REQUEST FOR PROPOSALS
(RFP)
CITY OF BAYTOWN, TEXAS

BAYTOWN COMPREHENSIVE PLAN 2040 AND
BAYWAY DRIVE CORRIDOR PLAN
REQUEST FOR PROPOSALS RFP20-1003

Submittal Deadline: 3:00 p.m. on Monday, December 2, 2019

Return Proposals to:
Planning & Development Services
ATTN: Francesca Linder
2401 Market Street
Baytown, Texas 77520
NOTICE TO PROPOSERS

The City of Baytown is requesting written proposals from qualified, multidisciplinary planning firms/consultants to update the city wide comprehensive plan and a separate corridor plan. The comprehensive plan 2040 will serve as the guiding document for growth and development for the City of Baytown while the Bayway Drive corridor plan will create a plan, design, and technical specifications to drive the revitalization and beautification of the subject area, see Exhibit “A”.

Proposals must be received no later than Monday, December 2, 2019, by 3 p.m. Central Daylight Time where they will be stamped on arrival. Please note that electronic, e-mailed, faxed, or late proposals will not be accepted. Interested proposers must submit seven (7) paper copies and one (1) digital copy of the proposal with a label on the outside containing the proposer’s name and name of the project. Address the correspondence as follows:

City of Baytown
Planning & Development Services Department
ATTN: Francesca Linder
2401 Market Street
Baytown, TX 77520

Advertise: November 1, 2019
November 8, 2019

The contract, if any, will be awarded to the Proposer that provides the services at the best value to the City based upon the following:

- Similar work experience and references of past performance (15%);
- Experience of key personnel (15%);
- Demonstrated understanding of the local conditions and scope of the Projects (20%);
- The Proposer’s creative strategy to engage the Baytown citizens (15%);
- Demonstrated inclusivity of the City’s existing goals with the development of the Projects (15%);
- The quality of the Proposer’s products (10%); and
- The total short-term and long-term cost to the City to acquire the Proposer’s goods and services (10%).

The City reserves the right to reject any or all proposals and waive any or all irregularities or to proceed otherwise when in the best interest of the City. Proposals shall be valid for a period of one hundred twenty (120) days from the date proposals are opened and, if a contract is signed, for the duration of the contract term.

Questions or comments should be addressed to Francesca Linder, Principal Planning Manager, at 281-420-5396 or Francesca.linder@baytown.org or Harold Cheek, Long Range Planner, at 281-420-5378 or Harold.Cheek@baytown.org. To ensure a timely response, all inquiries should be made by 4:00 p.m. on November 13, 2019.
REQUEST FOR PROPOSALS (RFP)

I. HISTORY SINCE THE INCEPTION OF BAYTOWN 2025 COMPREHENSIVE PLAN

The City of Baytown is located on the Texas Gulf Coast along the north side of Galveston Bay, approximately 20 miles east of Houston. The current comprehensive plan, Baytown 2025, was adopted in 2007. Since then, the City of Baytown has adopted and utilized several tools to achieve the goals and objectives established by Baytown 2025, including:

- Imagine Baytown Strategic Plan - (Imagine Baytown Webpage)
- State Highway 146 Study - (HGAC SH146 Study Webpage)
- Unified Land Development Code - (Zoning Regulation Packet Webpage)
- Baytown Mobility Plan - (Mobility Plan Webpage)
- Parks and Recreation Master Plan 2020 – (Parks Master Plan Webpage)
- Market Street Corridor Study – (Market Street Corridor Study Webpage)

Additionally, the city boundary has expanded; the population has grown to over 80,000; the mobility network has been enhanced; the utility network has been extended; the land use regulations have changed; and the general expectations by Baytown citizens and visitors have evolved.

Baytown and its ETJ are projected to continue increasing in population. This will require the city to rapidly face new challenges presented by the growth, while continuing to enhance the quality of life of the citizens and users of the city.

