



Request for Proposals

City of Smithville Economic Development/Community Resiliency Strategic Plan

Supported through the Texas Department of Agriculture/Economic Development Plan (TDA-EDP)

Summary

The City of Smithville seeks a consultant who is able to provide services related to developing an Economic Development/Community Resiliency Strategic Plan to include community engagement and vision, implementation guidelines, tasks, and key personnel. This community has survived seven declared disasters since 2011, and therefore resources for community and economic development have been limited. This Plan will need to suggest short-term, low-cost, high-impact projects that will fit the City's budget, the Chamber's resources, and the Community Development Block Grant requirements, as well as discuss a vision for a longer-term direction that Smithville should consider as growth works this direction.

Contact

Robert Tamble, Smithville City Manager
512 237 3282 x 2169
Citymanager@ci.smithville.tx.us

For any questions related to this RFP please send an email to the contact noted above.

The information in this RFP is organized as follows:

- I. Project Management
- II. Project Work Scope
- III. Project Timeline
- IV. Selection Process
- V. Submission Requirements
- VI. Evaluation Criteria
- VII. Deadline

I. PROJECT MANAGEMENT

The City of Smithville will be the administrative agency for the study and staff will be tasked with management and contract administration for the Project. The Smithville Economic Development/Community Resiliency Strategic and Implementation Plan (the "Plan") will be developed with guidance from the community leadership and the broader community at large.

Consultant services are anticipated to be utilized for approximately 10 months beginning in November 2019. It is anticipated that the Plan will be completed and adopted at or before the August 10, 2020

Smithville City Council meeting. The Consultant will then be “on call” through the end of September, 2020, for assistance in revising the Plan for Council Adoption (if necessary) and/or advice on implementation.

II. PROJECT WORK SCOPE

The following is the scope of work expected of a consultant to assist the City in developing the Smithville Economic Development/Community Resiliency Strategic and Implementation Plan (the “Plan”). The Scope of Work must not exceed \$30,000 to be considered responsive.

The Consultant support will specifically be required to assist the City as follows:

1. HISTORIC DEVELOPMENT AND GENERAL CHARACTERISTICS

- A. Studies and plans being prepared under this contract should be coordinated with previously developed studies and plans, including any available with the appropriate state office, the regional planning council, etc. The Consultant will review existing local plans including the various City of Smithville Comprehensive Plans, the Economic Development Plan, the Tourism Assessment, the Chamber of Commerce Strategic Plan, and other related plans and strategic tools to determine which elements have not been undertaken or have not been completed that could be useful to revisit or revamp.
- B. Make a review and analysis of the factors which have contributed to the present development of the planning area to include the following:
 1. Development of the economy;
 2. Physical growth of the community;
 3. The relationship of the community to the region.

2. ECONOMIC PROFILE

- A. Prepare an inventory of the social, economic, governmental, and industrial elements of the area's development and potential. The inventory shall, to the extent possible, examine the number of people employed in the retail trade, manufacturing, construction and government; the dollar volume of various local employers; employee income levels; and physical facilities, assets and available resources.
- B. Determine to the extent possible the relationship of the elements inventoried to economic development potential.
- C. Coordinate with community leaders and draw conclusions as a result of the inventory and analysis required above; and, determine whether the pattern of economic growth should be altered.
- D. Suggest what type of policies and/or codes should be implemented to improve conditions for the encouragement of economic opportunities and local business expansion and attraction.

3. PUBLIC PARTICIPATION AND OUTREACH STRATEGY

The Consultant will work with the City of Smithville leadership and the Smithville Economic Development Committee (SEDC) to design an outreach plan that allows easy and impactful engagement with stakeholders and the public in developing the Plan.

- A. Schedule public meetings with stakeholders, facilitation of public participation workshops and tours and key informant or stakeholder interviews.
- B. A Public Hearing is REQUIRED by the TDA to review the final report and seek public comment.

4. IMPLEMENTATION PLAN

Develop an implementation plan with goals and objectives. To the extent possible, objectives shall be stated in quantifiable terms and target dates set for their achievement. The implementation strategy should focus on private and public investment and resources. The plan should generally include: tasks,

costs, timeline, resources, key staff, organizational partners, and examples of other communities that have undertaken similar efforts (if applicable). The plan shall include graphics, if appropriate, and shall suggest a response to the inventory and analysis above and must identify the following:

- A. Potential projects that will result in expanded economic opportunities for low- to moderate-income persons, or otherwise meet the Community Development Block Grant (CDBG) program's National Program Objectives. A minimum of three (3) such proposed projects shall be identified, and shall include, at a minimum:
 - Project activities;
 - Proposed source of funding;
 - Estimated project costs; and
 - Determination of benefit to low- and moderate-income persons.
- B. Potential projects that will result in expanded economic opportunities within the community, other than those meeting CDBG requirements. At a minimum, proposed projects should include the information listed for CDBG-eligible projects.
- C. Incentive programs and projects that could attract new businesses and promote local business retention and expansion;
- D. Possible changes to policies, codes and ordinances that could improve the economic climate.
- E. Address resiliency measures and strategies; and
- F. Address economic development strategies including the Arts, Housing, and Workforce Programs.

Deliverables:

- Within the first two weeks: Initial timeline including milestones and proposal for scheduling public meetings/stakeholder interviews.
- By the end of February: Report reviewing existing plans and examples of relevant projects in other communities.
- By the end of April: Preliminary report for public review.
- By the end of July: Final Plan. A Public Hearing **MUST** be conducted in this timeframe, and is expected as one of the deliverables. The Final Plan will be discussed at August City Council Meeting and may be adopted at that time.

