



CITY OF SANGER, TEXAS
REQUEST FOR QUALIFICATIONS (RFQ)
HOUSING STUDY

PROPOSAL DUE DATE:

12:00 Noon Central Time

Tuesday, April 4, 2023

ISSUED BY:

CITY OF SANGER
DEVELOPMENT SERVICES DEPARTMENT

CITY OF SANGER, TEXAS
REQUEST FOR QUALIFICATIONS (RFQ)
HOUSING STUDY

SECTION 1. INTRODUCTION:

Purpose

The City of Sanger, Texas is seeking the assistance of a professional consultant to complete a Housing Study. The study would include current housing inventory with house sizes, housing demand based on City of Sanger current and future growth opportunities, along with current market demand.

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 of 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 an 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 City recently adopted a new comprehensive plan called Sanger 2040 Comprehensive Plan. This plan is meant to be a guideline for future development. The Housing Study needs to reflect the increase in commercial and industrial development and the housing needs as they relate to that future development. There are housing developments that have recently been approved that would need to be accounted for in this study. The City previously performed an in-house housing study in 2016.

SECTION 4. SCOPE OF SERVICES AND DELIVERABLES:

The selected consultant shall prepare the Housing Study to include the current housing inventory including house sizes, housing inventory with recently approved developments, and identify future housing needs, and current market trends and demands.

SECTION 5. INFORMATION PROVIDED BY THE CITY:

The Future Land Use Map, map of City Limits and ETJ, Sanger 2040 Comprehensive Plan, current Housing Study, and newly approved developments. Maps and the Sanger 2040 Comprehensive Plan can be found on the City's website.

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 six (6) months from the 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 the resumes of the proposed project manager and key staff. Provide information on specific experiences, including roadway impact study, 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 the municipality's name, person to contact, address, telephone number, email address, and a brief, but adequately detailed description of the 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 a statement on the 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

12:00 NOON (CENTRAL TIME) APRIL 4, 2023

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

502 Elm Street
Sanger, TX 76266

Phone: 940-458-2059

Email: rhammonds@sangertexas.org

The proposals will be publicly recognized at the same location (City Hall, 502 Elm St, Sanger TX 76266) at **2:00 PM (Central Time) on April 4, 2023.**

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 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 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