



REQUEST FOR PROPOSALS

FOR

PROFESSIONAL SERVICES

FOR DEVELOPMENT OF

THE BOERNE UNIFIED DEVELOPMENT CODE

Boerne, Kendall County, Texas

September 26, 2018

Prepared by:

City of Boerne Planning and Development

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INTRODUCTION

The City of Boerne Texas is issuing a Request for Proposals (RFP) for planning services to obtain a qualified consultant or team to best develop a unified code of ordinances that will implement the vision of the newly adopted Master Plan.

City staff is currently in the process of reviewing all codes as well as engaging the development community to obtain their input on code regulations and process. The input received from the developer meetings and from the variety of users will be incorporated into the development of the new code. A template will likely include a series of modules, which will consist primarily of general provisions and procedures, a variety of district regulations, use standards, measurements and definitions that will combine the following documents:

1. Zoning Ordinance;
2. Subdivision Ordinance;
3. Development Plat Regulations; and
4. Sign Ordinance.

Also, a refresh to the City's historic preservation regulations of the current zoning code is needed to increase the awareness of the historic structures and neighborhoods and to provide less subjectivity and more strength to the quality of the preservation efforts and provide a link to the City's design district areas.

The selected firm will have primary responsibility for completing the Unified Development Code (UDC) working in close coordination and lead consultation with the City of Boerne. The Assistant Director of Planning and Community Development will serve as the project manager.

PROPOSAL SUBMITTAL REQUIREMENTS AND DEADLINE:

To be considered, six (6) copies of the proposal must be received by the City of Boerne Planning and Community Development Department on or before Friday, November 2, 2018 by 4:00 p.m., cst.

All proposals must be in a sealed envelope marked: REQUEST FOR PROPOSAL – UNIFIED DEVELOPMENT CODE.

Each proposal shall contain the following information in the order listed:



- A proposed work program detailing participatory engagement opportunities, phases, tasks, and sub-tasks of the project based upon the SCOPE OF SERVICES REQUIRED OF THE CONSULTANT in this request.
- A detailed timeline for the completion of the project, showing timing for each phase, task and sub-task, to include meetings with the Advisory Committee, Planning and Zoning Commission and City Council.
- A detailed organizational chart and management approach, including descriptions of the use of any subconsultants.
- A brief description of the proposed planning team, including any sub-consultants identifying each key member, their respective responsibilities and familiarity with Texas Statutes, and the anticipated percentage of their time to be allocated to this project.
- A description of the proposed final format for the Unified Development Code, both hardcopy and online.
- A statement of qualifications and relevant experience, including any relevant work on form-based or hybrid codes.
- A list of at least three (3) and no more than five (5) references for previously developed Unified Development Codes, including names, titles, addresses and telephone numbers.
- A budget proposal based upon the SCOPE OF SERVICES REQUIRED OF THE CONSULTANT shall be provided. The budget proposal shall include a detailed line item cost estimate for each phase (including labor, materials and expenses), cost per hard copy of the final product, cost of an internet-ready copy, and other charges that may be necessary to complete the project. A total not-to-exceed fee shall be provided.
- A separate sample work product prepared by the consultant/consultant team for a comparable community shall also be included with the submittal.

COMMUNITY OVERVIEW

Boerne is a small-sized city with a quaint feel containing a vibrant historic center (known as the Hill Country Mile). The community maintains a strong set of expectations for the quality of the built and natural environment. Boerne is located 28 miles northwest of downtown San Antonio and is the heart of the hill country of Texas (located 40 miles south of Fredericksburg and 90 miles south of Austin).



The City of Boerne has over 15,000 residents and covers approximately 11.25 square miles. Boerne is in the San Antonio-New Braunfels Metropolitan Statistical Area with well over 2.4 million people and access to the San Antonio regional amenities.

The heavily-traveled I-10 corridor passes through Boerne and the San Antonio International Airport is approximately 30 minutes away. In addition, there are growing scientific, health care, art, wine and microbrew industries in the region.

Finally, Boerne has developed an extensive trail system that continues to expand. The trail system includes the Cibolo Creek, Old No. 9 and Currey Creek Trails, sidewalk improvements and River Road Park improvements.

EXISTING ORDINANCES

The current Zoning Ordinance was adopted in 2007 and has had frequent amendments over the past 11 years. The UDC will represent the first complete overhaul of the City of Boerne zoning, subdivision, sign ordinances and development plat regulations. The UDC will complement the recently adopted Master Plan to strengthen the City's development regulations and implement the Master Plan vision.

Many of the processes outlined in the current ordinances are not clearly defined or have become obsolete and will need to be analyzed and rewritten, with the inclusion of smart growth practices. The City will consider the use of form-based code for overlay districts (design districts), which will be part of the discussion and perhaps inclusion in the update.

The areas in which the City wishes to modernize its land development regulations and address major issues, content problems, and/or weaknesses include but are not limited to the following:

1. Awkward and confusing ordinance format and structure;
 2. Unclear, contradictory language, including standards or requirements which simply cannot be met;
 3. Unclear review procedures and permitting requirements;
 4. Outdated standards;
 5. Lack of graphics and illustrations;
 6. Lack of sufficient and clear definitions;
 7. Lack of detailed design guidelines and aesthetic review criteria to address the City's intended gateways and commercial districts;
 8. Lack of cross-references within sections, section headings, and a comprehensive index;
- and



9. Incorporate and encourage smart growth practices for long term sustainability.

SCOPE OF SERVICES REQUIRED OF THE CONSULTANT

The services being sought from the consultant selected for this project include:

- Incorporation of the Master Plan vision into a unified development code (Please refer to the plan implementation section of the Master Plan for further information).
- Evaluate and consider incorporation of smart growth principals such as form-based codes (FBC) as identified in the Master Plan.