III. PROJECT TIMELINE

A preliminary timeline should be included with the response to this RFP. Consultant services are anticipated to be utilized beginning before the end of October 2019 and through September 2020. It is anticipated that the Plan will be completed by July 31, 2020 to be presented to City Council for the August Council meeting. The Consultant would be expected to be "on call" until September 30, 2020 in case the Plan requires revisions and/or for advice regarding implementation elements. Deliverables as noted above should be included in the timeline.

IV. SELECTION PROCESS

The City of Smithville will review proposals and may invite multiple consultants to be interviewed. Final decisions regarding consultant selection will be based on Evaluation Criteria specified below. The City will ideally contract with a single consultant who may manage a consultant team.

Once a consultant is selected, the Consultant will work with the City Manager and the Executive Director of the Chamber of Commerce to negotiate a final contract document, including a detailed scope of

work. All contract documents will be executed with the City of Smithville and will conform to the City's policies and procedures.

V. SUBMISSION REQUIREMENTS

Responses to this Request for Proposals should include the following:

1. Statement of general and technical approach to the work outlined in the scope of this Request for Proposals, including a description of the recommended process and **cost estimates** for completing the items identified in the Project Work Scope.
2. Lead Consultant Information. For the lead (or sole) consulting firm, provide the following information:
 - a. Firm name
 - b. Mailing address
 - c. Telephone
 - d. Website
 - e. Contact name, email, and phone number
 - f. Form of Organization (partnership, corporation, sole proprietorship, etc.)
 - g. Names of principals, officers, and directors
3. Additional Consultants (if applicable). For each member of the consultant team, provide the following:
 - a. Firm name
 - b. Mailing address
 - c. Telephone
 - d. Website
4. Key Personnel. For key personnel to be involved in the project, please provide names, titles, period of service with the firm, and a resume or description of experience. Please limit responses to no more than two pages per person.
5. Detailed Project Proposal and Scope of Work. Complete proposal including the estimated project budget broken down by each specific work program item identified in the Project Work Scope (no more than ten pages). Include a preliminary timeline (no more than one page). The Scope of Work must not exceed \$30,000 to be considered responsive.
6. Statement of Qualifications. Provide a narrative description (up to five pages) of the qualifications of the consulting firm, or consulting team, for the proposed project.
7. Statement of Availability. Provide a brief statement on the availability of key personnel to undertake the proposed project, within the identified timeframe, starting on or about November 2019 and finishing within approximately 10 months from the start date.
8. List of Relevant Projects. Provide a list of no fewer than three and up to five projects equal in size or nature to the proposed project that have been successfully completed within the last seven years by the consulting firm, consulting team, or key personnel.
9. References. Provide names, telephone numbers, and emails of persons to be called for references regarding past performance of the consulting firm, consulting team, or key personnel on similar projects.

VI. EVALUATION CRITERIA

Consultant(s) will be evaluated based on the following criteria:

- Inclusion of all submission requirements of this RFP (#1-9).
REQUIRED TO BE CONSIDERED RESPONSIVE.
- Qualifications of people and resources assigned to the project: 25 possible points
- Planning experience and expertise: 15 possible points
 - In community and economic development planning.
 - In community planning for resiliency.
 - In working with communities similar to the City of Smithville.
 - Experience developing creative, interactive planning documents.
- Familiarity with Smithville and the region: 5 possible points
- Experience with public participation: 20 possible points
 - In developing strong public participation campaigns to diverse audiences.
 - In soliciting meaningful input from municipal and other stakeholders, and the general public.
 - In communicating and encouraging citizen involvement.
- Experience with project management: 20 possible points
 - Ability to accomplish projects in a professional, thorough, and timely manner.
 - Ability to work well with City officials and staff, and Chamber of Commerce board of directors and Executive Director, as well as diverse members of the public.
- Cost effectiveness of services provided: 15 possible points

VII. APPLICATION DEADLINE

The deadline for submission of proposals is **3:00 PM (EST) Friday, October 25, 2019**. Submissions should be all electronic copies of the response and should be submitted to

Robert Tamble, City Manager: citymanager@ci.smithville.tx.us

A copy of the Request for Proposals may be obtained at the following website:

<http://www.ci.smithville.tx.us/our-community/news/>

The City reserves the right to reject any or all responses and to negotiate with any company submitting a response. Proposals will not be accepted by mail, fax or electronic file transfer.

Bids will be opened at 4:00PM on Friday, October 25, 2019.

Consultants will be informed of the award on Tuesday, October 29, 2019.

Evaluation Matrix

Name of Evaluator: _____ Date: _____

Criteria	Available Points	Evaluation Points
Inclusion of all submission requirements of this RFP.	REQUIRED	
Qualifications of people and resources assigned to the project.	25	
Planning experience and expertise: <ul style="list-style-type: none"> • In community and economic development planning. • In community planning for resiliency. • In working with communities similar to the City of Smithville. • Experience developing creative, interactive planning documents. 	15	
Familiarity with Smithville and the region,	5	
Experience with public participation: <ul style="list-style-type: none"> • In developing strong public participation campaigns to diverse audiences. • In soliciting meaningful input from municipal and other stakeholders, and the general public. • In communicating and encouraging citizen involvement. 	20	
Experience with project management: <ul style="list-style-type: none"> • Ability to accomplish projects in a professional, thorough, and timely manner. • Ability to work well with City officials and staff, and Chamber of Commerce board of directors and Executive Director, as well as diverse members of the public. 	20	
Cost effectiveness of services provided.	15	
Total	100	

Evaluator Signature: _____