

City of Granite Shoals, Texas



REQUEST FOR QUALIFICATIONS

Capital Improvements Plan and Impact Fee Determination

Revision No. 1

February 26, 2010

**City of Granite Shoals
410 North Phillips Ranch Road
Granite Shoals, TX 78654
February, 2010**

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I. ANNOUNCEMENT

The City of Granite Shoals, Texas is accepting engineering qualifications to create the City's capital improvements plan and to assist the City in adopting an impact fee for water and sewer services and transportation in accordance with Chapter 395 of the Texas Local Government Code (the "Project"). The City has adopted a Comprehensive Plan in 2010 that includes land use assumptions. (The Comprehensive Plan is available at: <http://www.graniteshoals.org/plan/>). The selected Engineer will be responsible for providing technical and project management services for the duration of the Project.

II. OVERVIEW OF GRANITE SHOALS, TEXAS

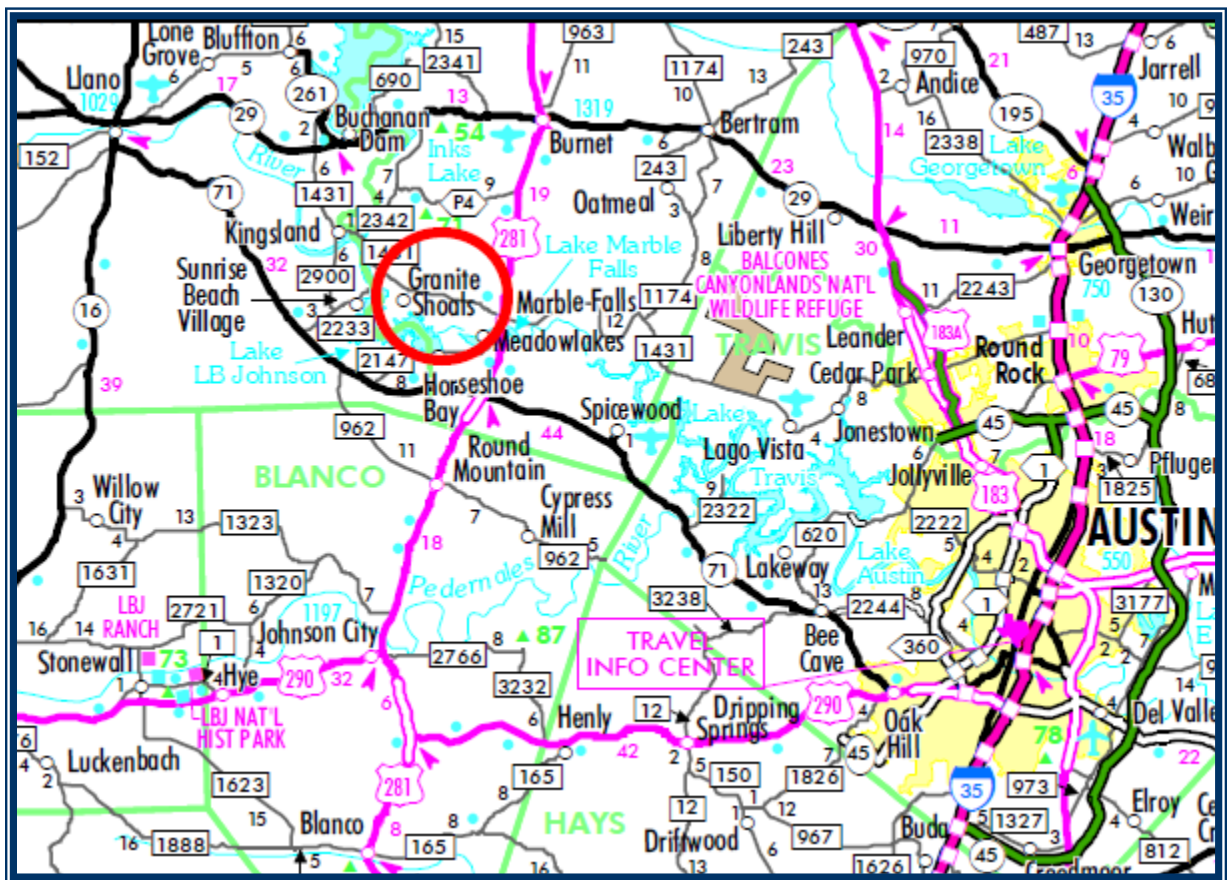
The City of Granite Shoals (the "City") is located within the Highland Lakes portion of the Texas Hill County on the north shore of Lake Lyndon B. Johnson (Lake LBJ). The City has population of just over 5,000. The City is bordered to the east by the City of Marble Falls, and is located near the cities of Horseshoe Bay, Cottonwood Shores, and Burnet. Many of Granite Shoals' houses are secondary homes, which brings additional inhabitants to the City during summer and vacation periods. Granite Shoals remains a small city, but due to increased summer and vacation, the City is confronted with the responsibilities and complexities of a much larger city. Further, Granite Shoals has approximately 11,000 platted lots, but far fewer are actually occupied by structures, making current infrastructure costs more expensive to maintain and improve on a per capita basis than most cities. Growth in the Highland Lakes is strong, and the city is surrounded by several ranches with might develop into new residential or mixed use subdivisions within the near future.

