

REQUEST FOR PROPOSAL

City of Dickinson, TX Comprehensive Plan Update

The City of Dickinson is seeking qualified consulting firms to submit statements of qualifications to update the Comprehensive Plan for the City of Dickinson. Proposals will be accepted from individuals, firms, or groups of firms who can demonstrate they have the resources, experience, and qualifications to provide a range of professional planning and recommendations for update and review of the City of Dickinson Comprehensive Plan.

Sealed proposals will be received until 11:30 a.m., August 3rd, 2020.

Return Sealed Proposal to:

City of Dickinson
Attn: Alun Thomas
4403 Highway-3
Dickinson, Texas 77539

City of Dickinson Vision

The City of Dickinson is unique, safe, family-oriented, waterways enclave, well-maintained, functional infrastructure and new Subdivisions of buildings that signify managed growth. This community is a part of the cultural arts center of the Bay Area, with a robust economy- revitalized commercial district (Baybrook Mall), tourism, and high technology business (NASA), while reflecting the small-town atmosphere.

**Requesting the Mayor & Council's input.*

Request for Proposals

I. Introduction

The City of Dickinson, Texas is soliciting proposals for professional planning services for review, recommendations, and update of the City's Comprehensive Plan. The Comprehensive Plan update will include but not be limited to the following Project Tasks. These tasks are discussed in more detail in Section IX.

- Overview/Review of Existing Information
- Data Collection and Analysis
- Citizen Participation
- Goals and Objectives

- Future Land Use Plan
- “Base Zone” in Overlay Districts
- Developments in Floodplains
- Impacts of Regional Growth
- Housing Choices
- Parks, Recreation and Open Space Review
- Economic Development and Retention of Businesses
- Implementation

Dickinson’s most recent Comprehensive Plan was completed in 2015. The City’s Zoning Map is currently being updated for 2020. Dickinson needs an updated planning document that addresses the City as a whole and focus on the above components as the guideline.

II. Schedule of Important Dates

The tentative schedule for the selection of a consultant for this project is as follows:

- Proposal Submission Deadline: 45 days from posting at 11:30 a.m.
- City Council consideration of bid award by City: Aug 25th, 2020

III. Submittal Information

Interested consultants shall submit the sealed RFP response by 11:30 a.m., August 3rd, 2020, to the contact below. Emailed copies will be accepted.

City of Dickinson
 Attn: Alun Thomas
 4403 Highway3
 Dickinson, Texas 77539

All questions prior to the closing date should be directed to City Administrator, Chris Heard, (cheard@ci.dickinson.tx.us) or, Kola Olayiwola, Director of Community Services (kolayiwola@ci.dickinson.tx.us). Inquiries should refer to specific section numbers of this RFP. All expenses of proposal preparation, up to and including on-site interview, are not reimbursable by the City of Dickinson and are at the sole discretion of the respondent.

IV. City Background and Information for Consideration

The City of Dickinson, a home rule city, was originally a ranch in an unincorporated area of southern Galveston County. Dickinson was incorporated in 1977 as a City by the Bayou. Dickinson continues to grow as part of the larger Galveston County with proximity to the Johnson Space Center. Dickinson is also situated on I-45, a major travel route between Houston and Galveston. The City population is approximately 18,680 (2010 Census) and growing. Total area is 10.3 sq. mi., with 96.1% as land mass and the remaining 3.9% as waterways. The Weather is Tropical with extended summers outdoor activities. In August 2017 Dickinson was devastated by Hurricane Harvey that flooded 90% of the City and about 50% of homes were destroyed. Since, the City has been undergoing reconstruction with up to 70% of the damaged homes already back to standard. This

RFP to update the City Comprehensive Plan will represent a Phase in continued reconstruction of the City.

V. Scope of Services

The City is expecting a complete review of its Comprehensive Plan- to be inclusive of recommendations of updates. The respondent shall submit a proposed general process for the project using past experience and best practices in similar communities.

The City is expecting a complete review of its Comprehensive Plan- to be inclusive of recommendations of updates. The respondent shall submit a proposed general process for the project using past experience and best practices in similar communities. The comprehensive plan should address in detail a planning directive for 2021 – 2025 and provide tools to guide growth while considering observations and challenges for a planning projection of 2021 – 2030.

Coordination with other affected public agencies including, but not limited to, the Texas Department of Transportation, the Houston-Galveston Area Council, General Land Office, Dickinson Economic Development Corporation and others will be the responsibility of the selected consultant. Once a contract has been approved by the City Council, key City personnel will be available for input, consultation, inquiry, and review of all aspects of the planning effort; but it is not envisioned that City staff will be directly responsible for any work elements other than those specifically described herein.

VI. Planning Approach

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

- I. Is innovative and specific to Dickinson;
- II. Balances the interests of all stake holders in the future of Dickinson;
- III. Serves as Educational medium to the public and development community on best practices and on what similar communities are doing;
- IV. Creates a guide for land use decisions that are consistent with best practices for land development;
- V. Incorporates work completed on other related plans and projects that have been recently updated; and
- VI. Provides for diversified and thorough public involvement in the drafting and adoption process.

