



**CITY OF SOCORRO
REQUEST FOR PROPOSALS
RFP # 22 - 12**

**Request for Proposal (RFP) for Comprehensive Plan
Consulting Services**

SUBMITTAL DEADLINE: October 21, 2022

**CITY OF SOCORRO
ATTENTION TO: Olivia Navarro, City Clerk
RFP #22-07
124 S. Horizon
Socorro, Texas 79927
(915) 858-2915**

**REQUEST FOR PROPOSAL
REQ #22-12
FOR COMPREHENSIVE PLAN CONSULTING SERVICES**

INTRODUCTION

The City of Socorro (the “City” or “City of Socorro”) is seeking proposals from qualified professional planning firms to provide professional consulting services to create the City’s Comprehensive Plan. The city’s current comprehensive plan can be found at: <https://costx.us/wp-content/uploads/2021/04/COS-Comprehensive-Master-Plan-June-2014.pdf>.

The Comprehensive Plan shall include but not be limited to the following planning elements: Future Land Use Map, Housing, Parks, Open Space, Transportation, Sustainability, and Historic Preservation. It should include relevant data, illustrative plans, urban design graphics, a realistic implementation plan, and robust public participation strategies.

The City envisions a process that will create a Comprehensive Plan that will guide responsible development, identify capital improvement projects, and develop sustainability efforts for the next 10 years.

SUBMITTAL INSTRUCTIONS

Sealed bids shall be mailed or hand-delivered to Olivia Navarro, City Clerk for City of Socorro, 124 S. Horizon Blvd, Socorro, Texas 79927, by **3:00 PM (MOUNTAIN TIME)**, on **OCTOBER 21, 2022**. Bids received after 3:00 PM (MOUNTAIN TIME) on **OCTOBER 21, 2022** will be disqualified. Bids will be publicly opened and read aloud at the City of Socorro’s Administration Building, 124 S. Horizon Blvd., Socorro, Texas 79927, on **OCTOBER 21, 2022 at 3:00PM (MOUNTAIN TIME)**

- Proposals will be accepted on or before the deadline identified above.
- Proposals received after that date and time will be rejected.
- Proposals will be opened publicly.
- Contact with elected officials, committee members and other staff members is grounds for disqualification.

Faxes are not acceptable. A submittal that is incomplete or received after the above stated date and time will not be accepted.

Five (5) proposal documents, and an electronic copy of the proposal in a flash drive should be included, each clearly marked: **RFP COMPREHENSIVE PLAN - City of Socorro, Texas. Proposals should be limited to no more than 25 pages (front and back) using a 12-point font.**

Until the City awards the final contract, the City reserves the right to reject any and/or all proposals, to waive technicalities to re-advertise, and to proceed otherwise when in the best interest of the City to do so.

RFP responses must be signed and submitted by principals, officers, and/or directors of submitting parties, having the required authority to bind their company to a contract.

For more information or questions regarding submission requirements, please contact the City Clerk office at (915) 858-2915, or by email at onavarro@costx.us.

SELECTION PROCESS MILESTONES

The following projected dates are set forth for your knowledge and understanding:

RFQ Issue Date:	September 18, 2022
Questions from Proposers Due:	September 30, 2022
COS Responses Provided:	October 7, 2022
Submittals from Proposers Due:	October 21, 2022 @ 3:00 p.m. (MST)
Evaluation Committee Scoring Due:	November 2022
Selection (if any):	November 2022
Execution of Agreement:	December 2022

SCOPE OF WORK

The City seeks to contract with a consulting firm or team that possesses extensive experience in city planning, community development, sustainability, public participation, and transportation planning. 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 development goals and objectives. The planning process should also consider the local economy, business atmosphere, industry forecast, future land uses, demographics, natural growth, and development trends in the region.

City officials anticipate key project tasks to include the following:

1. Infrastructure

Incorporate the current infrastructure in place and recommend goals, policy, and action items for future infrastructure to include Capital Improvements Plan update. Address growth management strategies as it relates to infrastructure, as well as projections for needed items. Emphasis on Low Impact Development will also be included as it relates to stormwater systems, ponding, and landscaping.

2. Multimodal Transportation Systems

Review current street and pedestrian networks and proposed projects and create strategies for traffic management in relation to future developments. This includes many state highways but also internal City streets, sidewalks, trails, and public transit networks. Coordination with El Paso MPO, El Paso County Texas Department of Transportation, Lower Valley Water District, and El Paso County Water Improvement District No. 1, among others will be necessary.

