



CITY OF KINSVILLE

RFP 24-16

**RESILIENT COMMUNITY
PROGRAM GRANT WRITING,
ADMINISTRATION FOR
COMPREHENSIVE PLAN
UPDATE 2024**

CLOSING DATE:

September 10, 2024

2:00 PM

The City of Kingsville invites sealed proposals. Sealed proposals shall be submitted, including eight (8) hard copies and one (1) digital copy on a flash drive and clearly marked with project description. Any proposals received after the time and date specified shall not be considered.

The City of Kingsville (the City) is accepting Requests for Proposals for a Comprehensive Plan Grant Writing and Administration. The City is seeking the services of a Grant Writing firm with extensive experience, skill, and success in the development of comprehensive plans, community visioning services, and similar processes. The selected consultant will be responsible for facilitating the creation of the City's Comprehensive Plan update.

Sealed bids will be received at the office of the Purchasing Manager, City of Kingsville, 400 West King Ave., Kingsville, Texas 78363. Deadline to submit proposals is **Tuesday, September 10, 2024 at 2:00 pm**. Proposals shall be submitted in a sealed envelope and marked as follows:

Attn: Charlie Sosa Purchasing Manager
"RFP – Kingsville Comprehensive Plan Update"
City of Kingsville
400 West King Ave.
Kingsville, Texas 78363

Submittals will be publicly opened, and names and business addresses of those that submitted will be read aloud at the Community Room at Kingsville City Hall located at 400 West King Ave., Kingsville, TX 78363 on September 10, 2024, at 2:00 pm, immediately following the posted deadlines for submittal.

Proposals are to be submitted in accordance with the attached City specifications. Each submitter must be respondent to every document submitted; failure to do so may result in the rejection of a submittal. The City reserves the right to reject any or all submittals, to waive formalities, or to proceed otherwise when in the best interest of the City.

I. HISTORY

Kingsville is a city in the southern region of the U.S. state of Texas and the county seat of Kleberg County. Located on the U.S. Route 77 corridor between Corpus Christi and Harlingen. Kingsville is the principal city of the Kingsville Micropolitan Statistical Area, which is part of the larger Corpus Christi-Kingsville Combined Statistical Area. The population is approximately 25,402 at the 2020 census, and in 2022 the U.S. Census Bureau estimated population at 24,833.

Named in honor of Richard King, the city was founded to provide infrastructure to the adjacent King Ranch, as well as serve headquarters of the newly founded St. Louis, Brownsville and Mexico Railway. In 1904, the first tracks were laid, and the first building constructed for the planned city. In 1911 the city was incorporated. It is home to Texas A&M University System, and Naval Air Station Kingsville, one of the U.S. Navy's two location for jet aviation training.

II. CITY PROFILE

The City serves an area of approximately 13.91 square miles with a population of over 25,000. The City of Kingsville is a small city and the most-populous area in Kleberg County and home to some historical buildings and hunting sites with a climate that is characterized by hot, humid summers and generally mild to cool winters in close proximity to the Gulf of Mexico.

The City's location and economic opportunities combined with high quality of life and small-city charm, including events like the popular Wine Walk and King Ranch's Ranch Hand Weekend Festival, contribute to current development interest and projected for prime population growth in the near future.

On August 15, 2023, after 12 months of hard work from City Staff, the Comprehensive Plan Steering committee and TAMUK students, the City of Kingsville Commissioners moved to adopt the Kingsville Comprehensive Plan. This is an exciting step toward the future of the City of Kingsville. The City is committed to implementing the goals and actions outlined in the plan and informing residents of its progress. Kingsville Comprehensive Plan is meant to be a living document, guiding the City in future growth and development over the next 20 years.

As the City is now in the implementation phase of Kingsville Comprehensive Plan and facing accelerated growth patterns, planning for resiliency is a priority for the City. Public input to the Kingsville Comprehensive Plan supports the need for a zoning ordinance and updating other City Ordinances to ensure future growth is accommodated while preserving quality of life and enhancing the City's ability to withstand future hazards.

