

**CITY OF PORT LAVACA**  
**REQUEST FOR QUALIFICATIONS (RFQ) FOR**  
**PROFESSIONAL PLANNING SERVICES**  
**for**  
**PARKS AND RECREATION MASTER PLAN**  
**RFQ 2024 05.08**

**I. STATEMENT OF PURPOSE AND WORK TO BE PERFORMED**

The City of Port Lavaca, Texas is seeking to enter into a professional services agreement with a highly qualified planning consultant, urban designer, and/or multi-disciplinary firms or teams to conduct and assist in the preparation of a Parks and Recreation Master Plan. The ideal consultant will have extensive experience with Texas Parks & Wildlife funding requirements as well as other State and Federal grant programs.

The selected consultant will conduct an in-depth review of the City's relevant planning documents (2016 Comprehensive Plan and updates, 2023 Downtown Waterfront Master Plan, Sidewalk Masterplan, existing park concept plans) to inform the development of a new comprehensive Parks & Recreation Master Plan that reflects the needs of today and the future.

The purpose of this Request is to receive proposals from highly qualified and innovative planning individuals and consultant teams who are interested in developing this new comprehensive Master Parks and Recreation Plan. The plan generated from this RFQ will incorporate the latest best management practices (BMP's) for resilience, coastal, economic development and park planning – providing a grounded and actionable plan which reflects the desired vision for the parks and recreation program in Port Lavaca as determined by citizens, appointed and elected officials, and other stakeholders through community participation.

The following outlines this request for proposals.

1. Scope of Work. The consultant will take the lead role in all public forums, workshops, meetings and hearings. City staff will provide a supporting role during this process. It is expected that the consultant will utilize a variety of methods to gather input from stakeholders in the community, including but not limited to, town hall meetings, public hearings, open houses, and through social media. The consultant will furnish all required labor, materials, supplies and travel required in connection with the project.

The plan shall incorporate:

- An evaluation of existing park lands and amenities
- Major Park requirements and locations
- Neighborhood park requirements and standards that meet community needs and guide planning
- Cost projections of recommendations with funding alternatives
- Community needs assessment based on recreational trend analysis and stakeholder engagement

- Park Development Guidelines
- Implementation strategies

## 2. Deliverables

Deliverables to be included with the Comprehensive Master Plan are expected to be, but not limited to the items below. Other areas of emphasis may be identified during the Plan Update process.

Documents/files:

- Ten (10) bound hardcopy final documents submission
- One (1) electronic submission, consisting of all Plan elements in pdf format
- All editable files in Word
- All pictures and graphics in a separate file in 300 dpi minimum
- All spreadsheets with calculations
- All relevant GIS data and digital map documents used in the creation of maps and other supporting documentation in the Plan Update shall be provided to the City at the end of the project such that all maps and planning data can be recreated/reproduced.

Engagement:

- Facilitation aids for public outreach and citizen participation
- The consultant shall provide a demand-based assessment which identifies what the community wants and what they are willing to support.
- Information gathering sessions with various City Boards and Commissions
- At least one public workshop with periodic updates for the public throughout the development of the Master Plan
- Introduction and conclusion presentations to both the Parks Board and to City Council.

## II STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL FORMAT

Submittals should be organized in a clear and concise manner. The format should be as follows:

- Cover Letter - Provide an introductory letter serving as an Executive Summary on firm letterhead indicating the name of the firm, contact person, address, phone, email, and a complete statement regarding the understanding of the project, the team composition and strengths of the firm/team as it relates to this project. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
- Personnel Qualifications – Project team organization chart, names, and resumes of key personnel/team members. Please identify individual roles and responsibilities on the team. The project manager shall be clearly identified. If different consultants will be teaming together or if any portion of the scope of work will be subcontracted, indicate the lead Consultant.
- References – Provide names and contact information (phone and email) for three (3) individuals who can speak to the firm’s past performance on similar projects.

