



*Glen Rose: A welcoming and unique, family-oriented community committed to preserving our natural beauty and historic, small-town charm.*

**Comprehensive Plan Update  
Request for Proposals (RFP)**

**Release Date – January 11, 2022**

**Due Date – February 2, 2022**

## **I. Overview**

The City of Glen Rose invites qualified consulting firms to submit proposals for a local Comprehensive Plan pursuant to Texas standards and procedures and the best management practices for comprehensive planning. Proposals will be accepted from individuals, firms, or groups of firms who can demonstrate they have the resources, experience, and qualifications to provide a range of professional planning and recommendations for the City of Glen Rose Comprehensive Plan.

## **II. City Profile**

The City of Glen Rose is a Type A general law municipality with an approximate population of 2,500 residents. Glen Rose is located in Somervell County, about fifty miles southwest of Fort Worth on State Highway 67, and is part of the North Central Texas Council of Governments.

Glen Rose, a rural community with western values, is known for its small-town charm, petrified wood architecture, and many tourist attractions including Dinosaur Valley State Park, Fossil Rim Wildlife Center, Squaw Valley Golf Course, the Somervell County Expo Center, The Promise, Big Rocks Park on the Paluxy River, historic Oakdale RV Resort and Motor Court, Dinosaur World, the Creation Evidence Museum, and numerous recreational opportunities on the Brazos River. Although the Comanche Peak Nuclear Power Plant is located outside of the city limits, by providing roughly half of the Somervell County and Glen Rose ISD tax base as well as many permanent and seasonal jobs, it plays a significant role in the local economy.

Like much of rural Texas, Glen Rose is experiencing rapid growth. One contributing factor to that growth was the opening of the Chisholm Trail Parkway from Fort Worth to Cleburne in 2014, reducing the drive time from Glen Rose to south Fort Worth to 45 minutes. Recently the City has approved plats for two new residential subdivisions. Additional plans for development are coming down the pike.

Managing that growth and preserving Glen Rose's small-town charm have become high priorities. It is believed an updated Comprehensive Plan can help achieve those objectives. In recent years, the City has been preparing for growth by building a new Wastewater Treatment Plant, extending its wastewater collection system, improving its water system, adopting a Capital Improvements Plan in October 2019, conducting a Water Distribution Study in March, 2020, and adopting the 2018 International Family of Codes and the 2017 National Electric Code in 2019.

Glen Rose is located in the Prairielands Groundwater Conservation District. Through a network of wells, the City has access to the Lower Trinity Aquifer and by contract has access to surface water from the Paluxy River through the Somervell County Water District.

The Glen Rose City Council is committed to promoting a sustainable community through the implementation of forward-thinking policies and programs. Special attention is focused on ensuring that Glen Rose's quality of life is not only enjoyed by today's residents, but guaranteed for future generations.

### **III. Resources Available**

The following resources are available on the City website ([www.glenrosetexas.org](http://www.glenrosetexas.org)) on the home page in the “Doing Business” drop-down menu, under “Bid Invitations” or at this link, [https://www.glenrosetexas.org/?page\\_id=233](https://www.glenrosetexas.org/?page_id=233) , or in the case of the Preliminary Revised Flood Insurance Rate Map, on the FEMA website referenced below:

2009 Glen Rose Comprehensive Plan  
Glen Rose Zoning Ordinance (included in the City’s Code of Ordinances)  
Glen Rose Subdivision Ordinance (included in the City’s Code of Ordinances)  
Glen Rose Sign Ordinance (included in the City’s Code of Ordinances)  
October 2019 Capital Improvement Plan  
March 2020 Water Distribution System Study  
Preliminary Revised Flood Insurance Rate Map ([HTTPS://MSC.FEMA.GOV](https://MSC.FEMA.GOV))  
Current City Limits, ETJ, Zoning, Future Land Use, and GIS Maps

### **IV. Scope of Work**

The Consultant shall develop and assist the City of Glen Rose to adopt an updated Comprehensive Plan consistent with the recently adopted Vision Statement included on the cover page of this RFP. The City of Glen Rose’s Comprehensive Plan needs to be developed to effectively respond to the City’s growing population and to understand the community’s desires regarding the required elements of the plan and the intent of the community’s citizens to establish an orderly plan to prioritize and accomplish diverse goals and objectives.