III. SCOPE OF SERVICES

The City of Kingsville expects a complete overhaul of its Comprehensive Plan that provides strategies to encourage economic development, retail, quality residential growth, and general improvement of the quality of life for the City's residents and businesses. The new Comprehensive Plan will provide a substantive basis for decision making and establish a specific action plan that reflects the goals and objectives of the community. It will be a document that recognizes the character, cooperative spirit and quality of life for which Kingsville is recognized.

The respondent shall submit a proposed general process for the project using past experience and best practices in similar communities. The new Comprehensive Plan will address in detail a planning horizon of 6 years and provide general guidance for a planning horizon of 10 years.

The project is being undertaken primarily to accomplish three main objectives:

1. To craft a Comprehensive Plan update by incorporating new planning efforts into a current, contemporary, and actionable plan that will address both current and future growth and development trends and challenges. It is intended that the Comprehensive Plan will promote orderly growth, development, and redevelopment, consistent with the values, goals, and objectives of the community.
 2. To create a plan for the future of the community that is highly compatible with a multi-year funding approach for capital needs and projects.
 3. To create City Master Plan documents that will interface into a user-friendly, accessible document.
- A. This project will be undertaken by the consultant, who will work under the supervision of city staff, the Planning and Zoning Board and the City Commission. Coordination will be provided through the City of Kingsville Planning Department. Consultant will make presentation to the Planning & Zoning Board and City Commission and any recommendations will be incorporated into the Comprehensive Plan. Final approval of the plan will rest with the City Commission; however, no information, data or plan shall be submitted to the City Commission without first being properly vetted through the City Planning Department staff, the public process and the Planning and Zoning Board. The comprehensive plan shall be a five (5) and ten (10) year plan.

PLANNING APPROACH

A response to this RFP shall include the respondent's proposed methodology and approach, including a general timeline for completing the Comprehensive Plan update. The City is looking for a planning approach that:

- Shows innovation and creativity;
- Balances the interests of all parties with a stake in the future of Kingsville.
- Is practical to implement;
- Educates the public and development community on best practices and on what comparable communities are doing;
- Provides for diversified and thorough public involvement in the drafting and adoption process.

SUCCESSFUL RESPONDENT CHARACTERISTICS

The successful respondent to this RFP will have proven itself in the following characteristics:

- High success rate of comprehensive plan adoption;
- A thorough and open process of obtaining and utilizing public comment and input;
- Experience in developing comprehensive plans in smaller communities within the state of Texas;
- The knowledge and experience necessary to educate the public and elected officials on the values of comprehensive planning;

- An awareness of the economic, social, and environmental consequences of future urban, suburban, and rural development;
- Knowledge of Chapter 211, Subchapter A, Chapter 213 of the Texas Local Government Code relating to comprehensive plans; and
- A list of positive recommendations.

RFP INCLUSIONS

Response to this RFP shall include the following, presented in the same specific order as below:

- A. A firm introduction and summary that addresses:
 1. Project management approach;
 2. Planning philosophy;
 3. Technology and resources to be used in the planning process; provide the list of funding agencies
 4. Public participation approach; and
 5. Proposed project schedule, including a detailed timeline from start to finish of the project.

- B. Resumes reflecting the qualifications and experience of each member of the planning team, including any potential subcontractors. Only include qualifications for those team members who will be assigned to the project. Specify the project manager and any team members who will be present at most staff and public meetings. It is expected that the project manager and team members will remain assigned to this project through its completion. Specify the office location for any team members associated with the project. List any limitations on the number of meetings the consulting firm will attend.

- C. Related firm experience and professional references, including:
 1. Narrative reports describing at least three to five comprehensive plan projects or similar planning projects completed in the last five years with reference contact information;
 2. One (1) copy of the final planning document produced for at least one of the comprehensive plans or similar planning projects described; and
 3. For the referenced projects, provide a summary of the actual project timeline and budget and reasons for any increases.

