



**CITY OF SANGER, TEXAS**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**REWRITE/UPDATE OF THE ZONING, SUBDIVISION AND SIGN**  
**ORDINANCES**

**PROPOSAL DUE DATE:**

11:30 AM Central Time

Friday, July 15, 2022

**ISSUED BY:**

**CITY OF SANGER**  
**PLANNING DEPARTMENT**  
**201 BOLIVAR STREET**  
**SANGER, TX 76266**

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**REQUEST FOR QUALIFICATIONS (RFQ)**  
**REWRITE ZONING, SUBDIVISION AND SIGN ORDINANCES**

**SECTION 1. INTRODUCTION:**

**Purpose**

The City of Sanger, Texas is seeking the assistance of a professional planning consultant to rewrite and update the City's Zoning, Subdivision and Sign Ordinances. The new ordinances shall be consistent with the goals, objectives and recommendation of the Sanger 2040 Comprehensive Plan, State statutes, and common planning principles. The final product should reflect the vision and character of the community, implement the goals and objectives outlined herein, and provide updated process and development requirements for the City's development process.

**SECTION 2. COMMUNITY PROFILE:**

**City Overview**

The City of Sanger, Texas, with a population of approximately 9,000 is located in North Texas within Denton County and located along both sides I-35 and north and south of FM 455. Sanger is comprised of nearly twelve (12) square miles and is neighbored by Denton to the south, Valley View to the north, Lake Ray Roberts and Pilot Point to the east, and unincorporated area to the west. Major transportation corridors include I-35 and FM 455.

The city is comprised of a mix of residential, commercial and industrial land uses as well as a vibrant downtown area.

**SECTION 3. PROJECT BACKGROUND:**

The current zoning, subdivision and sign ordinances are outdated and reflect a time when growth was very slow. The City recently adopted a new comprehensive plan called Sanger 2040 Comprehensive Plan. This plan is meant to be a guideline for the future development and the zoning and subdivision ordinances need to reflect the plans goals. The recent increase in development in residential, commercial and industrial has heightened the need for these ordinance updates.

**SECTION 4. SCOPE OF SERVICES AND DELIVERABLES:**

**Scope**

The selected firm will work with key City staff, the Planning and Zoning Commission (P&Z) and ultimately the City Council to develop, rewrite and organize new Ordinances that fully supports and implements the 2040 Sanger Comprehensive Plan and current planning practices. The P&Z will be the governmental body responsible for overseeing the development and review of the Ordinances, in cooperation with key staff and the City Attorney. The Development Services Director will be the primary consultant contact point throughout the process. Upon completion of the final draft ordinances, the P&Z will make a recommendation of adoption to the City Council, which will adopt the Ordinances. The scope of services will be finalized in writing after the

consultant is selected by the City, but at this time, the scope of services may include, but not limited to, the following essential elements:

1. Research and analysis.
2. Public involvement and outreach.
3. Provide primary data collection, analysis, and mapping (GIS).
4. The consultant will be responsible for recommending the organization and style of the Ordinances with the concurrence of the Development Services Director. The Ordinances should be efficient and user friendly in both hard copy and on-line formats. The ordinance should use cross-referencing, illustrations, and tables as the primary mechanism to make the ordinances user friendly. The consultant will be responsible for all drafting and redrafting of text, illustrations, maps and exhibits after receiving input from citizens, stakeholders, staff, the P&Z and the City Council.
5. Review, provide recommendations, and justifications for revised Park Dedication requirements.
6. Present the recommendations to the Park Board, P&Z and City Council.
7. Attend any and all meetings of the City Council, P&Z and other Boards, Commissions or Committees as requested by the City during the process, which will be concluded by City Council's adopting the Ordinances in accordance with the City's procedures.

## **Deliverables**

The selected consultant shall prepare the new zoning, subdivision and sign ordinances in a format that is agreed upon by the City. In addition to the ordinances, the consultant shall provide the City with an updated Zoning and Subdivision map in GIS format.

## **SECTION 5. INFORMATION PROVIDED BY THE CITY:**

The Code of Ordinances of the City of Sanger is available at Franklin Legal Publishing via a link at the City's website. This includes all development regulations. Any regulations adopted but not yet codified will be available from the City of Sanger.

## **SECTION 6. TIMELINE:**

It is expected that a contract will be executed between the City and the selected consulting firm within forty-five (45) days of the due date for proposals. It is anticipated that the project will be completed within one (1) year from signing of the contract.

## **SECTION 7. SUBMISSION DETAILS:**

### **Statement of Qualifications**

The consultant shall submit a Statement of Qualifications. The statement, at minimum should address each of the specific topics listed below (additional information may be included). Failure to include any of the following requested information may be cause for the proposal to be considered incomplete and thus rejected.

1. Provide a cover letter on firm letterhead and identify the project manager and key staff involved along with contact information for the project manager.
2. Written presentation of the qualifications of the firm and their understanding of the work to be performed.
3. List of services that will be provided.