Granite Shoals operates its own water plant on the north side of Lake LBJ, which serves the entire City and some nearby areas. The City recently completed a regional wastewater study, and is planning to construct its own wastewater treatment plant. Currently, almost all of the City is served by septic systems, with an exception of about 80 users on a small wastewater system owned and operated by Aqua Texas. It is hoped that the availability of wastewater treatment services will encourage additional commercial activity in the city. Currently, most Granite Shoals residents travel 6 miles to the east to Marble Falls, or 6 miles to the west to Kingsland for most of their retail and service needs.

The City's Comprehensive Plan has a defined goal to establish corresponding planning documents to develop a foundation for future land use decisions and guide the development of

the area. The City has recently adopted a revised subdivision ordinance, and is developing a new zoning ordinance.

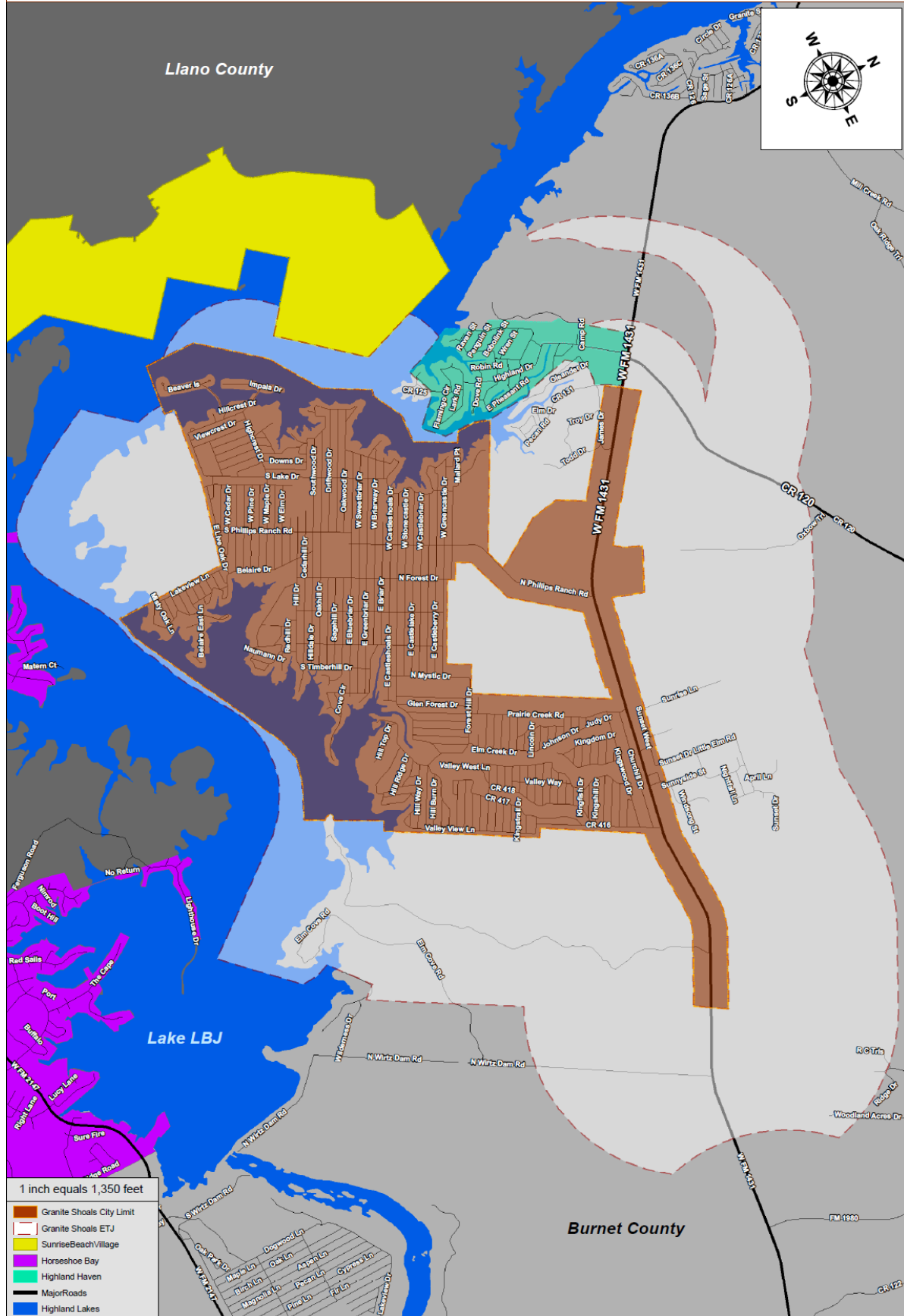
Granite Shoals is located in Burnet County, Texas and is in the Capital Area Council of Governments planning area. It is located approximately 50 miles west of Austin, Texas, and 80 miles north of San Antonio, Texas. It is the second largest city in Burnet County.