II. PROJECT DESCRIPTION AND GOALS

The City of Baytown is requesting written proposals from planning firms/consultants to analyze and update the elements of the comprehensive plan and create a corridor plan of Bayway Drive (the “Projects”). The comprehensive plan update will serve as the guiding document for sustainable growth and development for the City of Baytown through 2040 and should address a variety of issues in a broad and long term manner to assist in determining needs for revitalization, road and infrastructure improvements, parks, government facilities, and sustainable growth management. This plan should build on previous work by incorporating and referencing plans and studies recently completed or currently underway. Furthermore, this plan is envisioned to be visual, action based, and highly accessible, ideally with an online interactive module.
The second portion of the project is the Bayway Drive corridor plan. Bayway Drive is the westernmost thoroughfare in the City and the area connects a mix of uses including vacant or underutilized land, residential use, industrial use, and community facilities, including the Baytown Nature Center. The Baytown Nature center is a 500-acre peninsula nature park that was converted from a residential neighborhood due to flooding issues. The Baytown Nature Center is one of Baytown’s largest parks and provides recreation and educational opportunities to the region. Bayway Drive area was recently included within the Baytown Revitalization Incentive Zone to incentivize infill development within the area. This corridor plan should establish a plan, design, and technical specifications, to drive the revitalize and beautification of the subject area.

It is anticipated that the Projects will include an extensive public participation process, employing multiple techniques to ensure an open public dialogue through the development of the Projects. The Projects will also require input from the City Council, Planning and Zoning Commission, City staff and citizen stakeholder groups.

The basic elements to be addressed in the Baytown Comprehensive Plan 2040 shall include, but are not limited to:

- **Vision & Goals** – identify a common vision for the Baytown area that guides the development of the Comprehensive Plan.

- **Growth Capacity** – address water, wastewater and storm drainage systems serving the City of Baytown; identify strategic needs to efficiently accommodate future growth and land use within the existing city limits and beyond; and identify opportunities for increased funding for city – wide drainage improvements. A Master Drainage Plan for the City of Baytown is currently being developed; the selected consultant will be required to collaborate with City staff and consultants to coordinate work and recommendations.

- **Land Use** – presents Future Land Use Plan that illustrates ideal development pattern in terms of the type, scale, location, and density of future growth in Baytown and its Extraterritorial Jurisdiction (ETJ).

- **Mobility & Transportation** – identify and address multi-modal mobility policies to help meet needs in and around the Baytown area and present a Thoroughfare Plan in coordination with the Future Land Use Plan, goals for infrastructure, facilities, and parks.

- **Economic Opportunity & Tourism** – identify policies that facilitate job creation, job retention, tax base enhancements, commuter population recruitment and retention, tourism opportunities, and Lee College growth impacts.

- **Sustainability & Vulnerability** – identify cost effective policies and priority projects to mitigate Baytown’s vulnerability to hazards.

- **Revitalization & Neighborhoods** – identify policies and high impact projects to encourage investment in and redevelopment of underperforming area.

- **Quality of Life & Sense of Community** – identify priorities for improving Baytown’s parks, recreation areas, natural environment, historical resources, and community image so that current and future residents can enjoy a high quality of life with a strong sense of
community. The City is currently developing a Parks, Recreation, Trails, and Open Space Master Plan for the City of Baytown; the selected consultant will be required to work with City staff and consultants to coordinate work and recommendations.

- Implementation Strategies – outline a process with a strategic action plan that will lead to the measurable, successful implementation of the Baytown 2040 Comprehensive Plan.

Selected consultants are welcome to suggest creative or innovative addition/modifications to these elements. Such suggestions should be listed and explained in the submitted RFP.

Concurrently, the Bayway Drive corridor plan, as a separate document, shall:

- Identify opportunities for projects that would draw new investment, users, and visitors to the subject area (including small and large scale development);
- Identify ways to increase pedestrian/bicycle mobility in the subject area;
- Identify and repurpose unused/underused public right-of-way in the subject area;
- Garner strong, robust citizen participation throughout the development of the plan;
- Develop a Capital Improvement Plan for the subject area;
- Identify beautification opportunities along the corridor; and
- Produce an action plan (recommendations and next steps based on the baseline data collected).

