



## **UNIVERSAL CITY COMPREHENSIVE PLAN** **REQUEST FOR PROPOSALS**

Pre-submittal Conference for Consultants Only:

Monday, April 29, 2024 at 10:00 AM CST

City Hall

2150 Universal City Boulevard

Universal City, TX 78148

Or

Zoom

Please email [dsdirector@uctx.gov](mailto:dsdirector@uctx.gov) to request the Zoom link for the pre-submittal conference call.

Submittal Due Date: 3:00 PM CST on May 31, 2024

RFP Resources Link: [www.universalcitytexas.gov/1305/comprehensive-plan-update-2024](http://www.universalcitytexas.gov/1305/comprehensive-plan-update-2024)

### **PROJECT OVERVIEW**

The City of Universal City requests proposals from qualified consultants or firms to develop a comprehensive plan for the City. The new, updated plan will provide vision, goals, objectives, and policies to guide the City's development and redevelopment for the next 10 to 20 years. The plan will guide the City Council, Planning and Zoning Commission, staff, developers, property owners, and residents on the appropriate growth and redevelopment for the City.

The updated plan will integrate all aspects of urban development, including demographics, land use, public facilities and infrastructure, transportation, environmental, and economic growth recommendations. A critical component of the plan will be setting a vision for the City's development and redevelopment, including areas in the City's extraterritorial jurisdiction (ETJ). The vision component will need to analyze existing and future infrastructure needs and how technology will play a role in community outreach and City operations.

The qualified firm will need to take a creative and innovative approach to reviewing the needs of the community, while obtaining public input about the plan. The planning process shall develop a comprehensive vision for the City, business opportunities, amenities and programs, as well as complement the recently-completed parks plan.

## **SUBMITTAL DEADLINE**

One (1) electronic copy in PDF format, in accordance with this RFP, will be accepted no later than **3:00 PM CST on May 31, 2024** and shall be submitted via the following Dropbox link:

<https://www.dropbox.com/scl/fo/n7cf9z2dikdffvejwz4e4/h?rlkey=7ctlc5jm1wlj673ktlqea1034&dl=0>

Proposals shall not be more than twenty (20) pages, including appendices. Covers and page tabs do not count against the page limit.

Proposals by facsimile transmission will not be accepted.

Proposals received after the above date and time will not be considered.

All proposals become the property of the City upon receipt. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, the Pre-proposal conference or during any phase of the selection process, shall be borne solely by Respondent.

## **COMMUNITY PROFILE**

Located just northeast of San Antonio, Universal City is known as the Gateway to Randolph Air Force Base. Universal City is bordered by Schertz on the north, Converse on the south, Live Oak on the west, and the gates to Randolph Air Force Base on the east. The San Antonio International Airport is roughly 15 miles to the southwest and the closest interstate accesses are I-35, approximately 4 miles to the west, and I-10, approximately 10 miles to the east. Loop 1604 runs along the southwest border of Universal City and FM 78, an emerging thoroughfare for connecting Seguin and New Braunfels to San Antonio, runs on the eastern border.

The population of Universal City is approximately 20,000 and is expected to grow to approximately 25,000 once fully built out. Due to Universal City being landlocked, the City is making revitalization of older districts a high priority, as well as being selective on the few remaining vacant, developable tracts.

The City is served by the Judson and Schertz-Cibolo-Universal City Independent School Districts. Additionally, Northeast Lakeview Community College, a campus of the Alamo Colleges, is located in Universal City.

Since its incorporation in 1960, Universal City has been recognized for its commitment to excellence, forward-thinking approach to municipal services, and its dedication to honor the United States Armed Forces. The City's character is primarily exurban with medium and high-density residential zoning. Pat Booker Road (HWY 218) serves as its commercial corridor and the main artery from Loop 1604 to Randolph Air Force Base. The City features a new public library, multiple upgraded park facilities, a municipal golf course and conference center, and over 20 City-sponsored community events.