3. Current and Future Land Use

Develop realistic population projections and build-out scenarios utilizing preferred land-use patterns for the City and ETJ. The build-out scenarios shall include land use projections, population densities, development phasing models, and infrastructure improvements as required. Review, analyze and provide the land use and development goals, policy and action items of the Plan and refine as needed to account for shifting demographics and vision of the community. Deliverable includes a Future Land Use Map.

4. Facilities

Review and analyze the needs for community facilities including community center, pool and athletic fields and courts based on population, demographic projections, and regional gaps and demands. Also, review all City office and maintenance facilities to ensure proper alignment and best use of dated buildings and structures.

5. Parks, Trails and Open Space

Review and analyze the need for more parkland based on population and demographic projections. Review and update the city's current development standards and make recommendations for how to increase parks, open spaces, and hike and bike trails to meet the needs of various types of users and abilities. Review the current Paso del Norte Trail plan.

6. Sustainability

Focus should be made on integrating sustainable practices throughout the Plan elements. Additionally, goals or policy recommendations should be put forth that make the city more sustainable and climate change resilient such as building standards, renewable energy, stormwater management, water conservation, and waste minimization.

7. Housing

Provide a review of current housing practices and development patterns. Make recommendations for more diversified housing products and policies based on Best Practices and projected demographics. Review regional housing development practices and compare / contrast the City's current policies and standards.

8. Historic Preservation

Review the City's historic guidelines, policies, and practices to include the City's historic assets and provide recommendations, goals, and objectives for increasing the preservation of the City's historic fabric.

9. Public Participation

As part of the plan process, the City desires to place a major emphasis on community engagement. The City considers the comprehensive plan a foremost opportunity to engage the public and involve them in formulating a plan that truly belongs to the community and implements these values. The proposed public engagement strategy must include the latest technologies and be full accessible, creative, inclusive, efficient and reliable with the goal of channeling this input into realistic alternatives for consideration by the public.

10. Branding

Develop a branding scheme to create an identity for the Comprehensive Plan. Items may include logos, website, social media, and other media outreach initiatives.

PROJECT GUIDELINES

Throughout the process the selected consultant will be expected to utilize their experience and drive the process. To achieve this goal, and utilize the experience of the selected consultant, the City will require the following expectations, among others, be met and identified within the consultant's proposal:

1. Initial meeting with City staff to review project timeline, schedule meetings and begin the process of data acquisition.
2. Review all existing plans, maps, documents, data and other materials relevant to the project. The City will provide all available existing documentation to the selected consultant, however, coordination with public utilities and other public entities may be required. The selected consultant will study, amend as needed, and consolidate applicable materials into the Plan.
3. Conduct meetings with key elected and appointed officials. The selected consultant will lead stakeholder outreach and participation efforts with City staff providing assistance where needed.
4. Plan and implement an extensive stakeholder and public outreach process that is fully accessible and responsive to the community's needs using a range of methods to inform and involve stakeholders, citizen organizations and the general public.
5. Develop Plan goals, objectives, and implementation strategies based on technical data and public input.
6. Draft materials for review and comment by the City in accordance with a schedule at the beginning of the planning process.

7. Confirm the final Plan conforms to all Federal, State, and local codes.
8. Analyze consistency of current City ordinances and policies in relationship to the Plan goals and objectives.
9. Prepare draft document for public review and comment, and present to City boards, committees, commissions, and City Council as necessary.
10. Prepare final draft document and present to all associated meetings and public hearings for adoption of the Plan. This will include maps, GIS shapefiles, PDF files, and all planning documents in the various electronic formats that may be required.
11. Provide at least weekly updates, primarily through email or telephone and occasionally in person, to update City staff on project status, discuss issues and review drafts. Periodic written status reports and status presentations may also be required to the Planning and Zoning Commission and City Council.
12. Total project timeline should not exceed 12 months from contract execution.

PROPOSALS

The response must include five (5) hardcopies and be submitted in bound volume on standard 8½” x 11” paper, with an electronic pdf version submitted on a flash drive. Hardcopy charts and exhibits for the hardcopy original may be of a larger size, but must be folded to the standard size. Any such foldout pages will count as one (1) page but the response shall be limited to two (2) foldout pages. The response itself shall be limited to twenty-five (25) pages, single-sided, double-spaced and may include typed text, graphics, charts and photographs (except when found on section dividers and not referenced in the text). Minimum type or font size for text is 12-point. The minimum for non-text portions, such as graphics and charts, is 10-point.