III. SCOPE OF WORK

The selected consultant will lead the planning process and develop project deliverables with oversight from the Principal Planning Manager. All work shall be completed in accordance with applicable City standards and within the agreed upon timeline. The intent of the Scope of Work is to serve as a framework which consultants can use to develop a more detailed scope of services based on their professional expertise and knowledge. The final Scope of Services will be developed in collaboration with the selected consultant(s) and City Staff prior to contract approval. At a minimum, the selected Proposer will be responsible for the following items and deliverables for the Projects:

- General management and timely completion of the Projects;
- A baseline review of existing information and relevant background, including the plans listed above, existing codes and policies, demographic and census data, and other information relevant to the Projects;
• Drafting and preparation of the planning document(s), graphics, mapping, and other support services for the Projects;
• Developing a brand, theme, and slogan for the Projects (including design of logo and tagline);
• Address and expound the elements and goals of the Projects;
• All data collection, analysis, and presentations required for the Projects;
• Creating and implementing a robust public engagement plan; including conducting engagement interactions, surveys, and updates via digital platforms (webpage, social media, etc.);
• Organization and facilitation of public visioning, stakeholder input, and partnership building for the Projects;
• Developing conceptual drawings and illustrations for elements of the Projects;
• Regular presentations to the Planning and Zoning Commission and City Council;
• Budgeting project funds; and,
• Coordinate and collaborate with City Departments and other City Consultants regarding ongoing projects (Master Drainage Plan, Parks, Recreation, Trails, and Open Space Master Plan, etc.).

Additionally, the Proposer shall include the following within the corridor plan:

• Identify marketing and economic development opportunities and challenges;
• Identify beautification opportunities (include recommendations for open spaces, architectural features, and streetscape improvements);
• Identify infill development opportunities (include recommendations regarding whether there is a need for new regulations, and changes in land use and/or density in any area);
• Identify the need for additional/improved public infrastructure (include multi-modal mobility improvements and the need for increasing/decreasing transit services); and,
• Identify demographic trends for the corridor plan.

It is anticipated that the Project will result in the following deliverables, although the Proposer may identify additional deliverables within their proposal.

• Maps and associated data shall be in ArcGIS format and shall be provided to the City.
• All text and report files shall be in editable MS Word or PDF formats.
• All final reports shall be presented in digital format for archiving and reproduction.
• 10 – bound color copies of the final comprehensive plan
• 10 – bound color copies of the final Bayway Drive corridor plan
• 20 – executive summaries of the comprehensive plan
• 20 – executive summaries of the Bayway Drive corridor plan

IV. PROPOSAL FORMAT

At a minimum, each proposal should include the following components:

• A cover letter that contains a summary of the applicant’s proposal and why the proposer’s firm is best suited to complete this comprehensive plan and the Bayway Drive corridor plan.

• An organizational chart that indicates the project’s key personnel and their responsibilities. This chart should include any proposed subcontractors.

• A narrative for each key personnel and subcontractors related work experience, education, training, and any other pertinent data that would demonstrate competence and experience in this type of work. This portion of the submittal shall include a resume for each proposed individual. Please note if any proposed individual would be subcontractor or consultant outside the lead firm. Explain the firm’s past experience with each subcontractor listed. No change in the proposed key personnel or subcontractors will be approved without express written consent of the City.

• Description of the consultant’s past experience with projects of this scope and complexity. The consultant should include a description of at least three (3) past projects of similar size and scope, preferably lead by the same project lead. At a minimum, each example should include the following:
  o Project name and location;
  o How the overall sample project experience relates to this RFP;
  o Year project completed and brief explanation regarding steps Proposer’s team member(s) took to maintain project schedule;
  o Description of services provided;
  o Name of client and/or owner and current telephone number and e-mail address;
  o Total project duration, and whether or not the project was completed on time; and
  o Graphics and illustrations of the project.
• Description of how your firm will approach the development of this comprehensive plan and corridor plan, including how you will achieve the elements listed in the Scope of Work while producing all requested deliverables in a timely manner.

• Provide a high-level matrix/spreadsheet that identifies: major project tasks and milestones; estimated date for completing each task; personnel and their hours planned for each task; and total number of hours for each task.

• Proposal of cost, which includes:
  o Proposed labor hours and billing labor rates for each key staff person; and
  o Total propose price detailed by task for the completed project.