The City of Glen Rose is expecting a complete draft of a Comprehensive Plan inclusive of recommendations and updates. The respondent shall submit a proposed general process for the project using past experience and best practices in similar communities. The Comprehensive Plan should address in detail a planning directive for 2023 – 2027 and provide tools to guide growth while considering observations and challenges for a planning horizon of 2023 – 2040.

### **V. Project Tasks**

The respondent’s proposal should address each of the following Project Tasks:

#### **1. Overview and Existing Information Review**

The respondent shall analyze and critique existing plans, projects, studies, and agreements, as well as any additional information that may influence or impact the planning process.

#### **2. Data Collection and Analysis**

The respondent shall analyze historic, current, and projected data pertaining (but not limited) to housing, population, employment, economic indicators, and land use statistics. Data should be organized by five-year increments and be used by the respondent to identify major characteristics and shifts that will affect the City during the planning horizon.

### **3. Citizen Participation**

A detailed citizen participation process shall be proposed by the respondent that is patterned after successful experiences the respondent had in prior plans they have prepared. The proposed approach should be very inclusive and incorporate innovative approaches to drawing diverse groups and ideas into the planning process. The respondent will be an integral part of the citizen participation process and will be expected to attend and participate in all meetings. The citizen participation process may involve multiple approaches including (but not limited to): leadership interviews, community meetings, use of print and social media, and online communication.

The goals of the Citizen Participation task are to:

- a. Educate involved parties about the comprehensive plan's role and importance to the community;
- b. Disseminate information to interested and involved parties;
- c. Provide effective and efficient mechanisms for gathering public input on various issues; and,
- d. Engage the community and build consensus throughout all phases of the planning process.

### **4. Goals and Objectives**

The respondent shall develop a comprehensive and concise set of goals and objectives to guide decisions during the planning period.

### **5. Future Land Use and Zoning Updates**

The respondent shall evaluate the current land use and shall make recommendations for any edits or revisions to Future Land Use and Zoning Maps or the Zoning Ordinance classifications or table of uses.

### **6. Parks, Recreation, Open Space, and Flood Control Proposals**

The respondent shall review and update the City's Parks Plan, and offer recommendations for better utilizing and creating parks and open spaces. The City's Oakdale Park was sold after the adoption of the 2009 Comprehensive Plan. Inadequate parking for the City's Big Rocks Park has been an ongoing concern. Open space development and flood control proposals should be integrated. Provide recommendations for expansion or improvement of our open spaces, parks, and trail system to serve the projected population and development pattern.

## **7. Designing for Livability**

The respondent shall recommend policies which encourage positive visual perceptions, pedestrian friendly development, a diversity of housing choices, neighborhood stability, landscaping, the creation of attractive gateways to the City, tree preservation, and buffers between residential and non-residential districts, all of which contribute to the City's "livability". Develop a Master Thoroughfare Plan incorporating, among other elements, the proposed TxDOT loop from the intersection of Highways 67 and 144, southwest across the Paluxy River to Highway 144 South. Make recommendations regarding the City's Subdivision and Sign Ordinances, after reviewing them, with the above objectives in mind.

## **8. Infrastructure Assessment**

The respondent shall provide an overview of the City's infrastructure system and its capacity in relation to the City's current and projected population. An assessment of the water resources available to support growth within the City and Somervell County and the City's sidewalk infrastructure shall be provided.