VII. Successful Respondent Characteristics

The successful respondent to this RFP shall demonstrate the following characteristics:

- a. High success rate of comprehensive plan adoption;
- b. Experience in developing comprehensive plans in the state of Texas;
- c. The ability to produce win-win solutions;
- d. The knowledge and experience necessary to educate the public and elected officials on the value of comprehensive planning;

- e. An awareness of the economic, social, and environmental consequences of future suburban development; and
- f. A list of highly satisfied previous clients.

VIII. Request for Proposals Response Package

Please provide the City a response that includes:

I. A Firm introduction and summary that addresses:

- Project management approach;
- Planning philosophy;
- Technology and resources to be used in the planning process;
- Public participation approach; and
- Proposed project schedule, including a general timeline.

II. Résumés 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 present at most staff and public meetings.

III. Related firm experience and professional references, including:

- Narrative reports describing at least three comprehensive plan projects or revisions completed in the last five years with reference contact information;
- For the referenced projects, provide a summary of the proposed project timeline and budget and the actual project timeline and budget with reasons for increases, if any.

IV. 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 Dickinson can expect from senior, principal staff dedicated to this project.

V. A detailed description of the work element or service that is proposed for each of the Project Tasks outlined below. This description should include:

- The proposed methodology that will be utilized to perform the task.
- The projected time frame necessary to accomplish each task and when, during the overall plan preparation, the task will be performed.
- The professional staff that will be directly involved with each task.

VI. The specific services to be provided will be determined through negotiation and mutual agreement between the City and the consultant. The City expressly reserves the right to perform any part of the project itself or to use outside services.

IX. Project Tasks

The respondent's proposal should address each of the following Project Tasks:

1. Overview and Existing Information Review

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

2. Data Collection and Analysis

The respondent shall analyze historic, current, and projected data pertaining (but not limited) to housing, population, employment, economic indicators, and land use statistics. Data should be organized by five-year increments and be used by the respondent to identify major characteristics and shifts that will affect the City during the planning horizon.

3. Citizen Participation

A detailed citizen participation process shall be proposed by the respondent that is patterned after successful experiences the respondent had in prior plans they have prepared. The proposed approach should be very inclusive and incorporate innovative approaches to drawing diverse groups and ideas into the planning process. The respondent will be an integral part of the citizen participation process and will be expected to attend and participate in all meetings.

The citizen participation process may involve multiple approaches including (but not limited to): leadership interviews, community meetings, use of print and social media, and online communication.

The goals of the Citizen Participation task are to:

- Educate involved parties about the comprehensive plan's role and importance to the community;
- Disseminate information to interested and involved parties;
- Provide effective and efficient mechanisms for gathering public input on various issues; and
- Engage the community and build consensus throughout all phases of the planning process.

4. Goals and Objectives

The respondent shall develop a comprehensive and concise set of goals and objectives to guide decisions during the planning period.

5. Future Land Use and Zoning Update

The respondent shall evaluate the current land use and shall make recommendations for any edits or revisions for Future Land Use and Zoning Patterns. Recommendation of and addition or deletion of zoning classification

6. Impacts of Regional Growth

The respondent shall review regional growth in relations to affordable housing, citywide mobility, economic development, etc., and offer recommendations for Dickinson to maintain a sustainable presence in the Region.

7. Housing Choices

The respondent shall analyze the housing options in Dickinson and provide recommendations for maintaining the viability of the existing housing stock and providing housing choices for the future.

8. Parks, Recreation, Open Space and Flood Control Plan

The respondent shall review, update and offer recommendations for better utilizing and creating parks and open spaces. This task shall give consideration to the idea that open space and flood control projects should be incorporated. Expectations would be strong recommendations for expansion or improvement of our open spaces to serve the projected population and development pattern.

9. Economic Development and Redevelopment

The respondent shall propose a scope of services for this task like successful economic development plans and policies that the consultant has completed in the past, including an Inventory of Available Properties and Development Alternatives that will substantially impact Dickinson. Particularly along our Overlay Districts, i.e., Highway 3 Overlay and I-45 Interstate Commerce District and the Dickinson Bayou.

X. Implementation

Specific strategies shall be proposed that detail the resources and actions necessary to implement any recommendations made to the Plan. The respondent shall recommend actions to maximize the benefits and minimize negative reactions to the preferred development pattern. The respondent shall propose strategies to address the findings and recommendations of the various Project Tasks. All recommended implementation strategies shall be prioritized and presented in a format that can easily be tracked and updated.

XI. Deliverables

The City expects several deliverables during this project, as opposed to only one deliverable being produced in the form of a single, final document at the end of the process. Deliverables will be both digital and hard copy in format. The content of these deliverables will be determined during contract negotiation.

XII. Miscellaneous Information

- a. Information Technology.** Any computer-based mapping system should integrate with the City of Dickinson's current system.
- b. Selection Process.** From a review of the responses received, the City intends to invite several respondents to be interviewed and staff will present its recommendation to the City Council for approval. The City of Dickinson reserves the right to reject all proposals and to waive any irregularities.

XIII. Contact Information

The following format should be followed, completed and submitted with your proposal.

Company Name
Address
City, State, Zip
Phone Number
E-mail Address
Tax Identification Number
Signature of Authorized Agent
Printed Name of Authorized Agent
Title
Date