



**REQUEST FOR QUALIFICATIONS
FOR
GENERAL CITY PLANNING PROJECTS**

Responses Due: December 15, 2023 by 2 PM CT

Introduction

The City of Montgomery Texas (~5 square miles and ~2,000 population), situated on the west side of Lake Conroe in Montgomery County about 45 minutes northwest of Houston, is issuing this Request for Qualifications from professional planning firms to manage the following projects listed in order of priority:

- In-depth review of our current Zoning Ordinance with the intent of overhauling and recodifying to put the city in the best position to handle the incoming developments and reflect the best practices in city planning
- Future Land Use review and update
- Study, draft and assist the city with adopting small area master plans for the key nodes within the city
- Development of gateway districts for the main entry points to the city
- Development of design standards/regulations

Like most cities, our challenge is how to manage growth and change while protecting our historic district, culture of the city, and small-town character in a large metro area.

Background

As one of the oldest towns in Texas, Montgomery began as a trading post in 1826 and was chartered in 1837. Montgomery was the first county seat of Montgomery County and was the third county formed under the Republic of Texas. It is also recognized as the birthplace of the Texas Lone Star Flag. Montgomery is located at the junction of Texas 105 and FM 149, near the southwestern edge of Sam Houston National Forest in western Montgomery County. The center of town is 15 miles west of Conroe and 50 miles northwest of Houston.

Suggested Resources

[2020 Comprehensive Plan](#)

[Zoning Map](#)

[City of Montgomery TX Municipal Code and Zoning Ordinance](#)

Content of Proposals

To facilitate review of the qualifications, it is requested that submissions conform to the following format:

1. Cover Letter: Provide a narrative responding to the RFQ on your firm's letterhead. Please provide the name, address, email, and telephone number of a contact person for questions. Letter must be signed by an authorized agent of the firm.
2. Firm Background: Provide a general description of the capabilities of your firm, including information related to its history, overall size, location of company

headquarters, local office location, and type of business (partnership, corporation, etc.). Provide the location of the office where most of the work will be performed. For proposed sub-consultants, please provide the name of each firm, the office location, contact name, email, and telephone number and the services to be provided.

3. References: Provide the name, address, email, and telephone number of at least three (3) municipal references familiar with the quality of work done by your firm.
4. Project Team: Provide a project team list or organizational chart identifying the technical team members and sub-consultants proposed for this assignment, their availability, and a brief biography of each team member including specific experience, project roles, and office location where they currently work. Only staff to be directly involved in the execution of the project shall be included, with particular attention given to the project manager and technical staff.
5. Experience of the Firm: Briefly summarize the Project Team's relevant experience within the last 5-10 years. Select at least three (3) relevant projects that are similar in scope and magnitude to this project, and identify the role, if any, of the proposed Project Team members involved. Provide references for each project, including the name, position, physical address, phone number, and email address of the reference.
6. Project Understanding and Approach: Based upon the information presented herein, provide a strategy on how your firm will complete the work and probably timeline for each element.

Evaluation of Proposals

Proposals will be evaluated on various criteria including the following:

- Project Strategy (10%)
- Experience with similar projects (25%)
- Qualifications of personnel to be assigned to the project (25%)
- Capacity of firm to provide full scope of services requested herein (25%)
- References (15%)

Pre-Submittal Meeting

The city will hold a pre-submittal information meeting via Microsoft Teams on Monday November 13th at 2pm CDT. This is not mandatory.

<https://teams.live.com/meet/9330534148481?p=C5hS7lt7F6rcakca>

Meeting ID: 933 053 414 848 1

Passcode: x7YHZH

Contract

The city will select the most qualified firm with the intent of subsequently negotiating a detailed scope of work, cost and timeline to be memorialized in a service contract between the firm and city.

Terms and Conditions

The city reserves the right to reject any and all proposals if it is deemed in the best interest of the city. The city assumes no responsibility for costs incurred in responding to this RFQ.

Submittal

Firms may submit proposals digitally to the City Administrator Gary Palmer at gpalmer@ci.montgomery.tx.us by 2pm Central Time, December 15, 2023. PDF preferred. **Subject Line: RFQ Planning Services**

OR

Firms may submit proposals in writing by 2pm Central Time, December 15, 2023. PDF preferred. Provide in a sealed envelope with **RFQ Planning Services** on the outside.

City of Montgomery Texas
City Hall
Attn: Gary Palmer
101 Old Plantersville Road
Montgomery TX 77316

Questions can be sent to Gary Palmer gpalmer@ci.montgomery.tx.us