## **9. Growth Management Strategies**

The respondent shall develop growth management strategies for the City of Glen Rose based on current growth patterns and opportunities to help the City achieve a livable and sustainable community while preserving its small town charm. The strategies shall prioritize growth areas, guide annexation efforts, provide for infill development and redevelopment, plan for needed capital improvements, and propose tools for directing growth in ways acceptable to the community.

# **VI. Implementation**

Specific strategies shall be proposed that detail the resources and actions necessary to implement any recommendations made in the Plan. The respondent shall recommend actions to maximize the benefits and minimize negative reactions to the preferred development pattern. The respondent shall propose strategies to address the findings and recommendations of the various Project Tasks. All recommended implementation strategies shall be prioritized and presented in a format that easily can be tracked and updated.

# **VII. Deliverables**

The City expects several deliverables during this project, as opposed to only one deliverable being produced in the form of a single, final document at the end of the process. Deliverables will be both digital and hard copy in format. The content of these deliverables will be determined during contract negotiation. Any computer-based mapping system should integrate with the City of Rose's current Geographic Information System (GIS) hosted by 3cGEO.

## VIII. Proposal Content

Proposal responses must adhere to the requirements outlined in this section. The original proposal and each subsequent copy must be submitted on paper, properly bound, and appropriately labeled in the following order:

### 1. Introduction.

Provide a cover letter and introduction including the name and address of the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization. An Executive Summary shall be provided with an overview of the proposal, its highlights, and the approach to successfully completing this project.

### 2. Project Approach.

Provide a general description of the consultant's approach to Comprehensive Planning and a detailed task plan that addresses the scope of services.

### 3. Innovative Techniques or Methodology.

Discuss any innovative techniques or methodology that the consultant will use in this study that have a proven history of providing responsive and cost-effective results on similar studies.

### 4. Scope of Work, Schedule and Estimates.

Acknowledge receipt of any addenda issued in connection with this RFP. Discuss each task outlined in the "Scope of Work" section above with a cost estimate for the project including a breakdown of costs by each task to be performed. Include a scope of work and schedule of completion. Time is of the essence, so the City would like to have a completed Comprehensive Plan within one year after the project has been awarded. In addition to the above described cost breakdown, **the City is requesting two (2) base estimates:**

- a. An estimate for updating the City's 2009 Comprehensive Plan. The update is to include new data, where the data that was used is outdated, citizen participation, and revised recommendations based on the City's current circumstances. The proponent shall provide a detailed description of what is included as part of this update.
- b. An estimate for creating a totally new Comprehensive Plan consistent with the requirements of this RFP and the scope and presentation of the City's 2009 Comprehensive Plan.

## **5. Qualifications.**

Describe the firm's resources, experience and capabilities as follows:

- a. Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify any subcontractors proposed for the project.
- b. Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the City.
- c. Identify all key project personnel, their relationship to the project, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel.
- d. Provide a brief outline of the firm's current workload, staffing, and ability to meet the schedule and deadlines described in this RFP.

## **6. References.**

Identify at least three (3) successfully completed projects of a similar nature, preferably with direct involvement of municipal governments in Texas. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Consulting projects currently underway may also be submitted for consideration.

## **7. Additional Data.**

This section will be limited to five (5) pages. Proposals may include any other information the Consultant deems essential to the evaluation of the qualifications and proposal statements.

# **IX. Proposal Submission**

## **1. Receipt and Opening of Proposals**

Proposals will be received at City Hall at 201 NE Vernon Street, Glen Rose, Texas until 2:00 P.M. on Wednesday, February 2, 2022 (the deadline) at which time a public opening will be conducted. The envelope containing the proposals must be sealed and delivered to City Hall and plainly marked "Proposal for Comprehensive Plan."

By Mail: City of Glen Rose  
P.O. Box 1949  
Glen Rose, Texas 76043

By other carrier: City of Glen Rose  
201 NE Vernon Street  
Glen Rose, Texas 76043

Each proponent shall provide the City with ten (10) copies and one (1) digital copy. It is the proponent's responsibility to ensure that proposals are delivered to the City prior to the deadline. Proposals received after the deadline will not be considered.