4. Availability, credentials and related experience of the firm and key staff with similar studies, preferably with municipal governments.
5. Provide copies of resumes of the proposed project manager and key staff. Provide information on specific experience, including ordinance writing, with successful outcomes in conducting the process and making presentations to public bodies.
6. Include with their proposals a list of at least three (3) current references for whom comparable work has been performed in the past three (3) years, specifically citing work in communities similar to Sanger. This list shall include municipality's name, person to contact, address, telephone number, email address, and a brief, but adequately detailed description of work performed.
7. Provide complete or partial examples of work similar in nature to this project.
8. List of anticipated sub-contractors and/or partners, if any, and their availability, credentials, and related experience.
9. Explain the methodology you propose to successfully perform the services outlined in the Scope of Work.
10. Include statement on anticipated time frame based on the scope of work as listed in this RFQ. Report on prior experience in delivering services within the prescribed time frame.

## **SECTION 8. SUBMISSION INSTRUCTIONS:**

### **STATEMENT OF QUALIFICATIONS MUST BE RECEIVED BY**

**11:30AM (CENTRAL TIME) JULY 15, 2022**

### **SUBMISSIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED**

Four (4) printed copies of the Statement of Qualifications in a sealed envelope should be sent to:

Ramie Hammonds  
Development Services Director  
City of Sanger  
201 Bolivar Street  
Sanger, TX 76266

Phone: 940-458-2059

Email: [rhammonds@sangertexas.org](mailto:rhammonds@sangertexas.org)

One (1) electronic, PDF copy of the Statement should also be included on a USB/Flash drive.

Questions should be directed to Ramie Hammonds, Development Services Director, at the contact information listed above.

## **SECTION 9. SELECTION PROCESS AND CRITERIA FOR CONSIDERATION OF QUALIFICATIONS:**

Statements will be reviewed and evaluated by the City staff and on a number of criteria, including, but not limited to the following:

- Overall responsiveness and quality of the proposal in clearly stating an understanding of the project.
- Technical understanding of ordinance writing for a City like Sanger, Texas.
- Experience and knowledge in developing similar plans by consultant personnel who will be directly involved with the project.
- The nature and quality of the expertise the consultant possesses in a full range of required disciplines.
- The experience and availability of support staff for the project.
- The ability to complete the plan within the given timeframe.
- References.

After evaluating the proposals, the City may request additional information from any consultant identified as most responsive to this RFQ. At its discretion, the City may require any consultant to make a presentation to provide an opportunity to clarify the submission. The City will schedule any such presentations. The City will evaluate the written proposals and will select the consultant 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 agreement. The City's decisions will be final. The City reserves the right to negotiate any and all elements of this proposal, including, but not limited to, the fee structure and terms of the contract, with the proposing firm selected.

### **A. DISCLAIMER**

This RFQ does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in the preparation and submission of Statements or in anticipation of a contract. The City reserves the right at its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFQ, to remedy technical errors in the RFQ process and to enter into a contract with one or more consultants for the provisions of any, all or some of the services described herein.

### **B. AGREEMENT FOR PROFESSIONAL SERVICES**

Attached as Exhibit A is the City of Sanger's standard agreement for professional services. The agreement also indicates the insurance and indemnification requirements that the City will require of the selected firm.

### **C. ADDITIONAL INFORMATION:**

1. A person or business that contracts with Sanger or who seeks to contract with the City must file a "Conflict of Interest Questionnaire" (FORM CIQ) which is available online at [www.ethics.state.tx.us](http://www.ethics.state.tx.us) and a copy of which is attached to this guideline. The form contains mandatory disclosures regarding "employment or business relationships" with a municipal officer. Officials may be asked to clarify or interpret various portions of the questionnaire.
2. Compliance with HB 89. A person or business that contracts with Sanger or who seeks to contract with the City shall not boycott Israel at any time while providing products or services to the City of

Sanger. This requirement does not apply to companies with fewer than ten full-time employees; or contracts that are less than \$100,000.00.

☐ Yes, we agree ☐ No, we do not agree ☐ N/A

3. Respondent verifies that it does not boycott energy companies and will not boycott energy companies during the term of this contract, as those terms are defined by Chapter 2274, Government Code. This requirement does not apply to companies with fewer than ten full-time employees; or contracts that are less than \$100,000.00.

☐ Yes, we agree ☐ No, we do not agree ☐ N/A

4. Respondent verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of this contract against a firearm entity or firearm trade association, as those terms are defined by Chapter 2274, Government Code. This requirement does not apply to companies with fewer than ten full time employees; or contracts that are less than \$100,000.00.

☐ Yes, we agree ☐ No, we do not agree ☐ N/A

5. Compliance with SB 252. A person or business that contracts with Sanger or who seeks to contract with the City shall not do business with Iran, Sudan or a foreign terrorist organization while providing products or services to the City of Sanger.

☐ Yes, we agree ☐ No, we do not agree

The undersigned affirms that he/she has read and understands the specifications, terms and conditions, all exhibits and attachments contained herein and that they are duly authorized to execute this agreement and response to the Request for Qualifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