Enumeration of the firm's present workload and a schedule indicating the firm's ability to accomplish the project with its present work force. Identify the level of time commitment that the City of Kingsville can expect from senior and principal staff dedicated to this project.

- D. A detailed description of the work element or service that is proposed for each of the project tasks outlined below. The description should include:
 1. The proposed methodology that will be utilized to perform the task;

2. The projected timeframe necessary to accomplish each task; and
 3. The professional staff that will be directly involved with each task.
- E. A total, not-to-exceed, cost of services, including all copies and maps to be provided by the consultant at the conclusion of the project.

FINAL PRODUCT TASKS

The Comprehensive Plan will include but may not be limited to the following project tasks:

1. Existing Information Review

The consultant shall analyze and critique existing City plans, projects, studies and agreements as well as any additional information that may influence or impact the planning process.

2. Demographics and Socioeconomics

The Plan should reflect current and projected demographic and socioeconomic trends and their implications on land use patterns and public services planning. The consultant should endeavor to obtain current and accurate demographic and socioeconomic data upon which policy recommendations will be based.

3. Citizen Participation

A detailed citizen participation process shall be proposed by the consultant that is patterned after successful experiences the consultant has had in prior plans they have prepared.

4. Future Land Use

This task shall define a clear direction of how development should occur over the next five, ten, and fifteen years while still maintaining a sense of individual identity and community within the Coastal Bend region as well as maintaining a balanced tax base. A general inventory of existing uses shall be verified and reported. The consultant shall also provide a development capacity analysis detailing the net acres that can be effectively utilized to accommodate future land uses. This task shall result in the creation of the Future Land Use Map.

5. Growth Management

The consultant shall develop a comprehensive and concise set of growth management goals and policies to guide decisions during the planning period. Such work shall include a recommendation and plan for possible expansion of the City.

6. Thoroughfare Plan

The consultant shall evaluate each of the major thoroughfares in the City regarding function and appearance. The consultant shall make recommendations for improving major thoroughfares. Such work shall include significant coordination with the Texas

Department of Transportation and any thoroughfare Plans of the City of Kingsville, and Kleberg County Texas.

7. Housing Needs

The housing element shall provide policy direction relative to the range of housing products offered in Kingsville. The consultant shall recommend specific policies and approaches to improve and increase the existing housing stock to meet future needs. Housing diversity and density are important considerations. This element shall look beyond housing as an independent module and toward cohesive neighborhood planning.

8. Economic Development

The consultant shall address a range of policies that preserve and strengthen business and commerce in Kingsville. This element task shall characterize the unique attributes of local business districts and provide an evaluation of underutilized retail, commercial and industrial space. Projected employment and ratios of employment to housing should be discussed. The consultant shall make an analysis of daytime population and workers commuting from outside the City and of those living within Kingsville and commuting elsewhere.

9. Public Safety/Public Facilities

The consultant shall evaluate the public safety services and public facilities provided by the City and make recommendations to expand and improve those services.

10. Downtown Redevelopment

The consultant shall evaluate the area generally known as “Downtown/ Main Street” and create a small area plan for the vicinity in consultation with the Kingsville Chamber of Commerce. This plan shall include growth strategies that:

- a. Create downtown housing diversity.
- b. Create new opportunities for employment and commercial use.
- c. Enhance and link surrounding neighborhoods.
- d. Create connectivity with Loyola Beach and Baffin Bay.
- e. Create a desirable urban place that promotes private investment.
- f. Evaluate parking management strategies and provide parking recommendations.
- g. Develop recommendations regarding pedestrian access.
- h. Develop recommendations regarding public open space.

11. Parks and Open Space

The consultant shall evaluate the need of a Parks and Open Space Master Plan and make recommendations accordingly.