## SCOPE OF SERVICES

The consultant engaged for the project is expected to provide a wide range of services related to the plan update. The analysis should include text, plans, charts, graphs, maps, and other applicable graphics to illustrate the study's findings and recommendations. Those services include, but are not limited to, the following:

1. **Community Profile:** Conduct a thorough analysis of existing conditions, existing City facilities, demographics, economic trends, and land use patterns in Universal City.
2. **Land Use & Zoning:** Evaluation of the existing land use map and categories and recommendation on a revised/new map and categories (Future Land Use Plan). Provide innovative ideas to address future trends in land use and community development. Identify opportunities for development and redevelopment that will strengthen the City's housing, industry, and commercial land uses. Address potential growth policies in the City's ETJ. Special attention should be focused on how new housing developments will impact our sustainability and how infill housing or redevelopment of our established neighborhoods could be utilized to meet our need for housing. The report should incorporate a zoning needs assessment that includes a review of current zoning and development regulations, as well as proposed changes to reflect the broader goals pursued by elected leadership and staff.
3. **Transportation & Mobility Plan:** Provide a review of the City's existing roadway and pedestrian network and establish goals and objectives for future improvements.
4. **Parks, Open Space & Environmental Features Plan:** Assess the role the recently-completed parks plan can play in redevelopment.
5. **Community Facilities & Infrastructure Plan:** Establish goals and objectives to achieve public facility improvements, including existing infrastructure maintenance, new infrastructure and facility improvements, and a technology needs assessment.
6. **Economic Development Plan:** Conduct an economic and fiscal analysis that will assess current and near-term demand for commercial, retail, residential, and other uses, including price and rent levels.
7. **Image, Identity & Community Character Plan:** Provide recommendations to establish a comprehensive City branding and identity plan that builds on the historical connection to Randolph Air Force Base while also looking to the future.
8. **Implementation Plan/Strategic Plan:** Provide recommendations for the phased implementation of the plan, including estimated costs and potential funding sources.
9. **Community Involvement/Engagement:** Engage with various stakeholders to gather input and insights. Coordinate public participation, plan creation and approval with City Council, Planning and Zoning Commission, and City staff.

## SUBMITTAL REQUIREMENTS

Responses to this RFP must include the following:

1. Cover Letter
2. Project Understanding Statement: A statement describing the applicant's understanding of the goals and objectives defined for the project, and the special skills and innovative thinking that the team would bring to the table.
3. Project Methodology & Approach: Describe the applicant's general approach and philosophy regarding elements of the project. Provide a detailed description of the methodology and approach proposed to satisfactorily complete the project. The respondent must document a clear understanding of the RFP's entire scope of work and project intent, including a description of the plan to engage stakeholders throughout the public participation process. Firms should provide suggested innovative approaches the City should consider when implementing the Plan.
4. Proposed Project Team Members: Submit a written description of the applicant's organizational composition, disciplines, and the primary role of each firm or individual on the team. Also, include an organizational chart. The information must clearly indicate the applicant's designated team leader for this project and the responsible party in each firm who will be providing the required professional experience.
5. Individual Experience: Provide background of the key members of each firm in the team and their specific participation in previous projects that would directly relate to this project.
6. Specific Project Experience: Provide information on similar or relevant projects that the applicant has executed. Include graphic representations of work. Links to similar or relevant projects are encouraged.
7. List of References: Provide a minimum of three client references with which the applicant has provided similar planning/design services within the last five years. Each reference shall include name and telephone number of the contact person. The applicant may include additional references from earlier work if the applicant feels it is pertinent and better defines the team's capacity. Each listed reference shall include a description of the services provided to the client and specific roles.
8. Work Samples: List and provide in electronic format only (web link or pdf) at least three (3) examples of comprehensive land use plans completed within the last five (5) years in which the consulting firm was the project's lead agency. The work samples are not included in the 20-page submission limit.
9. Project Schedule: Provide a proposed schedule from the start to the completion of the project. The schedule should include phasing, key tasks, milestones, and approximate completion dates.
10. Estimated Cost: Provide a not-to-exceed cost for the project, including travel and material expenses. The costs should be broken out to correspond with the completion of major tasks as described in the project timeline, **as well as a cost breakdown for each item in the Scope of Services.**
11. Additional Information: Provide other information you feel is relevant to indicate the applicant's abilities to successfully complete a project of this nature.