At a minimum, proposal submittals should include:

Section 1. Proposal Narrative

All proposal information shall be presented in a single-bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains the following items and be presented in the following order:

1. Cover

2. Title Page

- Show the RFP title being proposed on, the name of your firm, address, telephone numbers, name of a contact person and date.

3. Letter of Transmittal

- Identify the RFP project for which the proposal has been prepared.
- Briefly state your Firm's understanding of the services to be performed and make a positive commitment to provide services as specified.
- A corporate officer or another individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4. Table of Contents

- Clearly identify the materials by Section and Page Number.

5. Core Content

(1). Recent Comprehensive Planning Experience:

Include a brief statement concerning the recent relevant experience of the persons from your firm and each sub-consultant who will be actively engaged in the proposal effort. Do not include firm experiences unless individuals who will work on this project participated in that experience. If the consultant proposal includes sub-consultants, a list of such consultants shall be submitted, and qualifications and experience stated for each subconsultant.

(2). Consultant Work Approach:

The proposal must include a brief description of the Proposer's overall approach to comprehensive planning and any unique capabilities the firm can bring to the project. Also include information addressing how the Proposer plans to provide project management, quality assurance, contract deliverables, budget and cost control, schedule control, and internal/external coordination for this project.

(3). Key Project Personnel:

It is recommended personnel have a thorough knowledge and understanding of Municipal Government operations to provide perspective related to comprehensive planning analysis and recommendations. Specific background information for key individuals who will be assigned to the project must be included. The background information on these individuals should emphasize their work experience relative to project requirements, current projects, and availability. The proposed key personnel must be the personnel assigned to the project. It is intended that the personnel assigned will carry this project to its conclusion. Firms shall fully disclose and identify any subcontractors or partners and their representative roles in providing service.

(4). Rates and Expenses

Provide a proposed fee schedule in a lump sum not-to-exceed maximum amount and separate price for travel and related expenses (if applicable). Firms shall incur no travel or related expenses chargeable to the City without prior approval by an authorized City representative. Proposers may submit proposals on any task or combination of tasks, and may propose alternative payment methods (ie: hourly rates). However, expenses not specifically listed will be considered. The actual contract amount will be negotiated after the consultant has been selected and the scope of work finalized.

(5). Past Project Performance

Provide the names, addresses, current telephone numbers, and brief project description of three past or current clients who can comment on aspects of your work relevant to this proposal.

(6). Supporting Attachments

Attach only information pertinent to the project being proposed on and that will provide reviewers clear and concise insights into your firm’s capabilities. Include a timeline for estimated completion dates from start to finish with a summary of key benchmarks. Attach any other exhibits Proposer would like for the City to review.

Section 2. Identify if your firm has had any contracts terminated due to non-performance over the last five (5) years.

Section 3. Provide disclosure of any potential or existing conflict of interest(s).

EVALUATION CRITERIA AND SELECTION PROCESS

A committee of individuals representing the City shall evaluate the proposals and will rank the proposals as submitted. The City reserves the right to request oral interviews with the highest ranked firms. The purpose of the interviews with the highest ranked firms is to allow expansion upon written responses. The City reserves the right to request additional questions to be answered during the interviews, determine the format and content of the interviews, and establish the maximum number of people who attend the interview from each firm. If interviews are conducted, a maximum of three firms will be shortlisted. The Consultant’s project manager identified in the proposal will be required

SCORING OF PROPOSALS

- Past Project Experience 25 POINTS
- Project Approach 25 POINTS
- Personnel Experience 25 POINTS
- Innovation in Community Engagement: 10 POINTS
- Cost Proposal 15 POINTS
- **TOTAL:** **100 POINTS**

ANTICIPATED AGREEMENT PROVISIONS

The following information is furnished to the Proposers for consideration during the preparation of their response to this RFP. The information is representative of certain provisions that the COS expects to incorporate into the agreement for consultant services but should not be considered an exhaustive list or final language of such anticipated provisions.

PROFESSIONAL LIABILITY The Consultant must have professional liability insurance coverage of not less than \$1,000,000. If the present coverage is insufficient, the Consultant must obtain additional coverage prior to the initiation of the work. The coverage must extend a minimum of three (3) years beyond the completion of the Services.

SUBCONSULTANT SERVICES The use of subconsultants must be approved in writing and in advance by the COS. The subconsultants must be qualified to perform all work assigned to them. Responsibility for sublet, assigned, or transferred work will remain with the Consultant.

