



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

**Consultant Services for  
Development Ordinances Update**

Date Due: **November 15, 2021**

Time Due: **3:00 p.m.**

Envelopes/packages must be sealed and marked with the project title.

Respondents must submit one (1) original and five (5) complete bound copies of their response, as well as an electronic (PDF) copy saved to flash drive.

**RFQ QUESTIONS:**

**Deadline to submit questions: October 29, 2021 @ 5:00 p.m.**

**All questions shall be submitted by email to Tom Yantis at:  
[tom.yantis@taylortx.gov](mailto:tom.yantis@taylortx.gov)**

Tom Yantis, AICP  
Assistant City Manager / Director of Development Services  
City of Taylor  
512-352-5990  
Email: [tom.yantis@taylortx.gov](mailto:tom.yantis@taylortx.gov)

**SUBMIT QUALIFICATIONS PACKET TO:**

**Jeffrey Wood  
Director of Finance  
City of Taylor  
400 Porter Street  
Taylor, Texas 76574**

## **1.0 INTRODUCTION**

The City of Taylor, Texas is seeking qualifications for a Consultant or Firm to assist with:

1. The City's development ordinances including:
  - a. Zoning Ordinance
  - b. Subdivision Ordinance
  - c. Sign Ordinance

The expectation is that the selected consultant/firm will have a solid track record of successfully completing development ordinances, preferably in Texas.

## **2.0 RESPONSE PREPARATION & SUBMISSION**

### **2.1 PROPOSED TIMELINES**

Monday, October 4, 2021	Release of Request for Qualifications
Friday, October 29, 2021	Deadline for Questions Submitted
Friday, November 5, 2021	Questions Answered
Monday, November 15 @ 3:00 PM	Deadline for Submission of Qualifications
Dec. 6 - Dec. 10, 2021	Interviews (tentative)
Thursday, January 13, 2022	Award of Contract
January – February 2022	Project Kickoff and Data Collection
February - August 2022	Development Ordinances Update
September - October 2022	Development Ordinances Adoption

\*The City of Taylor 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 and (5) complete bound copies of the response, as well as an electronic copy (PDF) saved to an external storage device, should be forwarded to and received by:

Jeffrey Wood, Director of Finance  
400 Porter Street  
Taylor, Texas 76574

The response shall be clearly marked “Qualifications – Development Ordinances Update”, and received no later than **3:00 PM, on November 15, 2021**.

Respondent shall put their 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 Taylor 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 Taylor 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 Taylor 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 Tom Yantis, Assistant City Manager / 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, City of Taylor, at its discretion, can 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 Taylor and is public record unless otherwise specified and authorized by law.

## **3.0 BACKGROUND AND OVERVIEW**

Taylor, Texas is located in eastern Williamson County approximately 35 miles northeast of downtown Austin and is part of one of the fastest growing metropolitan areas in the nation. With a population of approximately 18,500, Taylor is experiencing significant residential and commercial development.

While Taylor is poised to experience increased growth as the metro area continues to expand, it maintains its own unique identity as a self-contained, all-American small town. The historic downtown is the heart of the community and Taylor's historic and newer neighborhoods have grown out from the downtown 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 and industrial business parks that attract employers to the community and its participation in the Main Street Program helps to drive economic development into the historic core through historic preservation, adaptive reuse and infill development.

The City recently completed an update to its comprehensive plan, Envision Taylor. The plan is focused on five big ideas including: Community Character, Inclusive Growth, Housing Diversity, Fiscal Sustainability and Infrastructure, and Economic Resilience.

The purpose of this effort is to revise the City's development regulations to achieve the goals established in the Envision Taylor comprehensive plan and establish a solid framework for future community growth that builds on the strengths of Taylor's historic development patterns and is fiscally sustainable.

### ***CURRENT DEVELOPMENT ORDINANCES:***

The City of Taylor's current development ordinances were originally adopted as follows:

- Zoning Ordinance – April 24, 2001
- Subdivision Ordinance – September 23, 2003
- Sign Ordinance – November 13, 2003

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

#### **4.0 SCOPE OF WORK**

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 re-written regulations are intended to implement the goals and policies of the recently completed Envision Taylor Comprehensive Plan.

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 Taylor's historic neighborhoods
- Simplify and streamline the development process for projects that meet the goals of the comprehensive plan
- Encourage and facilitate infill development and incremental increases in development intensity in existing neighborhoods
- Preserve the character of existing neighborhoods while allowing additional population density
- Ensure 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

## **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 municipal comprehensive plans and impact fee studies 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) adopted Development Ordinances 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 be as brief as possible to convey the information requested.

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 USB drive.

## **6.2 TITLE PAGE**

Include a title page with the title “[Firm Name] Qualifications for the City of Taylor Development Ordinances Update”. 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 municipal development ordinances, preferably in Texas. The firm should also highlight its unique qualifications relevant to the needs of the City of Taylor. List any professional awards or recognitions that the firm has received for similar projects.

Provide the name, address, telephone number and email 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. 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 TAYLOR [Tab #4]**

Describe your understanding of the City of Taylor, 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 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

#### **6.9 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, advisory committee meetings and meetings with City staff.

### **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 Taylor
- Tab 5 - Project Approach
- Tab 6 - Project Schedule
- Conflict of Interest Questionnaire
- Flash Drive – Reference Project Deliverables, PDF of Response

## **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 15 Points
- Project team qualifications 25 Points
- Understanding of the City of Taylor 15 Points
- Proposed project approach and methodology 20 Points
- Project Schedule 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.

## **9.0 SPECIAL CONDITIONS**

***Rejection of Responses: The City of Taylor 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 Taylor unless incorporated into a definitive agreement to be negotiated by the City of Taylor and respondent for the services contemplated in the response. In addition, by submitting a response you acknowledge that the City of Taylor 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 Taylor  
Attn: Jeffrey Wood  
Director of Finance  
400 Porter Street  
Taylor, Texas 76574**