Request For Proposal

RFP ID#: 2026-37

Unified Development Code

REQUESTED BY:

City of Manor

105 E. Eggelston St.

Manor, TX 78653

Issuance Date:

Responses Due:

SUBMIT PROPOSALS TO:

Michael Burrell

Development Services Director

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Introduction/Overview

The City of Manor, Texas, is seeking proposals from qualified consultant teams interested in assisting in drafting a Unified Development Code (UDC). The project will include overhauling and consolidating the existing development-related ordinances into a comprehensive, cohesive, and, most of all, easy-to-use document to accommodate Manor's rapid growth.

The primary objective of the UDC is to serve as one of the City's tools for implementing the City's Comprehensive Plan and Downtown Strategic Plan. These plans focus on accommodating and managing the City's growth while preserving Manor's Old Town history and feel.

Community Background

Manor, Texas is one of the fastest-growing communities in the region. City and U.S. Census estimates place the population between 21,000 and 25,000+ within city limits, with over 34,000 residents included when counting the surrounding Extra-Territorial Jurisdiction (ETJ). The racial and ethnic composition includes Hispanic or Latino residents (approximately 52.7%–55.7%), White residents (30.1%–37.9%), Black or African American residents (18.1%–22.5%), Asian residents (4.4%–5.6%), and a significant portion identifying as two or more races or other racial groups (approximately 25.5%). The city's median age ranges from 29.3 to 35.1 years old, demonstrating a young and growing community.

Household structures in Manor are predominantly family-based, with family households representing roughly 78% of all households. The average household income (as of March 2025) is $130,6596, and per capita income estimates fall between $32,938 and $42,085. Residents experience an average commute time of approximately 35 to 36 minutes, with the majority traveling alone for work.

The City's demographic profile, household characteristics, and mobility patterns should better position consultants to tailor their proposed methodologies and regulatory approaches to local conditions. This understanding is essential for producing a UDC that is implementable, aligned with community needs, and capable of guiding development in a manner consistent with Manor's long-term vision.

Comprehensive Plan

The comprehensive plan aims to create a livable, equitable, and inclusive community where people from all backgrounds can raise a family, start a job, or grow a business while building a well-connected community with multiple transportation options, strong support for local businesses, and a booming economy, ultimately positioning Manor as a gem in the region.

The City of Manor's currently adopted zoning code provides a stable regulatory foundation, offering a functional range of districts and procedures that generally support the broad organizational structure envisioned in the Destination Manor 2050 Comprehensive Plan. The ordinance contains the essential components needed to regulate land use, guide development applications, and administer zoning decisions, and recent updates have introduced mixed-use districts and refined use tables that conceptually align with the Plan's goals for diversified development patterns. While these elements demonstrate progress toward a more modernized code, they remain rooted in a traditional suburban zoning framework that was not originally designed to implement the Plan's aspirations for walkable mixed-use centers, connected neighborhoods, and context-sensitive growth.

At the same time, the gaps between the zoning ordinance and the adopted Comprehensive Plan are significant enough to require a comprehensive overhaul. The current code does not fully support key plan directives related to housing diversity, urban design, multimodal connectivity, downtown revitalization, and integrated parkland and open-space planning. Existing standards do not address the density ranges, form expectations, or infrastructure coordination required to implement the goals of the Comprehensive Plan, nor do they provide the regulatory tools—such as design standards, incentives, or by-right allowances—needed to achieve the Plan's vision for resilient, equitable, and fiscally sustainable growth. As a result, the zoning ordinance now lags behind the policy framework it is intended to implement, creating a clear need for professional planning and code-writing services to bring the City's development regulations into full alignment with its long-range community vision.

Project Scope

- Code Diagnostic and Analysis

  The consultant will conduct a thorough diagnostic review of the City's existing zoning, subdivision, and related development regulations to evaluate their effectiveness and consistency with the City's adopted Comprehensive Plan, Downtown Strategic Plan, other planning documents, and current development patterns. This analysis will identify conflicts, gaps, redundancies, outdated provisions, procedural inefficiencies, and barriers to achieving the City's long-range goals. The consultant will assess the usability, organization, and clarity of the current code and provide a detailed findings report that outlines recommended areas for restructuring, modernizing, or consolidating within the new Unified Development Code.

The scope of work includes, but is not limited to:

- Assessment of existing zoning, subdivision, and development codes.
- Development of a consolidated and modernized UDC document.
- Integration of updated zoning categories, land use definitions, and development standards.
- Ensuring alignment with the Comprehensive Plan, Downtown Strategic Plan, and other development policies.
- Recommendations to promote a healthy mix of commercial development to support population growth.
- Drafting hybrid zoning components where beneficial.
- Providing updated graphics, tables, and organizational structure as appropriate (text placeholders only).
- Delivering multiple drafts and a final UDC document, incorporating stakeholder feedback.

