



City of Castroville
2016/UPDATES for 2011/CMP ELEMENTS
REQUEST FOR PROPOSALS
2011 CASTROVILLE MASTER PLAN (CMP)
INDIVIDUAL and/or COMBINED

Issued: November 16, 2015
Submittal Deadline: December 21, 2015 (3:00pm)

Project Overview

The City of Castroville, a State of Texas "Class A" General Law city, is requesting proposals from qualified consultants to review and update each element of the 2011 Castroville Master Plan.

The City of Castroville is a historically endowed community with many original structures, residential, commercial, and ecclesiastical, dating back to the community's beginning in 1844. The community is experiencing accelerated growth due to the close proximity of San Antonio. The connecting corridor is U.S. Highway 90 – a divided 4-lane highway up to the City limits of Castroville. Then it becomes a 7-lane highway cutting diagonally through the middle of the original township of Castroville – the old historic district of the community. In the City this corridor includes four traffic lanes, a continuous turn lane in the center, and paved (curb & gutter) shoulder lanes on both sides.

The official City population was 2785 for the 2010 Census. Current commercial and residential development, underway and/or rumored, indicates a rapid growth cycle has begun.

The area of the City is approximately three square miles, the area of the City's statutory ETJ is about eight square miles, and the extended ETJ is about twelve square miles. The total area of the City, its ETJ area, and the extended ETJ areas is approximately twenty-three square miles. These areas form the primary study area.

The historical character of the old township of Castroville is of primary importance to the community. The continued impact of small family-owned farming is still relevant in the area. The impact of the growth of San Antonio on residential, business, and other commercial development must be considered while maintaining the delicate balance between these primary characteristics of the area.

Background information should be gathered, to the extent possible, from the existing 2011 Castroville Master Plan (CMP).

Proposals: Submittal & Schedule

1. Submit all required materials as detailed in the Evaluation Criteria & Proposal Content and the Proposal Packages section on the following pages. Include **one (1) unbound original, five (5) copies of each, and a disk containing an electronic copy of each Proposal Package submittal.**
2. Submit proposal(s) no later than **3:00 pm, Monday, December 21, 2015** in sealed envelopes clearly marked as indicated:

"PROPOSAL PACKAGE XXX
NAME OF PACKAGE
PROPOSAL TO UPDATE
2011 CASTROVILLE MASTER PLAN
CASTROVILLE, TEXAS"

3. **Proposals can be submitted to:**

City Secretary
CITY OF CASTROVILLE
1209 Fiorella Street
Castroville, TX 78009

Any questions concerning the Proposal(s) shall be directed to:

Robert Koimn, CDD Director
(830)931-4090, Ext. 409 – office
(830)444-1671 - cell
robert.koimn@castrovilletx.gov

4. The following schedule has been established:
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| <u>REQUEST FOR PROPOSAL(s) – Advertise RFP</u> | <u>November 16, 2015 (Monday)</u> |
| Deadline for Submittal of Questions | December 1, 2015 (Tuesday) |
| Answers to Questions | December 7, 2015 (Monday) |
| <u>RFP SUBMITTAL DEADLINE</u> | <u>December 21, 2015 (Monday - 3:00 pm)</u> |
| Distribution to Review Committee | December 22, 2015 (Wednesday) |
| Meeting of Review Committee | January 5, 2016 (Tuesday) |
| <u>INTERVIEWS</u> | <u>January 14-15, 2016 (Thursday-Friday)</u> |
| Review Committee Selection | January 19, 2016 (Tuesday) |
| <u>AWARD CONTRACT(s)</u> | <u>January 26, 2016 (Tuesday) Council Meeting</u> |
5. Access to the **Castroville Master Plan** is available at:
www.castrovilletx.gov/documentcenter/home/view/218
6. Proposals shall be opened and identified at 4:00pm in City Council Chambers on December 21, 2015.
7. The City of Castroville reserves the right to reject any or all responses to this RFP, to advertise for new RFP responses, or to accept any RFP response deemed to be in the best interest of the City. A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit the City to pay for costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract.

Evaluation Criteria & Proposal Content

A Review Committee will review the proposals and score each of them according to the evaluation criteria detailed in this section. They will evaluate all statements and will assign points (out of the maximum value listed below) to each criterion based on the content of the proposals. The Review Committee may elect to request interviews. The consultant deemed the best qualified will be selected by the City.

