

OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION

Request for Qualifications (RFQ) For Professional Services to Review and Draft Revisions to the Olmos Park City Code of Ordinances for the Commercial District

The Olmos Park Economic Development Corporation (the “EDC”) is an economic development corporation created by the City of Olmos Park, Texas (the “City”) for the purpose of promoting business development in the City. The EDC has undertaken the primary project of enhancing the McCullough Business Corridor in order to create and retain jobs in the City’s main business district (the “McCullough Project”).

The initial phase of the McCullough Project involves restriping the street in anticipation of later phases to include wider sidewalks, narrower drive lanes, bike lanes, landscaping and pedestrian enhancements.

The EDC is seeking professional code consulting services to review the City Code of Ordinances and suggest revisions.

The EDC is interested in funding this scope of work, but authority for code amendments is with the Planning and Zoning Commission (P&Z). As such the EDC is the contracting entity and P&Z code authority on this contract.

P&Z are appointed and serve at the pleasure of the Olmos Park City Council. P&Z makes recommendations to the Council for code adjustments, and Council has the prerogative to accept, reject or request edits to the proposed code modifications.

The EDC entered into professional services agreements with Bain Medina Bain for civil engineering; and Bender Wells Clark for planning and landscaping. This team has developed 50% documents for adjustments to the McCullough Corridor, with substantial input from the community and Council. There is lack of funding to fully carry out the proposed design, but the community is interested in “test-driving” the concepts. For this reason, the EDC is re-directing the design team to prepare a “Striping Plan” that allows the incorporation of the design geometry in paint stripe configuration.

The selected **code consultant** will draft code modifications based on the proposed design and the striping plan, which is intended to be painted later this year.

SCOPE OF SERVICES

WORK PRODUCT: This contract will result in proposed code revisions meant to enhance the present zoning ordinance as it relates to wider sidewalks, narrower drive lanes, bike lanes, landscaping and pedestrian enhancements, and potential maintenance responsibilities that apply to the McCullough Corridor in Olmos Park.

1. PROCESS

- a. ***Assessment and scope definition.*** The initial step requires the consultant to make an assessment of the physical environment and the existing code, limiting the effort to the McCullough Corridor. The scope will be defined by the **code consultant** and the EDC, with input and feedback from P&Z. Since the budget is currently limited, the scope may also need to be limited to higher priority concepts.
- b. ***Background maps.*** EDC will provide access to existing base map information developed by BMB and needed by the Consultant.
- c. ***Conceptual Code Modifications.*** The Consultant will gather ideas and goals based on interview with EDC and P&Z leadership, assessments, drawing reviews, then formulate code modification concepts. The Consultant will present the concepts in written and graphic format.

2. DRAFTING THE CODE REVISIONS

- a. ***Design Parameters.*** The proposed code revisions will direct development to ensure high-quality public spaces defined by the resulting physical environment, and a potential variety of building types and uses. The proposed code revisions **may** incorporate a regulating plan, building form standards, complete street standards (including sidewalks, bike lanes and parking, bus stops, and automobile lanes and parking), use regulations if needed, descriptive building or lot types and requirements for amenities, including landscaping and lighting.
- b. ***Integration of the Proposed Code Revisions.*** The proposed code revisions must be integrated into the City's existing regulatory framework (zoning and land development regulations) in a manner that insures procedural consistency, meshes with state and local legal requirements, provides clarity as to applicability of existing regulations, and maximizes the effectiveness of the code.

3. REFINING AND APPROVING THE PROPOSED CODE LANGUAGE

- a. **Presentation of Draft.** The Consultant will present the first draft of the proposed code revisions for the purpose of gathering comments. The presentation may be made to a joint meeting of the EDC and the City's Planning and Zoning Commission and/or City Council.
- b. **Final Draft.** After making revisions in response to comments on the first draft, the Consultant will present the final draft of the proposed code revisions.
- c. **Approval.** P&Z will carry forth proposed modifications deemed acceptable to their commission, for Council consideration. Whatever steps P&Z must follow will be taken to achieve legal status for the amendments.

PROPOSAL SUBMITTAL

Submittals should be provided digitally by email or drop box, and include the following items, along with other material to demonstrate Consultant's expertise and capability.

Submittals are due by 11:59 p.m. Olmos Park time on April 8, 2016. Send email to andres.andujar@hemisfair.org

SUBMITTAL FORMAT AND EVALUATION

1. **FIRM HISTORY:** Brief history of the firm. Include years in business, staff size, office location and other relevant/brief information about the company. (25 points)
2. **INDIVIDUAL EXPERTISE:** Include resume for key individual that we would work with, and support staff. Specific evidence of relevant experience creating municipal codes is critical. (40 points)
3. **COMPARABLE PROJECTS:** Summary of municipal code projects in progress or completed. (25 points)
4. **SAMPLE CODE DOCUMENT:** Please include one or more sample code documents selected from the list of comparable projects. Photos of designed or built results of the code are encouraged but must be accompanied by a description of their specific relationship to the coding process. (10 points)

The EDC will evaluate all submittals to determine which consultants have the experience and qualifications that are most suited for this project. The EDC may request personal interviews with the highest-ranked Consultant.

The EDC reserves the right to waive any minor inconsistencies in responses, select one or more consultants to complete the work, cancel the procurement, extend the deadline, interview respondents, request additional information from all or some or one of the respondents, or take other actions deemed to be in the best interest of the EDC and City with regard to this solicitation. Notices of changes or amendments to this RFQ will be published on the City's website.

This project has a not-to-exceed budget of \$10,000.