- Relevant Experience – A description of the firm's relevant experience and capabilities, with description of at least five (5) comparable projects.
  - o Identify key personnel who participated in each project and describe their roles.
  - o Provide a reference for each of the projects described. References should be current.
- Approach and Scope – Provide a written description of your firm's intended approach to the project that demonstrates an understanding of the scope of services, including how the Consultant will complete project milestones, meetings, and deliverables. **Please feel free to add recommendations for additional scope items that may not be listed herein, but you believe would greatly benefit the City in these planning efforts.**
- Work Samples - List and provide in electronic format only (either a webpage link to the document or other electronic format) three (3) examples of master park plans or other applicable writing samples recently completed by the firm or team members.
- Timeframe - Include a detailed phasing and task list and estimated completion time of each task. Provide an estimated start date and completion date of the Master Park Plan Update, based on an estimated consultant selection date of mid July 2024.
- Provide any other supporting information you feel may help us further evaluate firm qualifications and fit for completing the Master Park Plan Update.

### III SELECTION CRITERIA

Responding planning and consultant firms will be considered by the City of Port Lavaca and a selection will be made at the discretion of the City Council. The firms will be evaluated and ranked on the basis of the following criteria.

	<u>Maximum Points</u>
Project Team’s Capabilities to Accomplish Work	30 points
Project Team’s Organization and Experience	40 points
Project Approach and Proposal Content	<u>30 points</u>
Total	100 Points

The City of Port Lavaca is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency. Small, minority, and women-owned business enterprises are encouraged to submit statements of qualifications.

### IV SOQ DELIVERABLES AND DEADLINE

SOQ’S shall be prepared simply and economically, providing a straightforward, concise description of the respondent’s ability to meet the requirements of the RFQ. One (1) original and Three (3) hard copies and one digital PDF on a thumb drive of the SOQ are required. The SOQ must be signed by a person having authority to bond the firm in a contract.

The SOQ must clearly indicate “City of Port Lavaca – RFQ 2024-05.08 – PARKS AND RECREATION MASTER PLAN.”

Compliance with HB 1295:

Prior to entering into an agreement, the successful respondent shall be required to complete Form 1295 in accordance with Texas HB 1295. The required form is completed online at [www.ethics.state.tx.us/file](http://www.ethics.state.tx.us/file).

Due Date and Contact:

Submittals must be received by Tuesday, May 28, 2024 at 5:00 pm CST. No late submissions will be evaluated.

Submittals shall be delivered to:

City of Port Lavaca  
Attn: City Manager – RFQ 2024-05.08  
202 N. Virginia Street  
Port Lavaca, Texas 77979  
361-552-9793 ext. 222

Requests for additional information regarding this Request for Qualifications shall be addressed to Interim City Manager Jody Weaver [jweaver@portlavaca.org](mailto:jweaver@portlavaca.org) 361-827-3601.

Award Timeline:

It is anticipated that a recommendation for selection to negotiate at Professional Services Contract for this work would be made at the Council meeting on June 10, 2024. It is hoped that a contract could be negotiated and ready for Council award at the Council meeting on July 8, 2024. For contractual responsibilities required under this solicitation, the City of Port Lavaca will use the standard contract for professional services provider by the firm or consultant selected, as may be amended by the City Attorney.

Available Online resources:

The following are available online resources that may be helpful to the respondent in preparing the SOQ submittal for this RFQ.

- City of Port Lavaca Comprehensive Plan, 5-year Plan Review, Port Lavaca Sidewalk Plan <https://portlavaca.org/city-departments/city-manager/comprehensive-plan/>
- City of Port Lavaca Downtown Waterfront Master Plan <https://cleargov.com/texas/calhoun/city/port-lavaca/dashboards/935/community-development>
- City of Port Lavaca Parks & Recreation Department webpage with Googlemap of Public Parks, and Parks Board meetings and agendas <https://portlavaca.org/city-departments/parks/>
- Videos of City of Port Lavaca Parks Board, City Council and meetings of other boards and commissions. <https://www.youtube.com/@cityofportlavaca/videos>