

# **REQUEST FOR PROPOSAL #22500**

## **COMPREHENSIVE PLAN UPDATE**



**Submission Deadline: October 19, 2021**

**City of La Porte  
Purchasing Division  
604 W. Fairmont Pkwy.  
La Porte, TX 77571  
(281) 470-5126**

**NOTICE FOR REQUEST FOR PROPOSALS**  
**RFP # 22500 COMPREHENSIVE PLAN UPDATE, LA PORTE, TEXAS**

The City of La Porte (the "City") invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing a major plan update to the City of La Porte comprehensive plan.

**Information:** Forms furnished by the City of La Porte may be obtained without deposit from PublicPurchase.com; the Purchasing Division Office located at 604 W. Fairmont Pkwy, La Porte, TX 77571; or by emailing [purchasing@laportetx.gov](mailto:purchasing@laportetx.gov).

**Due Date and Time:** Tuesday, October 19, 2021, 2:00 PM Central Standard Time

**Qualifications Receiving Location:** City Hall Information Desk, 604 W. Fairmont Parkway, La Porte, Texas 77571. Sealed proposals must include one original and one digital copy clearly marked with the RFP number and description. Sealed proposals must be received no later than the date and time stated above. The submittals will be opened immediately after the closing hour on said date and only the names of those submitting proposals for consideration will be publicly read.

**NO LATE SUBMITTALS WILL BE CONSIDERED**

This Request for Proposals does not commit the City to award a contract or lease, or to pay any costs incurred as a result of preparing such a response. The City reserves the right to further negotiate with a respondent (and as may be required by law), or reject any and all responses received, or to cancel in part or in its entirety this Request for Proposals.

The City of La Porte hereby notifies all consultants/offerors that in regard to any agreement entered into pursuant to this advertisement, minority business enterprises will be afforded equal opportunities to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, religion or national origin in consideration for an award.

The City reserves the right to reject any and/or all proposals, to waive any and all technicalities, and to accept any proposal or part thereof, which in the opinion of the City Council, is most advantageous to the City. In case of ambiguity or lack of clearness in stating the prices in the proposal, the City reserves the right to consider the most advantageous proposal thereof or to reject the proposal.

Published: September 2, 2021  
September 9, 2021

## **INTRODUCTION:**

The City of La Porte, located in Harris County, Texas, is accepting proposals from qualified firms to provide professional consulting services in the form of comprehensive planning, urban design, and redevelopment strategies for the 10-year update of the La Porte 2030 Comprehensive Plan. City officials envision the comprehensive plan update for the City to firmly define the goals and objectives, by community consensus, for redevelopment options and implementation strategies on a variety of land use issues affecting the area. This update would also pull together and provide a comprehensive framework for the previous 5-year plan update, accomplishments, existing initiatives, and planned capital improvement projects.

The City of La Porte is the issuing entity. City staff shall review comprehensive plan update proposals and invite a short list of candidate firms to present to the selection panel. Staff will select a firm or team to recommend to City Council for approval.

## **CITY OF LA PORTE – HISTORY**

The City of La Porte is founded on tradition and heritage that can be traced all the way back to the nineteenth century. La Porte was founded in 1889 by French settlers and incorporated in 1892. The name La Porte refers to “Gateway” or “The Door” and refers to the town’s geographical location along Galveston Bay and the Houston Ship Channel. Once considered a “resort town”, today La Porte has grown to a population of approximately 35,000 with a predominantly industrial base. Many diverse enterprises choose to locate in La Porte because of the easy access to and business opportunities associated with the Port of Houston terminals located at Bayport and Barbours Cut. La Porte is fortunate to attract so much industrial trade and investment, daytime employment, high average household incomes, and tourism.

## **BACKGROUND**

The La Porte 2030 Comprehensive Plan is an official public document that acts as a general guide for how the City should grow and operate over a 20 year interval. The Comprehensive Plan plays many important roles in shaping the future of the community. It serves as the officially adopted guide for City policy decisions relating to the physical growth and economic development of La Porte through 2030, including discussion of opportunities and challenges, vision, goals, actions, policies, and strategies.

The original version of the City of La Porte comprehensive plan was adopted in 1984. The first official update of the 1984 plan occurred in 2001. The amended plan suggested updates at a minimum of five year intervals, with larger more comprehensive updates occurring every 10 years. The 2001 comprehensive plan was updated in 2005, with a significant overhaul occurring in 2012, which established the current version “*City of La Porte 2030 Comprehensive Plan*”. In 2018, the city completed the most recent five year update. This

update served as a progress report and provided guidance on moving forward with high priority action items identified in the current plan. Now that we have reached the 10 year mark since the last large scale amendments, the city is ready to embark on our latest full scale update that will take us into the next 20-30 years.