12. Infrastructure Analysis

The consultant shall evaluate existing water, sewer, stormwater, and streets, that integrate hazard mitigation plans and communication services, and make recommendations for expansion and/or improvements. They shall also incorporate the new stormwater drainage plan.

13. Implementation

The consultant shall propose specific strategies that detail the resources and actions necessary to implement the Comprehensive Plan. The consultant shall recommend actions to maximize the benefits and minimize negative reactions to the proposed development pattern and provide ADA compliance and transition plan.

14. Completion

Upon completion of the Comprehensive Plan update, the consultant shall provide one (1) electronic copy in Microsoft Word format and one (1) electronic copy in Adobe PDF format on a portable storage device, one (1) unbound original (including color maps), and five (5) bound copies of the final Comprehensive Plan document (including color maps) bound or placed within a three-ring binder. The Future Land Use map and all data and information that have been collected through the process shall be provided in PDF and GIS format.

IV. RFP SUBMITTAL INSTRUCTIONS

1. Interested consultants shall submit the RFP response by **2:00 p.m. on September 10, 2024** to: Attn: Charlie Sosa, Purchasing Manager, “RFP – RCP Grant Writing Application and Administration of Comprehensive Plan Update”, City of Kingsville, 400 West King Ave., Kingsville, Texas 78363. **No fax copies shall be accepted.**
2. All expenses of response preparation, up to and including on-site interview are not reimbursable by the City of Kingsville and are at the sole discretion of the respondent. Thirty (30) pages, not including the cover sheet, is the maximum number of pages for any response to the RFP.
3. All questions prior to the closing date shall be in writing and should be mailed to the City of Kingsville, attention Planning Department or sent by email to espitzer@cityofkingsville.com. with copy to csosa@cityofkingsville.com no later than 5 days before submittal deadline.
4. Each response shall be placed in a sealed envelope and marked clearly on the outside **“RFP Kingsville Comprehensive Plan Update”**.
5. The following information must be submitted with your response:
 1. Company Name
 2. Address
 3. City, State, Zip

4. Phone Number
5. Fax Number
6. Email Address
7. Tax Identification Number
8. Signature of Authorized Agent
9. Printed Name of Authorized Agent
10. Title
11. Date

6. Responses received after the deadline **will not** be considered. The City of Kingsville is not responsible for lateness or non-delivery of mail, carrier, etc. The response will be date/time stamped on the exterior when received and this will be the official time of receipt.
7. Electronic transmittals **will not** be accepted.
8. The City of Kingsville, Texas reserves the right to reject any or all responses as it shall deem to be in the best interests of the City of Kingsville. The award of this contract shall be made to the responsible party, whose response is determined to be the highest evaluated offer.
9. Responses cannot be altered or amended after the submission deadline.
10. The City of Kingsville is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
11. All timely submitted responses meeting the intent of this Request for Proposals will be considered for award. (See attached evaluation form as a sample of how applicants will be evaluated for selection)
12. A panel of City elected/appointed officials and/or their designee(s), staff, and/or stake holders will evaluate the submittals in the weeks following the submittal deadline. Evaluation criteria may include but will not be limited to:
 - a. Completeness and compliance with the terms of the RFP;
 - b. Professional qualifications of the respondent firm and individual team members assigned to the project;
 - c. Past Comprehensive Plans or similar planning projects completed, especially as they relate to cities with similar size and population, development patterns, regional location, immediate past history and future development potential, etc.;
 - d. Community engagement, including success rates and methods of data acquisition;
 - e. Letters of recommendation from past clients.
13. The City of Kingsville reserves the right to interview respondents either in-person or virtually.

14. Proof of insurance will be required from all applicants.

Resilient Community Program Grant Writing, Administration and Comprehensive Plan Update 2024

Bid Evaluation Sample

Organization Submitting Proposal	Understanding of the requirements (0-20)	Experience in providing similar services to government entities and success in performing those services (0-25)	Key personnel professional background, certifications, and experience in providing the requested services (0-30)	Proposed timeline of events in completing the project (0-25)	Total