We are seeking design parameters that incorporate a regulating plan, building form standards, public space/street standards, use regulations, and any other elements determined to be appropriate. The smart growth principals should be consistent with the definitions and criteria established by the FBC Institute, or possibly a hybrid form that would be integrated into the code;

- Provide monthly, (at a minimum) email updates on the written project progress reports on a no less than monthly basis so that elected officials, staff, and the public are all kept informed of changes;
- Provide updates and documents for the project website on a no less than monthly basis;
- Complete the UDC in such a way that it will clearly define the expectations of the City as established by the Master plan, regarding appearance, quality, and density of development, and address identified weaknesses;
- Work with a staff lead advisory committee, allowing sufficient time for detailed review;
- Act as facilitators, providing neutral opinions and potential resolutions in cases of conflict with representatives of the City's development and business community, citizens, subcommittee members, and staff in the formulation of regulations;
- Coordinate the development of this UDC with the code assessment, which carries out the goals of the Master Plan;
- Provide guidance regarding any zoning map changes which result from converting to the UDC, provide the City with any necessary updates to GIS files and work with City's staff to advise on any other updates;
- Provide the document in a format that will be easily updated and managed by City staff;



Present the draft and final draft of the ordinance to the appointed advisory committee, at public meetings, consisting of at least two Planning and Zoning Commission meetings and three City Council meetings;

- Ensure compliance with all applicable State of Texas Statutes; and
- Train staff and interested members of the development community in the use of the UDC, including recommendation of the best approach for managing/maintaining the new UDC.

Final Product

The Unified Development Code is to be presented in a format and language that is user-friendly and accessible to the public. Technical jargon should be kept to a minimum.

The extensive use of graphics and other devices that will enhance the readability and ease-of-use of the ordinance is required. An internet-ready version of the UDC with “clickable” links that is extremely user-friendly and creative in digital content/management is required, preferably not an ordinary PDF document. For examples please see:

http://lafayettela.gov/ComprehensivePlan/Documents/UDC_Amended_June_2018.pdf

<https://www.raleighnc.gov/content/extra/Books/PlanDev/UnifiedDevelopmentOrdinance/>

Immediately following adoption of the Unified Development Code, the consultant shall deliver to the City 25 hard copies, one digital copy, and an internet-ready copy of all elements of the final document, including graphics/illustrations. In addition, all sections of the ordinance, including any graphic files, shall to be provided in the appropriate digital format.

The City of Boerne shall retain ownership of all data generated.

Project Budget

The City’s budget for this project is \$100,000 including legal review. The services will be performed on a fixed price basis with a progress payment program being determined through contract negotiations with the successful firm. The progress payment program will be based upon major milestones and/or identified tasks and subtasks.

Time Frame

The project shall be completed no later than the end of October 2019. We expect the project to be able to be completed within a reasonable time, but not to exceed beyond October 2019 unless granted an extension by the City Manager.



Selection Process

A Selection Committee made up of City Staff and a subcommittee will review the proposals. Several criteria will be closely evaluated for ranking purposes, including but not limited to the following:

1. Technical approach to the project including the ability to incorporate the goals of the Master Plan into code;
2. Qualifications of key personnel;
3. Previous experience and performance with similar projects, project management capabilities and schedule and public discussion methods;
4. Cost-effectiveness;
5. Proposed timeframe for project; and
6. Experience as related to media relations, marketing and social media management.

Interviews will be required but may be conducted via Skype or similar application. Interviews will be held on November 27 through November 29, 2018. The Selection Committee will attempt to negotiate an agreement with the top ranked firm. If no agreement can be reached with the top ranked firm, that firm shall receive notification by letter of dismissal, and staff will proceed with negotiations with the second ranked firm. This process may be repeated as many times as necessary until an agreement can be negotiated that is satisfactory to both parties.

The City of Boerne reserves the right to select the consultant that best fits the needs of the City as determined by the selection committee. The City also reserves the right to re-advertise and reject any or all proposals which are deemed to be non-responsive, late in submission, or unsatisfactory in any way. The City of Boerne shall have no obligation to award a contract for services because of this RFP. The City Council has the ultimate authority to approve any proposal and to authorize execution of the Agreement.

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms/individuals submitting proposals. Issuance of this RFP does not obligate the City to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.



LIABILITY INSURANCE REQUIREMENTS

The successful proposer shall be responsible for obtaining and maintaining adequate liability insurance to completely and fully protect the City of Boerne against all claims and actions arising out of any property damages or personal injury or death. The Consultant shall furnish proof of this liability insurance to be attached to the executed copies of the contract

Electronic copy of all Ordinances can be found by visiting:
<http://www.ci.boerne.tx.us/90/Planning-Community-Development>

For specific questions concerning the existing ordinances, please contact in writing:

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Director of Planning and Community Development
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CITY CONTACT & MAILING/PHYSICAL ADDRESS:

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