

REQUEST FOR PROPOSALS

PLANNING CONSULTING SERVICES REVIEW & AMEND ARTICLES OF CHAPTER 9 (PLANNING AND DEVELOPMENT REGULATIONS) WITHIN THE CITY OF ANNA CODE OF ORDINANCE



BACKGROUND

The City of Anna (“City”) is requesting proposals from qualified planning firms and organizations to facilitate and complete a comprehensive audit of the City of Anna’s Planning and Development Regulations, specifically related to the following articles: Article 9.02 Subdivision Regulations, Article 9.04 Zoning Ordinance, Article 9.05 Signs, and Article 9.06 Landscape Regulations. Additionally, the city is interested in creating a new Downtown zoning district that is in alignment with the recently adopted Anna2050 Comprehensive Plan and Downtown Master Plan.

This effort will align codes with the goals and recommendations of newly adopted Comprehensive Plans, modernize and simplify regulations, provide greater clarity, address deficiency, improve staff efficiency, and be more user friendly. All modifications to articles within the Planning and Development Regulations of the Code of Ordinances will be coordinated by the City of Anna’s Director of Development Services and/or Planning Manager.

While the scope of services will be finalized in writing after the consultant team is selected, at this time the following tasks have been identified, and are listed in no particular order:

- Reclassification, elimination, and/or creation of new and/or existing zoning districts that are in alignment with the Future Land Use Map of the Anna2050 Comprehensive Plan and Downtown Master Plan
- Removal of contradicting and/or conflicting ordinances
- Updates as needed to the plan and plat review procedures
- Modification to the schedule of uses and associated definitions,
- Review off-street parking requirements,
- Simplify outdoor lighting regulations, and signage regulations
- Incorporate user-friendly formatting techniques such as hyperlinking text, illustrations, and other elements.
- Work closely with the City of Anna staff, Planning Commission, and City Council to ensure the ordinance is written in line with the Community’s vision.

Pertinent Documents:

- [Anna 2050 Comprehensive Plan](#)
- [Downtown Master](#)
- [Parks, Trails, and Open Space Plan](#)
- [City of Anna Code of Ordinances](#) (Chapter 9 Planning and Development Regulations)

COMMUNITY OVERVIEW

City of Anna History

The Houston and Texas Central Railway, built between Dallas and Denison, passed through the area in 1873. By the time Anna was platted in 1883, it had a population of twenty, two stores, a steam gristmill, and a Baptist church. A post office also opened in that year. By 1890 the town had a population of 100 to 200. Anna was incorporated in 1913, with John L. Greer as first mayor.

With a current population of 18,330 and growing rapidly, the City of Anna is one of the fastest growing communities in North Texas. In fact, Anna has grown by over 122% since 2010. Located in northern Collin County along U.S Highway 75, State Highway 5, and State Highway 121, Anna is a vibrant and emerging city that offers its residents an excellent quality of life and low cost of living. With much of its land still undeveloped, Anna is becoming an attractive location for retail and commercial establishments. Anna’s workforce is skilled, well-educated, and comparatively young. Neighbors enjoy recreational opportunities, easy access to the DFW and Red River corridors, and a pace of living that matches both a relaxed hometown and a thriving community.

City Council Strategic Plan

In 2019, the Anna City Council updated its Strategic Plan to reflect the growing needs of Anna neighbors and the community. After a thorough planning and collaborative process, the Council adopted the plan with some of the highlights listed below:

Vision 2036

Anna is a community of families that is beautiful and safe. Anna 2036 has a vibrant community destination, great housing opportunities, and a dynamic business community. Anna is a fun community for all and has convenient mobility options. The premier community in Collin County

Goals

- Growing Anna economy
- Anna – Great place to live
- Sustainable Anna community through planned, managed growth
- High performing, professional city

Key Development Projects Underway

An aerial map of the City’s planning area, existing, current, and planned development activity can be found online [here](#). Additional key projects are linked below:

Villages of Hurricane Creek

Centurion American has begun ground and utility work for a single-family development near the northwest corner of US-75 and FM 455. The group is also nearing construction on a mixed-use development on the “Sherley Tract” to the north of the Villages of Hurricane

Creek for a total of 1,794 single family lots, 400 multifamily units, and 50,000 – 60,000 square feet of commercial space. This project will also include an elementary school and new fire station.

Anna Surgery Center

Located at the Northwest corner of US 75/FM 455, the new 24,000 square foot Anna Surgery Center was completed in late 2020. Phase II of this project will include a 40,000 square foot Medical Office Building, with construction expected to commence in the Fall 2021.

The Woods at Lindsey Place

Developed by DR. Horton, The Woods at Lindsey Place is a 275-acre project with 942 single family lots, and 600 multifamily units. The project is located on the east side of US 75 where Rosamond Parkway will be extended.

Parmore Anna

Developed by JPI, Parmore will be located in the Anna Town Square development. This project is a senior living complex with 185 units.

Waypoint Land Apartments

Located on the west side of US 75 just south of Anna Surgery Center, Waypoint Land Apartments will have a total of 330 units. Construction is set to commence in the next few months.

Additional Community Information

- Ersi Community Profile - [Demographics](#)
- [Residential Strategies Single Family Analysis](#)
- [Trade Area Profile \(2020\)](#)

SCOPE OF SERVICES

The successful firm shall agree to contract with the City of Anna to provide the following services.

