

# REQUEST FOR PROPOSALS

CITY OF KENNEDALE, TX

2022 COMPREHENSIVE PLAN, FUTURE LAND USE MAP, AND UNIFIED DEVELOPMENT CODE  
UPDATE

DUE October 31st, 2022

AT 2:00 P.M.

City of Kennedale

City Secretary

City Hall

405 Municipal Dr

Kennedale TX 706060

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# REQUEST FOR PROPOSALS

Comprehensive Plan, Future land Use Map, And Unified Development Code Update

## Section I: General Information

### Article 1. Statement of Need

The City of Kennedale is seeking proposals from qualified, professional consultants whom will assist the City in updating the City’s Comprehensive Plan, Future Land Use Map, Unified Development Code, and Policy framework for intelligent growth over a 10-year planning horizon (“RFP”). The consultant awarded this contract will have the primary responsibility of developing the Kennedale Comprehensive Plan, Future Land Use Map and updating the Unified Development Code. Consultant and their Staff and will work in coordination with the City of Kennedale’s City Council, Planning and Zoning Commission, Boards and Commissions, Stakeholders, Citizens, and City Departments. The selected consultant shall be expected to address several issues facing the City now and in the future. Such issues shall include but not limited to updating Future Land Use assumptions for the City’s planning area, updates to the City’s Future Thoroughfare Plan, incorporation of the City’s Future Parks Plan, Business Retention & Expansion. The initial part of this process will be identifying existing land uses such as developed areas including the aspect of areas that are desired for possible redevelopment, undeveloped areas, floodplain areas, etc. Also work will be done on the City’s Comprehensive Plan, Future Land Use Map, Unified Development Code concurrently.

**“By far the greatest and most admirable form of wisdom is that needed to plan and beautify cities and human communities” ... Socrates.**

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## Article 2. City Overview

Located in Tarrant County situated in the geographic southern center of the DFW Metroplex south of Interstate 20 and west of 287. Kennedale is located within 10 miles of downtown Fort Worth, downtown Arlington, downtown Mansfield. Kennedale offers easy access to any destination for work or play within the metroplex.

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## Section II: Scope of Work

### Article 1. Project Area

The Study Area identified for this plan encompasses the entire existing land area of Kennedale.

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## Article 2. Expectation of Selected Consultant

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 of Kennedale will require the following expectations 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. 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 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 and Unified Development Code 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 documents and present to all associated meetings and public hearings for adoption of the Plan.
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 by the Planning and Zoning Commission and City Council.

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## Article 3: Project Scope

### 1. Infrastructure:

Incorporate the current infrastructure in place and recommend goal, 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.

### 2. Traffic/Transportation:

Review and update the City's Future Thoroughfare Plan, Master Transportation Plan, and Sidewalk Plan to include projections for traffic management in relation to future developments of the City. Incorporate County Transportation Plans and TXDOT plans for relief routes.

### 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 character goal, policy, and action items of the Plan and refine as needed to account for shifting demographics, the proliferation of Short-term rentals (STRs) in single-family neighborhoods, and incorporation of the vision of the community.

### 4. Overlays & Special Development Regulations:

Ensure all overlays are incorporated into any assumptions including the City Entry Corridor Plans. Specific focus shall be made to create entry corridor plans that provides for consistent and unified development along the corridor including current and future land uses, architectural standards, site design standards, landscaping, and signage.

### 5. Facilities:

Review and analyze the needs for community facilities such as a hotel/conference center including the library, community center, athletic fields and courts, and other City facilities including Public Safety Facility based on population projections.

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6. Parks, Trails and Open Space:

Review and incorporate the City’s Future Parks Plan and Sidewalk Plan in order to adequately address multi-modal connectivity between Parks and Neighborhoods. Review the City’s parkland dedication requirements to align with goals of the Future Parks Plan.

7. Economic Development & Affordable Housing:

Review and update the City’s economic development approach and recommend policy changes and guidance to include possible incentives including ordinances, PID policy, Opportunity or Reinvestment Zones and develop an Economic Development Plan.

8. 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 such as building standards, renewable energy, stormwater management, water conservation, and waste minimization.

9. Unified Development Code – concurrently review and update the existing Unified Development Code to consistent with the Comprehensive Land Use Plan and Map and overall vision for the City. Also simplify and clarify requirements for Staff and End User.

Article 4: Public Participation

The City of Kennedale considers public participation essential to a successful Comprehensive Plan. The Plan process shall be structured to efficiently maximize citizen involvement and participation.

The selected consultant shall be responsible for designing a public engagement strategy, to include an online platform, which incorporates effective and innovative participation techniques and encourages participation throughout the development of the Comprehensive Plan. Participation by residents, businesses, agencies, organizations, all city departments, and public officials is a must throughout the planning process. The proposed public engagement strategy must include the latest technologies and be

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creative, inclusive, efficient and reliable with the goal of channeling this input into realistic alternatives for consideration by the public. The selected consultant team must demonstrate extensive expertise and experience in the public participation and facilitation process. The selected consultant team must have strong leadership and creativity to provide clear direction in participation techniques that result in inclusive and timely decisions.

### **Section III: Proposal and Submission Requirements**

The City of Kennedale requires comprehensive responses to every section within this RFP. To facilitate the review of the responses, Proposers shall follow the described proposal narrative. The intent of the proposal narrative requirements is to expedite review and evaluation. It is not the intent to constrain Proposers with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review and evaluation.

