team is expected to hold public meetings and workshops with the administrative working group, the Planning & Zoning Commission, and the Council at defined benchmarks in the process. At a minimum, the following engagement activities shall be included in the scope:

- Initial meeting with administrative working group to review the project schedule, schedule future meetings, and facilitate data acquisition
- Kick-off workshop with administrative working group Planning & Zoning Commission
- One public workshop to discuss project goals and specific updates
- Check-in/draft review with the administrative working group
- In-progress presentations to the City Council and Planning & Zoning Commission
- Pre-hearing review of final draft comments
- Check-ins with the administrative working group at regular intervals

Draft Development

The consultant team is expected to prepare and submit a written UDO Update draft that clearly defines the City of Castroville's expectations regarding appearance, design, quality & intensity of development, implementing the policies of the adopted Comprehensive Plan and associated long-range plans. The consultant team shall ensure compliance with all applicable State of Texas statutes. The UDO is expected to rely heavily on graphics to communicate and support regulations. With the draft, the consultant team shall recommend the best method for managing and maintaining codification and updates to the UDO. The final UDO shall be presented in a manner suitable for both print, electronic, and online publication.

Final Document Adoption

The consultant team is expected to carry the UDO from inception through document adoption by City Council. The adoption process will include public hearings before both the Planning & Zoning Commission and City Council. The consultant team will provide one (1) original and eight (8) hard copies of both the draft and final version of the UDO. They will also provide both versions (draft and final) in electronic format acceptable to the City, and web-ready electronic format acceptable to the City. The consultant will create all maps in a City-approved geographical information systems application (i.e., ArcGIS). Maps and supporting documentation will be maintainable using current City software programs. All final map files will be presented in either Arc GIS shape file or City-approved file on a City-approved form of submission.

RESPONSE TO THE RFP

The following items are required in each response. In order to expedite the evaluation of responses, proponents will organize their responses in the same sequence. Instructions regarding scope and contents are given in this section. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of each response. All documents and attachments will be contained in a presentation folder or binder no larger than 8- 1/2" by 11" and shall be wire or three-ring bound. No submittals via email or fax will be accepted.

1) TITLE PAGE

Include a title page with the title “[Firm Name] Qualifications for the City of Castroville Development Ordinances Update”. Include the firm’s address, phone number, and contact person’s name and email address.

2) COVER LETTER

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.

3) TABLE OF CONTENTS

Identify the response contents by tab and page number.

4) PROPOSED ORGANIZATION AND STAFFING FOR THE PROJECT

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.

5) WORK PLAN

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

- community engagement and notification strategies, tools and techniques
- how you propose to utilize citizen and staff advisory committees throughout the project
- meeting facilitation tools and techniques
- the process for drafting and revising the development ordinances
- any unique techniques that your team has successfully utilized on similar projects
- any tasks that the City will be required to complete

6) PROJECT SCHEDULE

Respondent must review the proposed project schedule in the introduction of this RFP and agree to or make suggestions for schedule adjustments. Provide a detailed project timeline including the proposed number of public meetings, advisory committee meetings and meetings with City staff.

7) COST PROPOSAL

The City expects to fund the Unified Development Ordinance project over this current and next fiscal year. Ideally, fees will be paid in 4-6 draws and will be based on the percentage of completion throughout the project. Payment/draw schedule will be negotiated upon award.

8) RELEVANT EXPERIENCE

Respondent shall provide information on the firm’s history and qualifications for completing municipal development ordinances, preferably in Texas. The firm should also highlight its unique qualifications relevant to the needs of the City of Castroville. List any professional awards or recognitions that the firm has received for similar projects.

List projects of a similar nature with which the consultant team has had direct experience. Be specific on why the referenced projects are similar to this project, including but not limited to project location, description, date of implementation, services provided by your firm for the project, and client contact information. Include a link to project photos/deliverables, if available. The consulting team’s response should address experience in similar locales and with similar projects, with the goal of demonstrating how well they fit with and understand Castroville’s circumstances.

9) QUALITY CONTROL

Describe how the successful consultant will handle quality control to monitor and resolve issues and check and cross-reference documents.

Failure to address items 1 through 8, above, in detail will be sufficient reason to eliminate a response from consideration.

Addenda & Questions

All questions regarding this response and any regarding the meaning or intent of the RFP are to be directed to the following contact(s). Interpretations or clarification considered necessary by the City in response to such questions will be issued by Addenda and posted either online or otherwise delivered to all parties recorded by the City as having received the RFP. **Questions received after the deadline for submitting questions will not be answered.** Only questions answered by formal written Addenda will be binding. Requests for information may be in writing or sent via email. No oral and other interpretations or clarification will be considered official or binding.

Please submit written requests for information to:

Breana Soto
Community Development Director
703 Paris
Castroville, TX 78009
Breana.soto@castrovilletx.gov

EVALUATION OF RESPONSES

Evaluation Criteria

The City will evaluate the qualifications of consultants submitting responses based on, but not limited to, the following criteria and will award points in each category consistent with the weighting described below:

- Firm experience and qualifications 15 Points
- Project team qualifications 25 Points
- Project Schedule 15 Points
- Proposed project approach and methodology 20 Points
- Understanding of the City of Castroville 10 Points
- Work samples and references 15 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.