## **2. Mandatory Pre-Proposal Conference (In person or via Zoom Meetings)**

The City will conduct a pre-proposal conference on Thursday, January 20, 2022 at 2:00 p.m. at City Hall at 201 NE Vernon Street, Glen Rose, Texas. Any firm wishing to submit a proposal must have a representative present at the pre-bid conference either in person or via Zoom Meetings. City staff will answer questions and provide clarifications concerning the RFP at that time. No addendum will be issued until after the pre-bid conference.

Zoom Meeting Information:

<https://us06web.zoom.us/j/82180558483?pwd=amZhL2dJQTJWaUNCVmFmM0owVVkzZz09>

Meeting ID: 821 8055 8483

Passcode: 973435

Phone: 1-346-248-7799

For assistance with the Zoom, call City Secretary McDonald at: (254) 897-2272, ext. 102

## **3. Addenda and Explanations**

Explanations, such as the meaning or interpretation of the invitation, specifications, definitions, etc., desired by a prospective proponent shall be requested of the City in writing. If explanations are deemed necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each known proponent. All written requests for explanations or interpretations must be received by City Administrator Michael Leamons at [michael.leamons@glenrosetexas.org](mailto:michael.leamons@glenrosetexas.org) no later than the City's close of business on January 24, 2022. Any verbal statements regarding the same, by any person, previous to the award, shall not be authoritative and will not be binding.

Addendum issued prior to the date of the receipt of proposals shall become a part of the contract documents and all proposals shall include the work described in the addendum.

## **4. Name, Address, and Legal Status of the Proponent**

The legal status of the proponent, whether corporation, partnership, or individual, shall be stated in the proposal. A corporation shall execute the proposal by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership proponent shall give full names and addresses of all partners. The proposal and all copies must be properly signed in ink.

## **5. Competency of Proponent**

The opening and reading of the proposal shall not be construed as an acceptance of the

proponent as a qualified, responsible proponent. The City reserves the right to determine the competency and responsibility of a proponent from its knowledge of the proponent's qualifications and from other sources.

The City will require submission with the proposal of supporting data regarding the qualifications of the proponent in order to determine whether the proponent is a qualified, responsible proponent. The proponent shall furnish evidence, in form and substance satisfactory to the City, that the proponent as a going concern:

- a. has been providing consulting services regarding municipal comprehensive plans for more than five (5) consecutive years immediately preceding the date of the opening of proposals;
- b. has experience working with cities of comparable size as the City of Glen Rose; and,
- c. possesses the resources necessary to perform all phases of the work called for in this RFP.

## **X. Solicitation Costs**

This Request for Proposals does not obligate or commit the City of Glen Rose to pay any costs incurred in the preparation and submission of the offer or to contract for the services specified. Furthermore, the City of Glen Rose is not obligated to pay any costs by a Respondent as a direct result of errors or omissions committed by the City of Glen Rose employees or agents in the processing of solicitation.

## **XI. Method of Award**

The proposals received in response to this RFP will be presented to the City Council for its consideration at its monthly meeting on February 8, 2022 at 5:30 p.m. at City Hall. Proponents are encouraged to attend that meeting to respond to any questions that the City Council might have.

The City reserves the right to accept any proposal or to reject any or all proposals, and to waive defects or irregularities in any proposal. The City intends that the contract shall be awarded within sixty (60) calendar days following the date that proposals are publicly opened.

Proposals will be evaluated based on the proponent's resources, qualifications, and previous performance, alignment with the City Council's goals, proposed completion date, as well as price. Once a consultant is selected, the City shall enter into final negotiation of a contract. The City reserves the right to cease negotiations at any time if it feels doing so is in its best interest. If negotiations cease, the City may elect to enter negotiations with another proponent or reject all proposals and re-advertise for proposals. All decisions and awards shall be at the sole discretion of the City Council and all decisions shall be final.