1. Undertake an assessment of articles of the City of Anna Planning & Development Regulations (“Regulations”), Chapter 9 of the Code of Ordinances, to identify areas for improvement. This assessment shall include meeting with City staff, a technical review to identify sections of the code that have become obsolete, identify opportunities to enhance the development process, determine changes to the lists of permitted uses, modernize and simplify regulations, and evaluate the ordinance’s alignment with the Anna2050 Comprehensive Plan, Downtown Master Plan, and Parks, Trails, and Open Space Master Plan.
2. Based on an assessment the consultant shall provide recommendations for needed modifications, updates, eliminations, and additions to the current Regulations.
3. Revise the current Regulations, integrating changes and recommendations established through initial assessment and staff feedback. Integrate recommendations from staff where possible. Integrate recommendations from staff where possible. The new ordinance shall be user friendly and include links and images throughout where desired.
4. Generate an official Zoning Map of the City of Anna that will replace the prior Map upon adoption by the City Council.

5. Prepare and present an initial draft of the revised and enhanced Regulations to city staff.
6. Prepare and present a final draft of the revised and enhanced Regulations to the Planning & Zoning Commission and City Council for adoption.

DELIVERABLES

The successful firm shall agree to provide the following deliverables.

1. Completed revision, rewrite, reformat and/or update of the Regulations.
2. Replacement of the City of Anna Official Zoning Map. The data used to produce this map should also be delivered in industry standard GIS software and data format as well as an electronic and hard copy in legible format.
3. Facilitated process for city staff engagement and feedback on the Regulations.
4. The Regulations and any handouts used in public meetings in both “hard copy” and electronic form. All text produced through this assignment will be provided in “hard copy” and electronic form.
5. All GIS data and maps prepared for this project will be owned by the City of Anna and shall not display the logo or other identifiers of the consulting firm.
6. A use district matrix (with zoning district headings hyperlinked to the district regulations).
7. Illustrative images for definitions, zoning regulations and setbacks for each zoning district where needed and desired. Digital files (PNG, JPEG, TIFF, etc.) to be owned by the City of Anna and shall not display the logo or other identifiers of the consulting firm.
8. Hyperlinks throughout the ordinance for easy organization and a user-friendly experience.
9. Ten bound color copies of the final adopted ordinance.
10. One digital file (pdf) of the final ordinance.
11. Word document of entire document to include all illustrative images.

PROPOSAL FORMAT

Proposals shall include the following information:

1. Cover Letter

The cover letter should be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the City. The cover letter should also identify the firm submitting the proposal and any sub-consultants that may be proposed.

2. Work Approach and Timeframe

Present a detailed description of the work you propose to fulfill the requirements of this request for proposal. For each task, describe the activity, the intended results and an anticipated timeframe for completion.

3. Professional Staff

Describe which individual professionals will work directly with the City and their respective roles in the project. Identify and provide a resume for the project lead and point of contact.

4. Qualifications and References

Provide a statement of qualifications and descriptions of recent prior experience with other clients, which is relevant to the challenges of this assignment. For each past project, include the name, title and phone number of a representative that the City may contact to discuss your experience. Provide a minimum of five experiences during the last five years.

5. Project Cost

Provide a detailed cost (with breakdown) for performing the services required as detailed in your proposal. Describe any modifications you would recommend to the general work scope described in this request for proposal and the impact of those modifications on your fee proposal. Fees shall be stated as a total not-to-exceed fee for the services outlined, based on the hourly billing rates of the staff that would serve the City together with any added reimbursable costs.

DEADLINE FOR SUBMISSION: 4:00 P.M. FRIDAY, SEPTEMBER 30, 2021

PROPOSAL DEADLINE

Sealed electronic proposals will be received at the City of Anna's [eBidding site](#) until September 30, 2021 @ 4:00 PM CT. Vendors must be registered on the eBidding site in order to submit a proposal. This is a one-time no-fee registration. This doesn't take long, but we encourage you to start early. Any attachments that you make will be saved. The system will not accept late submissions.

Proposals received after the stated date and time will not be accepted by the eBidding system. Faxed, mailed, or emailed proposals will not be accepted.

SCHEDULE

Issue Date:	Friday, September 3, 2021
Deadline for Submitting Questions:	Friday, September 17, 2021 at 4:00 p.m.
Responses Provided to Questions:	Wednesday, September 22, 2021
Submittal Due Date:	Thursday, September 30, 2021 at 4:00 p.m.

EVALUATION OF PROPOSALS

The City will evaluate all submitted proposals in accordance with the criteria and procedure defined herein. The Owner reserves the right to reject any and all portions of proposals and take into consideration past performance. Based on the responsiveness of the work approach proposed, the qualifications of the staff who will work directly on the project, the five overall qualifications of the firm, the understanding of the project, and the cost proposed. The following parameters will be used to evaluate the submittals (**with weighted values**):

The following collective criteria shall be worth 90%

- Experience and expertise in preparing and revising Planning and Development Regulations; - **(30)**
- Experience in updating ordinances to be more user friendly and presentable via electronic means; - **(20)**
- Experience and expertise in assessing community planning needs, issues, and opportunities; - **(10)**
- Experience with codes as they relate to the legal landscape of Planning & Zoning in Texas; - **(10)**
- Strong graphics design skills as it relates to zoning codes; - **(20)**

The following criteria shall be worth 10%

➤ Fees; - **(10)**

The City may schedule oral interviews with some or all of the firms responding and, in that event, the outcome of such interviews may influence the evaluation of proposals. The City also reserves the right to take into consideration past performance of previous awards/contracts with the City of any vendor, Firm, supplier, or service provider in determining final award(s). Firms shall be ranked or disqualified based on the evaluation criteria listed in above. The City reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Firm.

QUESTIONS

Questions will be directed in writing to the contact below prior to 4:00 p.m. on Friday, September 17, 2021. All response will be made publicly available.

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