2010 CITY LIMIT MAP

CITY OF GRANITE SHOALS



III. PROJECT OVERVIEW

The successful proposer (“Engineer”) will take the lead role in all public forums, workshops, meetings, and hearings. City Staff will provide a support role during this period. The Engineer will be working with the five-person advisory committee to be appointed by the City Council for review of any proposed impact fee. The Engineer will be expected to begin work as soon as the Engineer selection process is completed. The determination of an impact fee is a priority for the City. The Engineer will be expected to produce a capital improvements plan to be ready by June 18, 2010. The Engineer will be expected to assist in the calculation of, notice of, and public hearings on water distribution, water supply, sanitary sewer system, and transportation impact fees. The Engineer will be expected to assist the City in this process so that any proposed impact fees are ready for public notice by September 1, 2010. As a general goal, the final impact fee ordinance should be ready for final approval by September 30, 2010.

The proposing firm should be able to provide, at minimum, the services listed below. The City recognizes the services identified below are not exhaustive and therefore will rely upon the Engineer to identify other topics or services of importance to include. The City desires to select a Engineer capable of performing all responsibilities normally associated with the development of a capital improvements plan needed for the adoption of an impact fee. The scope of services for the Project should include, but is not limited to, the following tasks:

- 1. Public Participation:** An effective schedule, proper facilitation of public hearings with the City Council, and submission of draft capital improvement plans and impact fees for review and distribution to the public will be necessary to successfully complete the Project. The Engineer shall assist the City in the development of a schedule to complete the Project, and ensure capital improvement plans, and any proposed impact fees are presented to and considered by the public as required by Chapter 395 of the Texas Local Government Code. The Engineer shall also work with the Five-Person Advisory Committee to be appointed by the City Council to assist the Committee in writing and drafting comments on any proposed impact fee.
- 2. Plan Elements:** The Engineer shall initiate the overall study, analyze existing conditions, prepare implementation strategies, and identify needs and opportunities in the City. The following is a proposed list of what is to be studied with appropriate plans prepared and incorporated into final documents. Elements desired in the plan shall be based upon the findings of the 2010 Comprehensive Plan and include, but are not limited to the following:
 - An assessment of Utility and Transportation Infrastructure Systems, including water, wastewater, and roads; and
 - Projections of needs and priorities for maintaining and upgrading Utility and Transportation Infrastructure Systems.
- 3. Impact Fee Elements and Adoption:** The Engineer shall assist the City in developing a schedule for analyzing and adopting an impact fee. The Engineer shall work with the City in defining one or more service areas. The Engineer shall prepare land use assumptions in accordance with Chapter 395 of the Texas Local Government