#### Article 1: Proposal Narrative

All proposal information shall be presented in a single-bound volume and an electronic version 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 considered for selection. It is mandatory that the proposal contains the following 7 items and that is be presented in the following order:

1. Cover
2. Title Page
  - a. Show the RFP title being proposed, the name of your firm, address, telephone numbers, name of a contact person and date
3. Letter of Transmittal
  - a. Identify the RFP project for which the proposal has been prepared.
  - b. Briefly state your Firm's understanding of the services to be performed and make a positive commitment to provide services as specified.

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- c. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
  - d. 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

- a. Clearly identify the materials by Section and Page Number.

#### 5. Core Content

- a. *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 sub-consultant.
- b. *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.
- c. *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.
- d. *Rates and Expenses:* Provide a proposed fee schedule broken down by task. Express your administrative fee in a lump sum not-to-exceed maximum amount and separate price for travel and related expenses (if applicable).

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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.

- e. *References:* Information is to be provided on the firm's performance on past projects (include City projects if applicable), regarding the project management items identified. 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

- a. Attach only information pertinent to the project being proposed and that will provide reviewers clear and concise insights into your firm's capabilities.
- b. Include a timeline for estimated completion dates from start to finish with a summary of key benchmarks.

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## Article 2: Submission Information and Schedule

Questions regarding the content of this proposal shall be submitted

to: Director of Development Services

James E. Cowey

405 Municipal Dr Street

Kennedale, TX 76060

Phone: (830) 985-2135

Email: [jcowey@cityofkennedale.com](mailto:jcowey@cityofkennedale.com)

### Schedule of Important Dates

Advertisement Dates:	September 25, & October 2, 2022
Deadline for Questions and Inquires:	October 24, 2022
Proposal Submission Deadline:	October 31, 2022 at 2:00 p.m. CST
Oral Interviews (if advanced):	November 1st – 9 <sup>th</sup> , 2022
Award by City	November 15, 2022

## Article 3: Preparation Cost

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of the proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## Article 4. Rules Governing Competition

1. *Examination of Proposal:* Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

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2. *Proposal Acceptance Period:* Award of this proposal is anticipated to be announced with thirty-one (31) calendar days, although all offers must be completed and irrevocable for ninety (90) days following the submission date.
  3. *Confidentiality:* The content of all proposals and scoring sheets may be subject to confidentiality pursuant to the Texas Public Information Act (“Act”). After the award of the contract, all information related to proposals received may be subject to release pursuant to the Act.
  4. *Proposal Format:* Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of Proposer’s capabilities to satisfy the requirements of this RFP. Emphasis should be placed on conformance to RFP instructions, responsiveness to RFP requirements, overall completeness, and clarity of content.
  5. *Signature Requirements:* All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of privately-owned vendor; or other agent if property authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.
  6. *Proposal Submission:* Ten (10) copies of the finished and bound proposal and one (1) flash drive of the proposal must be received by the City of Kennedale, City Secretary no later than 2:00 p.m. C.S.T on October 31, 2022. All copies of the proposal must be under sealed cover and plainly marked with the project name.

Proposals shall be delivered or mailed to:

The City of Kennedale  
ATTN: City Secretary  
405 Municipal Dr.  
Kennedale, TX 76060

7. *News Releases:* News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the City’s Development Services Department.

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8. *Disposition of Proposals:* All materials submitted in response to this RFP will become the property of the City of Kennedale. One copy shall be retained for the official files of the City and will become public record after award of the contract.
  9. *Modification/Withdrawal of Proposals:* A Proposer may withdraw a proposal at any time before the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new or modified proposal before the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for the receipt, except for modifications requested by the City after the date of receipt and following oral presentations.
  10. *Oral Change/Interpretation:* No oral change or interpretation of any provision contained in this RFP is valid unless issued as a written addendum. A written addendum shall be issued when the City deems changes, clarifications, or amendments to proposal documents is necessary.
  11. *Late Submissions:* Proposals not received before the date and time specified will not be considered and will be returned unopened after recommendation of award.
  12. *Rejection of Proposals:* The City of Kennedale reserves the right to reject any and all proposals, to waive irregularities in the submittal and evaluation process and to accept that proposal deemed what in its judgement is in the best interest of the City and/or the most advantageous to the City.
  13. *Project Completion:* Based on a timeline provided in the submission and agreed upon by both the City and consultant who is awarded the contract.

## **Section IV: Evaluation Criteria and Selection Process**

The City intends to award a single contract for this project. The proposal should address the consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the consultant's methodologies and approach for completing the work requested.

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Firms will be ranked using the points available for each RFP criterion. The criterion categories and points available for each are as follows:

1. 40% Recent Comprehensive Planning Experience and Past Performance
2. 25% Rates and Expenses
3. 20% Consultant Project Approach
4. 10% Key Project Personnel
5. 5% Conformance to RFP Instructions and Contract General Terms and Conditions Changes or Additions

The City of Kennedale shall evaluate the proposals and will rank the proposals as submitted.

The City of Kennedale reserves the right to award a contract solely on the written proposal. The City also reserves the right to request oral interviews with the highest ranked firms. The purpose of the interviews with the highest ranks 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 to attend the interviews. By submitting a proposal, it is understood that the Proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent from the City.

A second score sheet will be used to score those firms interviewed. If oral interviews are conducted, the final selection will be based on the total of all evaluators' scores achieved on the second rating. The highest ranked Proposer(s), after the second scoring, if performed, may be invited to enter final negotiations with the City for the purpose of Contract award.

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## **Section V: Contract Negotiation Process**

The highest ranked Proposer(s) may be invited to enter Contract negotiations with the City of Kennedale. If an agreement cannot be reached with the highest ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest ranked Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Kennedale reserves the right to reject all proposals submitted.