### **SCOPE OF STUDY**

The City of La Porte seeks to contract with a consulting firm or team that possesses extensive experience in community planning and redevelopment strategies. The consultant shall organize and lead the community consensus planning efforts through a series of public workshops and meetings with community leaders to identify planning and redevelopment goals and objectives. The major plan update will incorporate all the accomplishments of the last ten years, analyze approaches, and move forward with the goals and objectives for the next ten years.

City Council expects the comprehensive planning, redevelopment strategies, and options to fully explore and move forward with the on-going CIP projects and other planning efforts in this regard. The planning process should also take into account the local economy, business atmosphere, industry forecast, future land uses, demographics, natural growth, and development trends in the area. The final document will be a complete guideline for the City officials to follow for the redevelopment and implementation strategies.

City officials anticipate key project tasks to include the following:

- Organize and lead public workshops and meetings;
- Gather & incorporate data for the past ten years planning efforts;
- Analyze or prioritize the goals and objectives for the redevelopment efforts;
- Identify opportunities and options for the community planning & redevelopment;
- Present community planning and redevelopment concepts using land use maps;
- Indicate all sources of funding, County, State, and Federal, available to the City; and
- Furnish schedule and directions for plan implementation.

### **SUBMISSION REQUIREMENTS**

Sealed submittals are required. Submittals shall be delivered to the City Hall, Information Desk, at 604 W. Fairmont Parkway, La Porte, Texas 77571 on or before **2:00 p.m. Central Standard time, Tuesday, October 19, 2021**. All submittals must be labeled on the outside with the Respondent's name and the name of the Project. Late submittals will not be considered. An original (signed), and one digital copy of each response is required.

## **1. Cover letter and Executive Summary: (1 page)**

Provide at least the following:

- Introduction
- Legal name of firm, date of formation
- Location of office that will be engaged in the work (geographical location in relation to the City of La Porte)
- Contact persons
- Legal business description (individual, corporation, joint venture, etc.)
- Statement of availability and commitment of the firm
- Statement of interest including a narrative and unique qualifications
- Signature of authority authorized to enter into a contract

## **2. Qualifications:** Describe the firm's resources, experience and capabilities as follows:

- a. Provide an outline of the firm's background, qualifications, and ability to perform scope of services required.
- b. Provide a list and /or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.
- c. Identify all key personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
- d. Provide a brief outline of the firm's current workload, staffing and ability to meet the schedule and deadline described in this RFP.

## **3. Methodology/Service Approach:** Firms must provide a description of their understanding of the tasks involved. All proposals must include a timeline/schedule for each product deliverable, including interim milestones to be accomplished. All tasks to be performed throughout the different stages of the project must be submitted in detail.

## **4. Cost Proposal:** Cost proposal including a detailed breakdown of cost by task for the requested planning document.

## **5. References:** List of projects similar to the studies described herein. Provide names, email addresses and contact numbers of references. Provide an example of work in electronic format or website addresses where planning documents may be reached.

## **6. Additional Data:** Responses may include any other information that might deem essential to the evaluation of the Request for Proposal.

## **7. Summary of Insurance Coverage**

## **8. Completed Conflict of Interest Form**

## **9. Completed HB 89 Form**

## **10. Signed Certification Form**

### **SELECTION PROCEDURE**

This is a request for proposals. Each submission shall be evaluated by a selection committee consisting of City staff. The City may choose to interview the top firms. Invited candidates will be required to give oral presentations and answer questions relating to the proposal. Based on issues or questions raised during the interview, the City may request additional written information in a proposal addendum. City staff will analyze additional information and recommend a select candidate to City Council for approval.

### **EVALUATION CRITERIA**

The criteria that will be used to evaluate the responses are:

#### **1. Methodology/Service Approach- 40%**

- Provided a task plan that addresses the scope of study.
- Included tasks to be performed throughout different stages of the project and was submitted in detail.

#### **2. Qualifications and Experience – 30%**

- Firm has extensive expertise in redevelopment and has performed similar satisfactory work in other municipalities.
- Demonstrated an understanding of the City's redevelopment issues.
- References from current/past clients.

#### **3. Capacity to Perform-20%**

- Key personnel assigned to project demonstrated management and technical skills.
- Demonstrated understanding of the scope of study.
- Ability to dedicate necessary resources to the project.

#### **4. Proposed Cost- 10%**

- Proposed cost is comparable with all cost received.
- Provided a detailed breakdown of cost by task.