Code, to the extent any revision of the assumptions in the 2010 Comprehensive Plan need modification. The Engineer shall propose the City's capital improvements plan. As directed by the City Council, the Engineer shall amend any proposed land use assumptions and provide to the City final land use assumptions for possible adoption by the City. The Engineer shall update and revise the capital improvements plan and any proposed impact fee prior to adoption. The Engineer shall assist the City in the preparation of any required notices and in the preparation of any order, ordinance or resolution required in order to adopt an impact fee. The Engineer shall assist the City in conducting all of the required public meetings and hearings for the adoption of an impact fee. The Engineer shall provide the City with all of the information and data used by the Engineer in the development of the land use assumptions.

4. Role of the City: The City staff available to assist the selected Engineer is limited. Therefore, the Engineer must have the resources and abilities to fully complete the Project. In addition, all public hearing notices and necessary facilities will be handled by City staff, but Engineer shall provide any information needed to ensure the notices are sufficient. The City will provide all available current digital, GIS mapping related information to the Engineer to utilize during the adoption process, but provides no guarantee of compatibility of systems or software.

5. Role of the Engineer: The Engineer will furnish all required labor, materials, supplies and travel required in connection with the project. The City expects that the project staff will include individuals with expertise in fields of comprehensive planning, transportation planning, and traffic engineering, mapping and technical report writing.

6. Plan Refinement, Preparation, and Adoption

- a. Based on comments from the public, any city boards, commissions or advisory committees, City Council, and City Staff, the Engineer shall prepare a draft copy to present to the City Council and public.
- b. The Engineer shall also provide fifteen (15) bound color (if appropriate) copies, one (1) unbound color (if appropriate) copy, five (5) sets of all maps contained within the final capital improvements plan (minimum 34" x 44" dimensions), and one (1) electronic version of the final plan in Microsoft Word, Adobe Acrobat, Arc View shapefiles and map files (.mxd., .pdf., and .jpg), and/or PDF format as best suits the City's compatibility. The Engineer shall also provide all geographic information system (GIS) data used to create maps that are contained in the plan document.

IV. SUBMISSION CONTENT

1. Title Page

Show the submission subject, the name of the Engineer's firm, and its address, telephone number, name of the contact person, and the date.

2. Table of Contents

Include a clear indication of the subject material by section and page number.

3. Identification of Qualifications of Assigned Personnel

The ideal firm should have extensive experience in municipal comprehensive planning, and shall have completed at least five (5) impact fee assessments within the past five (5) years, and shall provide the following:

- a. The name of the person who will facilitate and be responsible for the management and administration of the comprehensive planning process and impact fee adoption process with a resume describing that person's experience and qualifications.
- b. The names and resumes of the professional staff who will be assigned to provide services to the City.
- c. An organizational chart identifying team members and their areas of responsibility.
- d. A statement to commit the aforementioned staff to this submission.
- e. Background information concerning the firm, including number of years in business under this name and breakdown of personnel in the proposing office(s).
- f. Information on similar projects completed by the firm, including contacts that may be used for references.

4. Work Program

The submission shall address in detail the anticipated approach of the firm. This should encompass a narrative and graphics detailing the project approach that would be employed to complete the project. Describe the process approach that was used in the past to complete a similar project. Examples of work completed in other communities with similar geographic and demographic characteristics as Granite Shoals are strongly encouraged. Describe the proposed project schedule, including dates of significant milestones, deliverables, and completion.

5. List of Clients

Provide a list of comparable clients where similar services have been provided, with contact information.

6. Potential Conflicts

Potential conflicts of interest must be disclosed in the submission.

7. Disclosures and Assurance

Assurance that the signatory making representations in the submission on behalf of the Engineer has the authority to do so as provided in Section VIII.3.b. of this RFQ.

V. EVALUATION AND SELECTION PROCESS

Submissions that comply with the instructions set forth in this document will be evaluated by the City; however, the City reserves the right to accept or reject any or all submissions received, in whole or in part. At its discretion, in the City's best interest, the City may choose to waive irregularities or deviations from the RFQ instructions. The City will conduct an interview(s) with selected firms as a part of the selection process.