City Staff Evaluation Committee & Ranking

A committee comprised of City staff shall review and rank all responses according to qualifications. Selected firms will be scheduled for interviews or oral presentations as deemed necessary by the committee. The City makes no commitment to any respondent to this RFP beyond consideration of its written response.

Contract

The selection of the consultant team and the execution of a contract, while anticipated, are not guaranteed by the City. The City reserves the right to determine which response is in the City's best interest and to award the contract on that basis, to reject any and all responses or portions thereof, waive any irregularities of any response, and negotiate with any potential proponent (after responses are opened) if such is deemed in the best interest of the City.

Award Of Contract

1) NEGOTIATIONS:

After selection of a consultant based on qualifications, the City will then enter into negotiations as to the terms of the contract and all aspects of services and compensation.

2) INABILITY TO REACH AGREEMENT:

In the event the negotiations between the most qualified proponent(s) selected and the City cannot be completed as a result of an inability to reach agreement on the services or the scope of work to be performed, then at the option of the City, the contract may be awarded to the next most qualified proponent. Negotiations will continue in this sequence until a contract is finalized, or all responses are rejected.

3) CITY COUNCIL APPROVAL:

The final contract will be submitted to the City Council for approval.

4) FINAL CONTRACT:

- a) The selected consultant will be required to assume responsibility for all services offered in its response, whether or not such services are provided by a partnership arrangement. The successful consultant will be considered the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- b) This RFP and the successful consultant's response, or any part thereof, may be incorporated into and made a part of the final contract. The City reserves the right to negotiate the terms and conditions of the contract with the successful consultant.

CONDITIONS AND LIMITATIONS

- a. Proposals that do not include all the submittal requirements outlined herein shall not be considered.
- b. Until such time the professional services agreement is executed, there are no express or implied obligations or commitments on the part of either the City or the Consultant concerning either this RFP or any proposal associated with it.
- c. At the City's sole discretion and with notice being provided to the Consultants, the City may amend the Selection Process and/or Project Schedule at anytime.
- d. By submitting materials for the City's consideration pursuant to this RFP, the Consultant is waiving any claim of confidentiality, trade secrets, or privilege with respect to materials submitted. All submittal materials are subject to disclosure under the Texas Open Records Act.
- e. If warranted, any updates, revisions or modifications to this RFP shall be posted on the City of Castroville's website during the advertising period, and it shall be the responsibility of the Consultant to review the website during the advertising period to verify if any such updates, revisions or modifications have been made to this RFP.
- f. Any changes resulting from the questions submitted affecting specifications, the scope of work, or which may require an extension to the proposal due date will be reduced to writing in the form of an addendum to this RFP. Addenda will be posted on the City's website at the above link. It is the Consultant's responsibility to check the website to determine if the City has issued any addenda and/or schedule changes.
- g. The selection of a Consultant and the execution of a contract, while anticipated, is not guaranteed by the City. The City reserves the right to determine which Proposal represents the City's best interest and to award the contract on that basis.
- h. The RFP does not commit the City of Castroville 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.
- i. The City reserves the right to have another consultant, specializing in urbanism, review the proposed contract and/or project materials for evaluation.
- j. The City Council will consider the final contract for award to the selected Consultant.

SUBMISSION OF RESPONSE & DEADLINE

Proponents shall submit seven (7) hardcopies and one (1) electronic copy (thumb drive or equivalent) of their response:

No later than 4:00 p.m. CST Monday, July 17, 2023

Responses must be received in the City office before the due date and time, submitted in a sealed envelope or container stating on the outside:

**Unified Development Code Update RFP Response
Submitted by
(Respondent's name, address, title, and due date)**

Responses may be mailed or hand-delivered as follows:

**Breana Soto
Community Development Director
703 Paris
Castroville, TX 78009**

Responses shall be considered received when they are in the physical possession of the intended recipient. Postmarked dates on mailed responses do not qualify. Each response shall be sealed and manually signed by a person having the authority to bind the firm in a contract. All responses shall be signed and dated. Responses that are not signed and dated will be rejected. Facsimile and/or email transmittals shall not be accepted. **Responses received after the deadline will not be considered.**

Any questions related to this RFP should be referred to Breana Soto, Community Development Director at breana.soto@castrovilletx.gov. Phone inquiries will not be answered.

Schedule of Important Dates

The tentative schedule for this Request for Proposals is as follows:

Release RFP to Consultants: **Tuesday, May 30, 2023**

Deadline for Questions and Inquiries: **No later than 4:00 p.m. CST, Monday, June 19, 2023**

Final date for City Responses and Addenda: **Friday, June 30, 2023**

RFP Submission Deadline: **No later than 4:00 p.m. CST, Monday, July 17, 2023**

Council Review of Contract: **Tuesday, September 12, 2023** (subject to change)