

## **Zoning for the City of Jasper, Texas**

### **REQUEST FOR PROPOSALS**

Jasper, Texas

#### **ZONING ORDINANCE**

The City of Jasper, Texas is currently accepting proposals from qualified firms with expertise in zoning for leading a process in the preparation of Zoning and Zoning ordinances within the City.

Proposals received via the competitive bidding process will be reviewed by an evaluation committee comprised of City Staff and selected representatives with interests in zoning matters in the City of Jasper, Texas.

#### **METHOD**

This solicitation is a Request for Proposals (RFP). Proposals will be reviewed by a Selection Committee that will evaluate each proposal according to the selection criteria outlined in the RFP.

Award of this contract, if any, will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in the RFP and other services deemed necessary by the City. Pricing will be an important factor; there will be only one criterion used to evaluate the responses to the RFP.

Proposals will be opened at the date and time specified and each firm responding will be recorded as a respondent. Proposal content, including pricing, will be kept confidential until award of the contract.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject any or all proposals. The City reserves the right to waive any requirement or condition of the RFP upon finding that it is in the public's best interest to do so.

#### **INQUIRIES**

All requests for clarification or interpretations shall be made in writing and shall be emailed to [dkelley@jasper.tx.org](mailto:dkelley@jasper.tx.org). Inquiries shall contain the firm's name, contact person, email address and fax number and be titled "Zoning – Jasper, TX". Deadline for inquiries is June 24, 2021.

## **PROPOSALS DUE**

Sealed proposals will be due on July 1, 2021\_by \_\_1:00 p.m. at City Hall at 465 South Main Street, Jasper, TX 75951. Electronic proposals will be accepted until 1:00p.m\_to [dkelley@jaspertx.org](mailto:dkelley@jaspertx.org). Proposals received after the stated date and time will be considered unresponsive and will not be accepted by the electronic submission site.

## **INSURANCE**

A current Certificate of Insurance must be submitted with your proposal showing General Liability, Workmen's Compensation and Vehicle Liability.

## **BACKGROUND**

Jasper, Texas is known far and wide as the "Jewel of the Forest". Mild winters, low cost of living, high quality of life, and abundant natural beauty make Jasper a great place to put down roots. Located in deep East Texas amid three beautiful lakes, Jasper is a caring community. With a population of about 8,000 people, Jasper is the County seat of Jasper County. Jasper boasts southern charm and a small town atmosphere while offering many modern amenities. Residents here enjoy a rich heritage and an outstanding quality of life. Newcomers will find a friendly, charming community with a progressive outlook on the future. Jasper residents have always known what a great place Jasper is to live, work, play, and raise a family.

## **STAFF**

The City of Jasper does not have a planning division. It's staff consist of a Certified Building official who is a Certified Floodplain Manager as well as two code enforcement officers. The City does not have a planning commission therefore the City Council shall be the Commission as defined in section 8.02 of the City Charter.

## **SCOPE OF WORK**

With assistance from City Staff, the selected consultant will conduct a public process to develop a Zoning Ordinance for the City of Jasper. The selected consultant will help the City decide the type of zoning they feel is the right fit for them, whether it be conventional, form based, or hybrid zoning. Take this project to completion.

Public Outreach. The consultant will develop a public outreach strategy designed to inform community stakeholders and the general public on the benefits of zoning, as well as conducting regular meetings and web/social media interaction throughout the process.

**Evaluation of Existing Neighborhoods, Districts** Jasper contains many unique areas that may warrant context-sensitive regulations. Staff will work with the consultant to identify those areas. Identify what type is where in the City.

**Drafting the Document.** The consultant will prepare drafts of the zoning ordinance, including graphics, for review by staff, culminating in a final version to be acted upon by the City Council of the City of Jasper.

**Integration of the New Code into User-Friendly Formats.** The consultant will work with City Staff to make the new code accessible and interactive with the public. Review our current ordinances. Are there any that need to be deleted, revised, or amended?

**Staff Training.** The Consultant shall provide resources to assist City staff with implementation of the new code through a “start-up” period not to exceed one year.

## **SELECTION CRITERIA**

From the complete proposals received before the deadline, finalists shall be selected to present its proposal to the City Council and the Community if requested. Finalists shall be scored on a 100 point scale based on criteria that include:

- Relevant Experience of Firm ( 30 Points)
- Relevant Experience of Project Team ( 30 points)
- Public Process (15 Points)
- Understanding of the Issues (15 points)
- Clarity of Presentation (10 Points)

## **PROPOSAL REQUIREMENTS**

Proposals must contain the following information:

1. An introduction to the contractor submitting the proposal.
2. A listing of References of similar projects completed by your firm and the name, address, phone number and email of the contact person for whom the project was completed. The City of Jasper reserves the right to contact these references to discuss their project experience with your firm.
3. A completed pricing form for the project. Pricing should not contain any sales tax, the City of Jasper is exempt. The pricing form must be signed by an authorized representative of the of the firm.

Deadline: Thursday, July 1, 2021 @ 1:00 p.m.

## **CONTACT INFORMATION**

### **Website**

[www.jaspertx.org](http://www.jaspertx.org)

### **Contact Email**

[dkelley@jaspertx.org](mailto:dkelley@jaspertx.org)