INSPECTION OF BOOKS AND RECORDS The COS, or any duly authorized representative of the COS, may at all reasonable times inspect and examine the books and records of the Consultant for the purpose of: (a) checking the salary costs and other expenses described and/or contemplated in the Agreement; or (b) otherwise confirming the Consultant's compliance with the terms of the Agreement. The Consultant shall maintain said books and records and other evidence pertaining to costs, and shall make such materials available at its office, during the term of the Agreement and for a period of three (3) years after the date of final payment thereunder or such time as is required by state or federal law or regulation.

OWNERSHIP OF PLANS Notwithstanding any provision in the Agreement or in common law or statute to the contrary, all of the plans, tracings, computer records, discs and tapes, proposals, sketches, diagrams, charts, calculations, correspondence, memoranda, logs, survey notes, test procedures, test data, recommendations, reports, and other data and materials, and any part thereof, compiled or to be compiled by or on behalf of the Consultant, together with all materials and data furnished to it by the COS, shall at all times be and remain the property of the COS and shall not be subject to any restriction or limitation on their further use by or on behalf of the COS. The Consultant shall submit all such studies, reports of all types, specifications, and drawings in printed form and in electronic form as prescribed by the COS.

PROFESSIONAL SERVICES CONTRACT If your proposal is accepted and a contract is issued, then this RFP and all documents attached hereto including any amendments, and any other written offers/clarifications made by the Offeror and accepted by the City of Socorro, will be incorporated into a contract between the City of Socorro and the Proposer, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the Proposer has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable Federal, and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the City of Socorro's City Council, execution of the contract by the proper City officials, and delivery of the fully executed contract to the Proposer. Acceptance may be revoked at any time prior to delivery of the fully executed contract to the successful Proposer. The contract may be amended only by written agreement between the Proposer and the City of Socorro.

TERMINATION OF CONTRACT The contract may be terminated by the City of Socorro, at any time, for the City's convenience and without cause.

INDEMNIFICATION HOLD-HARMLESS AGREEMENT The Proposer agrees to hold harmless the City from any and all lawsuits or litigation which may arise at any time from its negligence, gross negligence, or willful misconduct while under contract to the City, and also

agrees to indemnify the City from liability imposed upon it as a result of any of its activities hereunder.

NON-DISCRIMINATION In connection with the performance of work under this agreement, the Proposer agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

NOTICE TO VENDORS:

Effective January 1, 2016, Texas Government Code Section 2252.908 requires persons who enter into contract with a government entity to submit a disclosure of interested parties (**Form 1295**) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

Use the following link to access filing instructions:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

SB 252 COMPLIANCE
Effective: September 1, 2017

Verification

I, being over the age of eighteen years and in my official capacity representing an entity that is a party to this contract with the City, hereby swear and verify under oath that:

- (1) Entity does not engage in business with or in the countries of Sudan or Iran,
and
- (2) Entity does not engage in business with terrorist organizations

Company/ Entity:

Signature of Representative and Title:

Date:

HB 89 COMPLIANCE

Effective: September 1, 2017

**SWORN VERIFICATION OF STATEMENT REGARDING:
ISRAEL BOYCOTT
AND
PROHIBITION ON CONTRACTING WITH A COMPANY DOING BUSINESS WITH IRAN,
SUDAN, OR A FOREIGN TERRORIST ORGANIZATION**

In accordance with Texas Government Code Section 2270.02, this Company does not boycott Israel and will not boycott Israel during the term of this contract.

In accordance with Texas Government Code Section 2252.152, this Company does not engage in active business operations with Sudan, Iran, a foreign terrorist organization or a Company that is identified on divestment statute lists prepared and maintained by the Texas Comptroller of Public Accounts.

I, (authorized official) _____, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

1. does not boycott Israel currently; and
2. will not boycott Israel during the term of the contract; and
3. is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company/ Entity:

Signature of Representative and Title:

Date:

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p style="text-align: center; margin: 0;">OFFICE USE ONLY</p> <p style="margin: 0;">Date Received</p>	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>		
<p>2 <input type="checkbox"/> 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.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center; margin-top: 10px;">_____</p> <p style="text-align: center; margin-top: 5px;">Name of Officer</p>		
<p>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.</p> <p style="margin-top: 20px;">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?</p> <p style="text-align: center; margin-left: 100px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-top: 10px;">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?</p> <p style="text-align: center; margin-left: 100px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>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.</p>		
<p>6 <input type="checkbox"/> 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).</p>		
<p>7</p> <p style="text-align: center; margin-top: 20px;"> _____ Signature of vendor doing business with the governmental entity </p> <p style="text-align: right; margin-top: 20px;"> _____ Date </p>		

[END OF RFP]