- Community Outreach/Participation

The consultant will develop and implement an inclusive public engagement strategy designed to gather meaningful input from residents, stakeholders, City leadership, the development community, and appointed boards and commissions. Engagement efforts may include public meetings, workshops, surveys, stakeholder interviews, focus groups, or other methods appropriate for Manor's community context. Input should help shape the priorities, structure, and policy direction of the UDC and ensure the document reflects community values, addresses local needs, and enhances public understanding of the role of development regulations.

The consultant must provide and facilitate:

- Public workshops and open-house style meetings.
- Online engagement tools, surveys, or interactive web platforms.
- A project advisory committee to provide recurring input.
- Regular coordination with the Planning and Zoning Commission at key milestones.
- Presentations to City Council during major deliverable phases.

- UDC Drafting/Development

Using the diagnostic findings, public input, and direction from City staff, the consultant will prepare a complete Unified Development Code that consolidates, updates, and modernizes all relevant development regulations into a coherent, user-friendly document. The UDC shall translate Comprehensive Plan goals into regulatory standards; incorporate best practices for housing diversity, mixed-use development, connectivity, transportation integration, urban design, and environmental stewardship; and include clear administrative and procedural provisions. Multiple draft iterations will be expected, with revisions made in coordination with staff and stakeholders to ensure clarity, usability, and legal defensibility.

- Timeline

The consultant will prepare a detailed project schedule outlining key tasks, milestones, public engagement activities, draft releases, review periods, and anticipated adoption steps. The timeline should demonstrate an efficient and realistic workflow, allow sufficient time for City and public review, and establish clear expectations for deliverables at each phase of the project. The final schedule will be refined in coordination with City staff and will serve as the basis for monitoring progress throughout the UDC development process, with a December 2027 adoption date targeted.

Submission Requirements

To be considered, proposals must include the following components:

- Ten (10) hard copies of the full proposal.
- Submission via certified mail in a sealed package.
- Delivery to: 105 E Eggleston St., Manor, TX 78653, Attn: Michael Burrell, Development Services Director.
- A digital copy included on a USB or via a link (optional but recommended).
- Detailed project approach and methodology.
- Resumes and qualifications of key personnel.
- Examples of similar UDC or development code projects completed.
- A fee proposal and itemized cost estimate.
- A project schedule demonstrating the ability to meet the December completion deadline.

- Proposal Submission Timeline
    1. RFP Open: December 1st, 2026
    2. Proposal Submission Window: December 14 – January 31, 2027
    3. Proposal Review: February 1 – February 12, 2027
    4. Consultant Interview: February 15 – February 19, 2027
    5. Consultant Selection: February 22, 2027
    6. Contract Negotiation Period: February 22 – March 5, 2027
    7. City Council Consideration and Contract Award: March 17, 2027

UDC completion date: June, 2028 (Completion can be sooner, but June of 2028 is the preferred deadline)

Evaluation Criteria

Proposals will be evaluated according to the criteria below. The criterion proposed will total **100 points**. Scores will reflect the degree to which the proposal demonstrates clarity, feasibility, alignment with the City's goals, and the consultant's capacity to successfully deliver the Unified Development Code.

Criteria	Points	Description
1. Project understanding and approach	**15**	Assesses the proposer's depth of understanding of the City's objectives, regulatory challenges, and project context, as well as the quality and appropriateness of the proposed approach to developing the UDC.
2. Qualifications and experience of key personnel	**10**	Evaluates the expertise, credentials, and relevant experience of the personnel assigned to the project, including demonstrated capability in code drafting, planning, public engagement, and interdisciplinary coordination.
3. Relevant past performance and quality of similar projects	**20**	Considers the proposer's history of completing similar UDCs or major development code updates, including the quality of past deliverables, client satisfaction, and applicability to Manor's scale and growth dynamics.
4. Proposed methodology and public engagement strategy	**30**	Reviews the soundness, structure, and innovation of the proposed methodology, including the effectiveness and inclusiveness of the public engagement approach.
5. Ability to meet the project timeline and deliverables	**15**	Measures the proposer's capacity, staffing plan, and workflow to complete the project according to the anticipated schedule, including responsiveness to milestones and deliverable deadlines.
6. Cost effectiveness and clarity of fee proposal	**10**	Evaluates the transparency, organization, and justification of the proposed fee structure, as well as its alignment with the scope of work and overall value to the City.

Total Possible Points: 100

Deliverables

Deliverables for the Unified Development Code shall include, at a minimum:

- Existing conditions assessment.
- Preliminary draft UDC.
- Public engagement summary reports.
- Revised draft UDC based on City and public feedback.
- Final UDC document prepared for adoption by the City Council.

Contact Information

For all questions regarding this RFP, proposers should contact:

Michael Burrell
Development Services Director
105 E Eggleston St.
Manor, TX 78653