Upon completion of the evaluation process, the City will enter into negotiations with the responder(s) whose submission offers the best solution and best value possible, as determined in the evaluation process. The City reserves the right to simultaneously negotiate with more than one responder or to ask for best and final submissions from one or more responders.

VI. TERMS AND CONDITIONS

1. The City reserves the right to amend this request for qualifications at anytime. The City reserves the right to determine the successful respondent whose submission provides the best value for the City. The City reserves the right, after reviewing qualifications and making other determinations, to narrow the scope of the project to exclude transportation. The City reserves the right to reject any or all submissions and to waive any irregularities if it is deemed by the City to be in its best interest to do so. If for any reason the selected firm is not able to commence services by April 1, 2010, the City reserves the right to contract with another qualified consulting firm.
2. Expenses incurred in the preparation of submittals, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.
3. The engineering firm shall not assign any interest in this submission and shall not transfer any interest in the same without the prior consent of the City.
4. For the purposes of this engagement, the Engineer selected shall be deemed to be an independent contractor and not an employee of the City.
5. All data, documents, and other information provided to the City by the Engineer because of this RFQ shall become the City's property. The City will own all deliverables and work product prepared by the Engineer, and to the extent permitted by law, the Engineer's work shall be work made-for-hire; to the extent not so permitted or recognized by law, the Engineer must agree to transfer copyright ownership to the City, or, at the City's option, provide an unlimited irrevocable, royalty-free license to use the work, including derivative works.

6. The City expects the Engineer selected to respond to routine questions which do not require considerable research without charge.

VII. ANTICIPATED ENGINEER SELECTION SCHEDULE **(subject to modification)**

RFQ Submittal Deadline:	March 19, 2010, at 4:00 p.m.
Review:	March 22-26, 2010
Start Date:	By April 1, 2010

VIII. SUBMISSION INSTRUCTIONS/REQUIREMENTS

1. All submissions and any correspondence should be sent to:

Subject: Capital Improvements Plan & Impact Fee Project
Attn: Ken Francis, Building Official
City of Granite Shoals
410 N. Phillips Ranch Road
Granite Shoals, TX 78654
2. All submissions must be sealed and must be received by the City no later than 4:00 p.m., Friday, March 19, 2010. Ten (10) bound copies of the submission, one (1) unbound copy, and one digital CD-ROM must be provided. The copies shall be sealed and clearly identified with "Impact Fee RFQ."
3. In order to be considered a valid submission, each submission must meet the following requirements:
 - a. **Deadline applies strictly.** Written submissions received after 4:00 p.m., March 19, 2010, will not be considered.
 - b. Each submission must be signed (i) if made by an individual or sole proprietorship, by the individual personally; or (ii) if made by an entity that is not an individual or sole proprietorship, by an **officer** of the entity having the authority to execute the submission on behalf of the proposing entity and to bind the entity thereby, and who has been duly authorized by the governing body of the entity to do so, together with sworn documentary proof of the authority or authorization.
 - c. **Written submissions only.** No oral, telephone, fax, email or telegraph submissions will be accepted.
4. The City will review the submissions and will schedule interviews with the finalists.
5. Engineers who have or intend to submit a submission are prohibited from contacting any representatives of the City Council, Planning and Zoning Commission, Parks Committee, Street & Water Advisory Group, Wastewater

Committee, Advisory Committees, or City staff. All questions, comments, or requests for clarification must be submitted in writing (faxes and emails are acceptable) to the Building Inspector.

- The sole City contact is:
 - o Ken Francis, Building Official
(830)-598-2424, Monday thru Friday 8am-5pm
buildingcode@graniteshoals.org

Responses considered necessary will be communicated in writing by the City as an Addenda to these instructions, and will be mailed, faxed, or emailed to each Engineer who has submitted a submission. No person or entity responding to this RFQ may rely on oral representations, comments, answers, characterizations, or other communications from the City or its employees, officers, Engineers, legal counsel, agents or other representatives, but only to this RFQ, and any addenda made in writing and sent to each person or entity responding to this RFQ.