1. **Cover Letter** **0 Points**
 Include a cover letter that provides a brief overview of your project team and unique reasons your team should be selected.
2. **Qualifications, Experience, and Competence** **35 Points**
 To demonstrate your qualifications, experience, and competence please provide the following information:
 - A. A brief overview of the firm’s experience and qualifications to perform this type of work.
 - B. An introduction of key staff members who will work directly on this project and identify each staff member’s role in the project.
 - C. A statement of the availability of key personnel in the firm to undertake the project.
 - D. An explanation of any unique skills or innovations your firm will bring to the project.
3. **Record of Performance** **20 Points**
 Please provide an annotated listing of applicable projects completed by firm.
4. **Approach to Project and Methodology** **35 Points**
 The City is seeking a qualified consultant to perform the work outlined in the project scope. It is imperative that the consultant demonstrate a thorough understanding of and ability to perform the Scope of Work for this project. Reference or follow the Scope of Proposals, Proposal Packages, and Associated Tasks to elaborate on the process you’ll employ to perform this project. Provide a thorough approach that addresses each task described in the Associated Task section, including any additional tasks you believe necessary.
5. **Proposed Timeline** **10 Points**
 The proposer should develop a schedule based on the project tasks to define key benchmarks, timelines, and priorities to illustrate command of the scope, project, and priorities of the City.

Scope of Proposals

The selected consultant(s) will collect and utilize any and all relevant data to evaluate each element of the 2011 Castroville Master Plan – providing a 2016 Update of each element that is listed as the requirements of each of the various Proposal Packages.

The elements contained in the Castroville Master Plan are as follows:

- Major Thoroughfare Plan**
- Land Use Plan**
- Community and Public Facilities Plan**
- Historic Preservation Plan**
- Economic Development Plan**

Each of these elements in the 2011 Castroville Master Plan were developed based upon the demographics, charts, projections, analysis, and other data available in 2008 and are contained in that report. The Scope of Proposals required herein are to be based upon newly acquired metrics of each (as applicable) with deviations noted as may be needed from the original 2008 projections and observations.

The individual Proposal Packages, listed below, are divided into stand-alone studies of the elements and some that require packaging of multiple elements into one package. Each is a stand-alone Proposal and may be awarded, or not, based upon the convenience of the City of Castroville.

Proposal Packages

The following descriptions of each Proposal Package is intended to specify a division of required work into specific areas for the 2016 Update of the 2011 Castroville Master Plan (CMP). Each package is to be structured as a “stand-alone” proposal that is not based upon the award of any other proposal. Each proposal package number shall be clearly marked on the sealed envelope which proposal is herein contained.

Package One: LAND USE PLAN

The consultant will collect and utilize any and all relevant data to evaluate the current Land Use Plan, its projected patterns, currently identified development projects, and the projected growth patterns to date into a Land Use Plan – 2016 Update.

Package Two: MAJOR THOROUGHFARE PLAN

The consultant will collect and utilize any and all relevant data to evaluate the current Major Thoroughfare Plan, its existing and projected thoroughfare patterns and the development projects currently projected and other activities identified, to date, into a Major Thoroughfare Plan – 2016 Update.

Package Three: LAND USE PLAN and MAJOR THOROUGHFARE PLAN

The consultant will collect and utilize any and all relevant data to evaluate the current Land Use Plan and the current Major Thoroughfare Plan of the 2011 Castroville Master Plan – individually and collectively, into a Land Use Plan and Major Thoroughfare Plan – 2016 Update.

Package Four: ALL ELEMENTS of the 2011 CMP - EXCLUDING MAJOR THOROUGHFARE PLAN

The consultant will collect and utilize any and all relevant data to evaluate each element of the 2011 Castroville Master Plan – individually and collectively, into a Castroville Master Plan – 2016 Update, EXCLUDING the MAJOR THOROUGHFARE PLAN. The topical elements of the CMP included, in this Package Four include the Land Use Plan, the Community and Public Facilities Plan, the Historical Preservation Plan, and the Economic Development Plan.

Package Five: ALL ELEMENTS of the 2011 CMP

The consultant will collect and utilize any and all relevant data to evaluate each element of the 2011 Castroville Master Plan – individually and collectively, into a Castroville Master Plan – 2016 Update. The topical elements of the CMP include, the Major Thoroughfare Plan, the Land Use Plan, the

Community and Public Facilities Plan, the Historical Preservation Plan, and the Economic Development Plan.