V. SELECTION PROCESS

The City will: a) review all RFP’s b) invite selected Proposers to participate in an interview process, and c) select the Proposer who it believes will provide the best value to the City of Baytown. In determining the best value for the City, the following items will be considered and weighted as described:

• Similar work experience and references of past performance (15%);
• Experience of key personnel (15%);
• Demonstrated understanding of the local conditions and scope of the Projects (20%);
• The Proposer’s creative strategy to engage the Baytown citizens (15%);
• Demonstrated inclusivity of the City’s existing goals with the development of the Projects (15%);
• The quality of the Proposer’s products (10%); and
• The total short-term and long-term cost to the City to acquire the Proposer’s goods and services (10%).

If this RFP results in a contract offer by the City of Baytown, a specific scope of work, fees, and other contractual matters will be determined during contract negotiations.

VI. REQUIRED INSURANCE AND INDEMNIFICATION

Insurance:

The Proposer shall procure and maintain at its sole cost and expense for the duration of any contract awarded, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services provided hereunder by the Proposer, its agents, representatives, volunteers, employees or subcontractors.
The Proposer’s insurance coverage shall be primary insurance with respect to the City, its officials, employees and agents. Any insurance or self-insurance maintained by the City, its officials, employees or agents shall be considered in excess of the Proposer’s insurance and shall not contribute to it. Further, the Proposer shall include all subcontractors, agents and assigns as an additional insured under its policy or shall furnish separate certificates and endorsements for each such person or entity. All coverage for subcontractors and assigns shall be subject to all of the requirements stated herein.

The following is a list of standard insurance policies along with their respective minimum coverage amounts required in a contract under this Request for Proposals:

1. Commercial General Liability
   (CGL) General Aggregate:
   $2,000,000
   Products & Completed Operations: $1,000,000
   Personal & Advertising Injury: $1,000,000
   Per Occurrence: $1,000,000
   ➢ Coverage shall be broad form CGL.
   ➢ No coverage shall be excluded from standard policy without notification of individual exclusions being attached for review and acceptance.
   ➢ Waiver of subrogation required.

2. Business Automobile Policy (BAP)
   Combined Single Limits:
   $1,000,000
   ➢ Coverage for “Any Auto.”
   ➢ Waiver of Subrogation required.

3. Workers’ Compensation
   Insurance Statutory Limits
   ➢ Employer’s Liability $500,000
   ➢ Waiver of Subrogation required

The following shall be applicable to all policies of insurance required herein.

1. Insurance carrier must have an A.M. Best Rating of A-: VII or better.
2. Only insurance carriers licensed and admitted to do business in the State of Texas will be accepted.
3. Liability policies must be on occurrence form.
4. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled or reduced in coverage or in limits except after thirty (30) days’ prior written notice by certified mail, return receipt requested, has been given to the City.
5. The City, its officers, agents and employees are to be added as Additional Insureds to all liability policies.
6. A waiver of subrogation in favor of the City is required on all policies.
7. Upon request and without cost to the City, certified copies of all insurance
policies and/or certificates of insurance shall be furnished to the City.
8. Upon request and without cost to the City, loss runs (claims listing) of any and/or all insurance coverage shall be furnished to the City.
9. All insurance required herein shall be secured and maintained in a company or companies satisfactory to the City, and shall be carried in the name of the Proposer. The Proposer shall provide copies of insurance policies required hereunder to the City upon request.