12. Expectation of City: Identify applicant’s expectation of City staff relating to the completion of the project.

**EVALUATION CRITERIA**

The Evaluation Committee, comprised of qualified City staff and/or other persons selected by the City, will evaluate the submittals and rank in the order of the most responsive submittal. Proposals will be evaluated in accordance with the weighted criteria listed below:

<b>Criteria</b>	<b>Maximum Points</b>
1. References and Past Performance	20
2. Project Timeline and Proposed Schedule	5
3. Methodology and Approach	25
4. Qualifications and Experience	25
5. Cost	25
<b>Total Points</b>	<b>100</b>

The City will evaluate proposals and select the respondent which meets the best interest of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract. The City's decision will be final. The City of Universal City reserves the right to accept or reject any or all proposals. All proposals become the property of the City.

Oral interviews will be held with a select few firms scoring the highest. As a result of the interviews, the City will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

**PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference for the RFP will be held on Monday, April 29, 2024 at 10:00 AM CST in City Hall at 2150 Universal City Boulevard, Universal City, TX 78148. The conference will also be available via Zoom. At this meeting, staff will discuss the scope of work and respond to questions from attendees. Note attendance by submitting firms at this pre-submittal conference is not required but is only available to potential applicants.

**Please email [dsdirector@uctx.gov](mailto:dsdirector@uctx.gov) to request the Zoom link for the pre-submittal conference call.**

**SELECTION SCHEDULE**

<b>TASK</b>	<b>DATE</b>
RFP Release	April 15, 2024
Pre-Submittal Conference for Q&A	April 29, 2024
<b>Proposals Due</b>	<b>May 31, 2024</b>
Evaluation Committee Review	June 18, 2024
Announce Semi-Finalists	June 21, 2024
Pitches to Evaluation Committee	July 9 & 10, 2024
Announce Selected Consultant	July 12, 2024
Contract Awarded by City Council	July 16, 2024 at 6:30pm CST

## **RESOURCES LINK**

Supporting documentation for the study area can be found on the City's website at:  
[www.universalcitytexas.gov/1305/comprehensive-plan-update-2024](http://www.universalcitytexas.gov/1305/comprehensive-plan-update-2024)

## **QUESTIONS**

Communication regarding this RFP and the City of Universal City should be directed to:

Michael J. Cassata, AICP  
Development Services & EDC Director  
The City of Universal City  
2150 Universal City Boulevard  
Universal City, Texas 78148

210-659-0333 ext. 720  
[DSDirector@uctx.gov](mailto:DSDirector@uctx.gov)

## **AWARD OF CONTRACT AND RESERVATION RIGHTS**

1. City reserves the right to award one, more than one or no contract(s) in response to this RFP.
2. The Contract(s), if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to City, as determined by the selection committee, upon approval of the Economic Development Corporation and the City Council.
3. City may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of City. However, final selection of a Respondent is subject to City Council approval.
4. City reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.
5. City will require the selected Respondent(s) to execute the contract in substantially the form as attached with the City, no more than ten (10) calendar days after the City Council award. No work shall commence until the contract document(s) is signed and Respondent(s) provides the necessary evidence of insurance as required in this RFP and the Contract. Contract documents are not binding on City until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
6. This RFP does not commit City to enter into a Contract, award any services related to this RFP, nor does it obligate City to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.
7. Consultant selected shall provide proof of professional liability insurance during the term of the agreement in an amount of not less than \$250,000 per person or claim and \$500,000 per occurrence or annual aggregate and, if the policy is on a claims-made basis, for a period of not less than five (5) years after the project is complete, and provide proof of such continuing coverage. Consultant further agrees to provide proof of coverage as needed for prior acts back to the date of execution of this agreement if consultant changes insurance carriers during this extended indemnity period.

8. Consultant will further maintain general commercial liability coverage with minimum combined single limit of \$1,000,000 for property damage and damages resulting from bodily injury or death.
9. With respect to the above required liability insurances, the City will:
  - a. Be named as additional insured for general liability insurance.
  - b. Be provided with a waiver of subrogation, in favor of the City.
  - c. Be provided with 30 days advance written notice of cancellation, nonrenewal or reduction in coverage.
  - d. Prior to execution of the agreement, be provided with either their original Certificate of Insurance or insurance policy evidencing the required limits and requirements, subject to approval by the City Attorney's Office.