The City of Castroville is anticipating an array of proposals that are each “packaged” into the divisions of work as described above. ONLY PROPOSALS SUBMITTED AND IDENTIFIED AS PACKAGES ONE THRU FIVE WILL BE ACCEPTED. DO NOT SUBMIT PROPOSAL THAT DO NOT CONFORM TO THESE PACKAGED PROPOSAL CONCEPTS. Proposers may submit any appropriate combination of proposals – but, each Package is considered as a “stand-alone” proposal.

Associated Tasks

Task 1: Data Collection

The consultant will collect any and all relevant data to evaluate the metrics contained in the existing selected CMP element, or elements, current status of each, and the projected development projects and activities identified to date. The impact of the growth of San Antonio on residential, business, and other commercial development shall be considered. Background information should be gathered, to the extent possible, from the existing Castroville Comprehensive Plan.

Task 2: Overview and Existing Information Review

The consultant shall analyze and critique existing plans, projects, studies, and agreements as well as any additional information that may influence or impact the “up-date” planning process. Other components to be included in the Task 2 shall include evaluations and determinations of City infrastructure, its Certificates of Convenience and Necessity (CCN), the Regional Airport potential, and the supportive land uses and development infrastructure that is required in anticipation of population growth patterns. There are extensive Extended ETJ areas that are included in the City’s ETJ by request of the property owners that are beyond the statutory, half-mile ETJ boundaries. These areas also need to be evaluated and growth projections determined for the future uses and the needs of those corridors.

The total Scope of Work shall extend beyond these areas to include the area fronting the Medina River and its potential as a regional linear parkway, or a Medina River Corridor. There are large tracts of working agricultural land surrounding the City. The consultant should become acquainted with the corridor geography and existing features in addition to proposed future development. The consultant should consider the use of conservation easements and/or other means of identification and implementation of policies of preservation of historic uses in concert with the existing policies and actions that have maintained the historical integrity of the City of Castroville.

Task 3: Assessment and Recommendations

The consultant shall complete an analysis of both existing and future conditions of the City, its ETJ areas, and the extended ETJ areas identifying the opportunities and shortcomings of those areas; future conditions should take into account the planned potentials of residential growth, supporting local commercial development, and the needs for educational, medical, and recreational support development throughout the cumulative areas of the City, the ETJ and the Extended ETJ areas including the growth into subsequent expansions of all of those areas.

The following items should be considered in the Land Use determinations:

- Residential development encompassing a mixed residential development in demographics, concepts of community planning and style of development;
- Coordination with other simultaneously prepared elements of the CMP – 2016 Update;
- Work with the thoroughfare element to provide connectivity between communities that accommodate major arterial connections providing conservation corridors that maintain a rural character of the area;
- Provide land use patterns that are supportive of rural-value based, conservation oriented, roadways.
- Establish the means of connecting land-use alternatives into the projected surrounding roadway network.

Task 4: Inter-Agency Coordination

Interagency coordination will be required. Identification of and coordination with other affected public agencies including, but not limited to the Texas Department of Transportation, the Alamo Area Council of Governments, Castroville Area Economic Development Council, Medina County, the Medina Valley Independent School District and the Castroville Area Chamber of Commerce, is required. Where relevant, coordination with other regional agencies such as Edwards Aquifer Authority, San Antonio Water Authority, VIA, Metro Planning Agency, and Bexar County agencies shall also be required.

Task 5: Documentation and Deliverables

The consultant will prepare a final report on the study's findings and recommendations. The report should include comprehensive graphics, maps, and images to convey each design alternative. The consultant will present their findings to the Review Committee.

The City expects several deliverables during the course of this project. Deliverables will be both digital and hard-copy in format. The content of these deliverables will be determined during contract negotiation.

Task 6: City Staff and Public Participation

The City and its CDD staff plans to coordinate the public participation process and facilitate such as may be established with consultant as delineated in a final contract for services related to this project.

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.

Task 7: Implementation

Specific strategies shall be proposed that detail the resources and actions necessary to implement any recommendations made in the Castroville Master Plan – 2016 Update and the various element(s) that are to be updated herewith. All updated elements shall contain recommended actions to maximize the benefits and minimize negative reactions to the preferred development patterns. The consultant shall propose strategies that 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.