## **SCHEDULE**

RFP Release Date	September 2, 2021
Deadline for Written Questions	October 8, 2021
Proposal Deadline	October 19, 2021, 2 PM CST
Consultant Presentation and Interviews	November-December, 2021
City Council Approval of Consultant	January- February, 2022
Project Commences	Spring 2022
Project Concludes	Winter 2022- Spring 2023

## **ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION**

- A. **No Gratuities-** Respondents shall not offer gratuities, favors or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be considered a bribe and grounds for exclusion from the selection process and possible legal action.
- B. **All Information True-** Respondent represents and warrants to La Porte that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, shall be subject to exclusion from the selection process.
- C. **Interviews-** The City may choose to interview Firms that are short-listed through the Statement of Qualifications review process. If so, those firms will receive notification by email of the date and time of the interview.
- D. **Inquiries-** Do not contact the City of La Porte during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. **Cost of Responses-** The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. **No Obligation-** The City reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the City of La Porte's best interest; or (6) cancel the entire process.
- G. **Insurance-** The awarded firm shall provide and maintain Professional Liability Errors and Omissions Insurance coverage to protect the Firm and the City from liability arising out of the performance of services if any, under this agreement.

Such coverage shall be in the sum of not less than Three Hundred Thousand Dollars (\$300,000) per occurrence and Five Hundred Thousand Dollars (\$500,000) aggregate. Certificate of Insurance, satisfactory to the City, showing compliance with this requirement and all other requirements shall be furnished to the city before any services are performed.

- H. **Conflict of Interest-** Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any person, who seeks to contract for the sale or purchase of property, goods or services with a local government entity, shall file a completed conflict of interest questionnaire with the City Secretary within seven business days after initial contact. Form included in this request. Please consult your own legal advisor if you have questions regarding this statute or this form.
- I. **H.B. 89-** Pursuant to Texas Government Code 2270.001, respondent certifies that 1.) they do not boycott Israel currently; and 2.) they will not boycott Israel during the term of the contract the above named company has with the City of La Porte, Texas. Form included in this request.
- J. **Questions-** All questions regarding this RFP shall be submitted by email to the following email address: [purchasing@laportetx.gov](mailto:purchasing@laportetx.gov), or through Public Purchase. Please note the RFP name and number for reference. The deadline for question is October 8, 2021, 5:00 PM
- K. Any addenda to this RFP shall be published at [www.publicpurchase.com](http://www.publicpurchase.com).
- L. Below are the links to the City of La Porte's Comprehensive Plan for the 5 year and 10 year update:

<http://www.ci.la-porte.tx.us/DocumentCenter/View/267/Comprehensive-Plan-PDF?bidId=>

<http://www.ci.la-porte.tx.us/DocumentCenter/View/4351/Comp-Plan-5-Year-Update?bidId=>



# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## OFFICE USE ONLY

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2** ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6** ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## House Bill 89 VERIFICATION

I, \_\_\_\_\_ (Person name), the undersigned  
representative of \_\_\_\_\_ (Company or Business name)

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(hereafter referred to as company) **being an adult over the age of eighteen (18) years of age, do hereby verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270::**

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with City of La Porte, Texas.**

This statement is exempt for sole proprietorship vendors, vendors who have less than 10 full time employees and contracts that are under \$100,000 of public funds.

*Pursuant to Section 2270.001, Texas Government Code:*

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

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DATE

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SIGNATURE OF COMPANY REPRESENTATIVE



## CERTIFICATION FORM

The undersigned agrees this submission becomes the property of the City of La Porte after the official opening.

The undersigned affirms he has familiarized himself with the specification, drawings, exhibits and other documents; the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of materials and equipment; and all other matters that will be required for the work before submitting a response.

The undersigned agrees, if this submission is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specification. The period for acceptance of this submission will be 90 calendar days unless a different period is noted.

The undersigned affirms that they are duly authorized to execute this contract, that this submission has not been prepared in collusion with any other respondent, nor any employee of the City of La Porte, and that the contents of this submission have not been communicated to any other respondent or to any employee of the City of La Porte prior to the acceptance of this submission.

Respondent hereby assigns to the City any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications, all exhibits and attachments contained in this solicitation package.

The undersigned agrees that the solicitation package posted on the website are the official specifications and shall not alter the electronic copy, without clearly identifying changes.

The undersigned understands they will be responsible for monitoring Public Purchasing Website at: [www.publicpurchase.com](http://www.publicpurchase.com) to ensure they have downloaded and signed all addendum(s) required for submission with their response.

I certify that I have made no willful misrepresentations in this submission, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in this submission will be investigated, with my full permission, and that any misrepresentations or omissions may cause my submission to be rejected.

Acknowledge receipt of following addenda to the solicitation:

Addendum No 1 Dated \_\_\_\_\_  
Addendum No 2 Dated \_\_\_\_\_  
Addendum No 3 Dated \_\_\_\_\_

Received \_\_\_\_\_  
Received \_\_\_\_\_  
Received \_\_\_\_\_

### AUTHORIZED REPRESENTATIVE:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Tel No. \_\_\_\_\_

Email \_\_\_\_\_