**Indemnity:**

THE PROPOSER AGREES TO AND SHALL INDEMNIFY AND HOLD HARMLESS AND DEFEND CITY, ITS OFFICERS, AGENTS, AND EMPLOYEES (HEREAFTER REFERRED TO AS THE “CITY”) FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY'S FEES, FOR DAMAGES TO ANY PERSON(S) OR PROPERTY TO THE EXTENT ARISING OUT OF OR IN CONNECTION WITH AN ACT OF NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY THE PROPOSER OR THE PROPOSER’S AGENT, CONSULTANT UNDER CONTRACT, OR ANOTHER ENTITY OVER WHICH THE PROPOSER EXERCISES CONTROL (COLLECTIVELY THE PROPOSER’S PARTIES). IT IS THE EXPRESSED INTENTION OF THE PARTIES HERETO, BOTH THE PROPOSER AND CITY, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS INDEMNITY BY THE PROPOSER TO INDEMNIFY AND PROTECT THE CITY FROM THE CONSEQUENCES OF THE PROPOSER'S PARTIES’ OWN WILLFUL MISCONDUCT, JOINT OR SOLE NEGLIGENCE AS WELL AS THE PROPOSER’S PARTIES’ INTENTIONAL TORTS, INTELLECTUAL PROPERTY INFRINGEMENTS, AND FAILURES TO MAKE PAYMENTS ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT. SUCH INDEMNITY SHALL NOT APPLY, HOWEVER, TO LIABILITY ARISING FROM THE PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE OF PERSONS THAT IS CAUSED BY OR RESULTS FROM THE NEGLIGENCE OF ANY PERSON OTHER THAN THE PROPOSER’S PARTIES. IN THE EVENT THAT ANY ACTION OR PROCEEDING IS BROUGHT AGAINST THE CITY FROM WHICH THE CITY IS INDEMNIFIED, THE PROPOSER FURTHER AGREES AND COVENANTS TO DEFEND THE ACTION OR PROCEEDING BY LEGAL
COUNSEL ACCEPTABLE TO THE CITY. THE INDEMNITY PROVIDED HEREINABOVE SHALL SURVIVE THE TERMINATION AND/OR EXPIRATION OF THIS AGREEMENT.

VII. SPECIAL CONDITIONS

This RFP does not commit the City to enter into, procure or award a contract for the scope of services described herein.

All information submitted in response to this RFP shall become the property of the City, and as such may be used by the City in any manner.

The City has sole discretion and reserves the right to reject any and all proposals received with respect to this RFP and to cancel the RFP at any time prior to entering into a formal contract. The City reserves the right to reasonably request additional information or clarification of information provided in any proposal without changing the terms of the RFP.

The City reserves the right to waive any technicalities or formalities in any proposal.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by any Proposer or any member thereof as a result of, or arising out of, submitting a proposal, negotiating changes to such proposal, or due to the City’s acceptance or non-acceptance of the proposal.

If any Proposer considers any portion of the proposal to be confidential and/or proprietary and that disclosure of its contents to competitors would cause substantial competitive harm, said Proposer must clearly identify those portions of the proposal by putting the term CONFIDENTIAL OR PROPRIETARY in bold letters on the applicable page(s). If such information is requested pursuant to the Texas Public Information Act, the Proposer will be given notice of the public information request and may make arguments before the Texas Attorney General as to why the information should not be disclosed. The City will have no obligation to make any arguments to and will abide by the decision of the Texas Attorney General.

Neither the City nor any of its officers, agents, consultants, or employees shall be responsible for the accuracy of any information provided as part of this RFP. The use of any of this information in the preparation of a response to this RFP is at the sole risk of the Proposer.

Any response to this RFP will remain in effect for 120 days after the date of submission.

The Proposer shall not collude in any manner or engage in any practices with any other Proposer(s) which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the City to reject the Proposer’s submittal. This prohibition is not intended to preclude joint ventures or subcontracts.
All responses submitted must be the original work product of the Proposer. The copying, paraphrasing, or other use of substantial portions of the work product of another is not permitted. Failure to adhere to this instruction will cause the City to reject the response.

VIII. ANTICIPATED PROJECT TIMELINE

Date: Item:
Wednesday, October 30, 2019 Release RFP for Baytown comprehensive plan 2040 & Bayway Drive corridor plan
Monday, December 2, 2019 Submittal deadline for written Request for Proposals
December 13, 2019 Interview(s) of selected Proposer(s)
Thursday, January 23, 2020 City Council awards contract to selected Proposer
Thursday, July, 2020 Bayway Drive corridor plan presented to City Council
Thursday, April, 2021 Comprehensive Plan 2040 presented to City Council

IX. RFP DUE DATE/INQUIRIES

Proposals must be received no later than Monday, December 2, 2019, by 3 p.m. Central Daylight Time where they will be stamped on arrival. Please note that electronic, e-mailed, faxed, or late proposals will not be accepted. Interested proposers must submit seven (7) paper copies and one (1) digital copy of the proposal with a label on the outside containing the proposer’s name and name of the project. Address the correspondence as follows:

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