



Comprehensive Plan Request for Proposals

City of Aransas Pass

600 W. Cleveland Boulevard

Aransas Pass, Texas

(361) 758-5301

The City of Aransas Pass invites sealed proposals. Sealed proposals shall be submitted, including eight (8) hard copies and one (1) digital copy on a flash drive and clearly marked with project description. Any proposals received after the time and date specified shall not be considered.

The City of Aransas Pass (the City) is accepting Requests for Proposals for a Comprehensive Plan update. The City is seeking the services of a land planning firm with extensive experience, skill, and success in the development of comprehensive plans, community visioning services, and similar processes. The selected consultant will be responsible for facilitating the creation of the City's Comprehensive Plan update.

Sealed bids will be received at the City Secretary's Office, City of Aransas Pass, 600 W. Cleveland Blvd., Aransas Pass, Texas 78336. Deadline to submit proposals is **Monday, May 22, 2023 at 3:00 pm**. Proposals shall be submitted in a sealed envelope and marked as follows:

Attn: City Secretary
"RFP – Comprehensive Plan Update"
City of Aransas Pass
600 W. Cleveland Blvd.
Aransas Pass, Texas 78336

Submittals will be publicly opened, and names and business addresses of those that submitted will be read aloud at Aransas Pass City Hall located at 600 West Cleveland Boulevard, Aransas Pass, TX 78336 on May 22, 2023, at 3:00 pm, immediately following the posted deadlines for submittal.

Proposals are to be submitted in accordance with the attached City specifications. Each submitter must be respondent to every document submitted; failure to do so may result in the rejection of a submittal. The City reserves the right to reject any or all submittals, to waive formalities, or to proceed otherwise when in the best interest of the City.

I. HISTORY

The first people to discover Aransas Pass were the Karankawa Indians. They used dugout canoes and fished with bows and arrows, but by 1830 there were very few Karankawa left. Around 1850, white settlers started moving in. The City of Aransas Pass was founded in 1909 by the promotion of a great land lottery. It then developed as a fishing village, and the first shipment of shrimp to San Antonio was in 1912. After the hurricane of 1919 a seawall was built, and steady growth of the shrimping and fishing fleet brought business into Aransas Pass. With improvements to Conn Brown Harbor after WWII, the shrimping fleet grew to be the largest on the Gulf coast. At that time, it was the home port for about 300 large shrimp trawlers, which annually netted millions of pounds of shrimp, but as hard times fell on the industry with the rise of imported farm-raised shrimp, many folks quit the industry.

Moving forward, there is now the promise of a new chapter to the Conn Brown Harbor legacy and the entire City as a whole, as it has now become a recreational destination for fishing, kayaking and pleasure boating. People are also choosing to make a home here to escape the rat-race of the larger metropolitan areas. Industrial development is also increasing all around the City and throughout the Coastal Bend Area.

II. CITY PROFILE

The City of Aransas Pass, is a city in San Patricio, Aransas, and Nueces Counties in the U.S. state of Texas. By Texas State Highway 35 and U.S. Route 181, it is 20 miles northeast of Corpus Christi and 12 miles south of Rockport. It is a 2-hour drive southeast from San Antonio and about a 3-hour drive southwest from Houston. This area is known as the Coastal Bend region of Texas. It is on the mainland of Texas and is connected to Mustang Island (which contains the City of Port Aransas) by a 6-mile-long causeway, and a free ferry that carries vehicles to and from the island.

According to the U.S. Census Bureau, the City of Aransas Pass has a total area of 52.4 sq. miles, of which 12.6 sq. miles are land and 39.8 sq. miles (75.99%) are covered by water. The Census Bureau estimates the population, as of July 1, 2021 at 8,011 with approximately 4,200 households. The population estimates for 2023/24 are at 9,220 with over 4,600 households.

The city is located on the shore of Redfish Bay, a tidal water body between Corpus Christi Bay to the south and Aransas Bay to the north. The city limits of Aransas Pass encompass most of Redfish Bay and its islands, most of which are in Nueces County, as well as a portion of Aransas Bay in Aransas County. The land portion of the city is primarily in San Patricio County, extending north to Aransas County.

Aransas Pass is a destination for water sports, fishing, birding, kayaking, and hunting. The city is home to Conn Brown Harbor where spectacular fishing can be found within minutes. Sight fishing, fly fishing, live bait, and lure fishing as well as wade fishing and fishing from a kayak have become extremely popular. Events such as the Shrimporee, a three-day event, held in May/June, Party-gras a popular street festival held in mid-

February, the Holiday Craft Show in December, and other popular events, as well as bay fishing on the gulf coast, keep visitors coming back to Aransas Pass.

Aquatic Park, a new addition to Community Park, features a competition-sized swimming pool with 1-meter and 3-meter diving boards. Community Park is located on E. Johnson Avenue at S. Arch Street. Included at the park are lighted baseball fields with dugouts, bleachers, electronic scoreboards, a concession stand, and public restrooms. Conn Brown Harbor Park, spanning 5 acres, has 4 boat ramps and is located on Bigelow Street at the Intracoastal Waterway, Aransas Channel, and Conn Brown Harbor Turning Basin. Recent improvements include new streets, walking and biking trail, and improved parking lot.

The primary industries are shrimping and tourism, along with farming and oil and gas interests. The shrimp boat fleet sails from Conn Brown Harbor, a large, protected harbor chiefly dedicated to the shrimping industry and recreational activities. The area is also popular for saltwater sports, fishing, and beach-going.

The U.S Census Bureau estimates of July 1, 2021, placed the Aransas Pass median household income at \$55,519 with a poverty rate of 19.1%. The median house rental costs came to \$969 per month, and the median house value was \$155,600. Persons under 5 years made up 5.8% of the population in that year, persons under 18 years made up 28%, persons 65 years and over made up 18.7%.

III. SCOPE OF SERVICES

The City of Aransas Pass expects a complete overhaul of its Comprehensive Plan that provides strategies to encourage economic development, retail, quality residential growth, and general improvement of the quality of life for the City's residents and businesses. The new Comprehensive Plan will provide a substantive basis for decision making and establish a specific action plan that reflects the goals and objectives of the community. It will be a document that recognizes the character, cooperative spirit and quality of life for which Aransas Pass is recognized.

The respondent shall submit a proposed general process for the project using past experience and best practices in similar communities. The new Comprehensive Plan will address in detail a planning horizon of 6 years and provide general guidance for a planning horizon of 10 years.

The project is being undertaken primarily to accomplish three main objectives:

1. To craft a Comprehensive Plan update by incorporating new planning efforts into a current, contemporary, and actionable plan that will address both current and future growth and development trends and challenges. It is intended that the Comprehensive Plan will promote orderly growth, development, and redevelopment, consistent with the values, goals, and objectives of the community.
2. To create a plan for the future of the community that is highly compatible with a

- multi-year funding approach for capital needs and projects.
3. To create City Master Plan documents that will interface into a user-friendly, accessible document.

This project will be undertaken by the consultant, who will work under the supervision of city staff, the Planning and Zoning Commission and the City Council. Coordination will be provided through the Aransas Pass Planning Department. Final approval of the plan will rest with the City Council; however, no information, data or plan shall be submitted to the City Council without first being properly vetted through the City Planning Department staff, the public process and the Planning and Zoning Commission.

PLANNING APPROACH

A response to this RFP shall include the respondent's proposed methodology and approach, including a general timeline for completing the Comprehensive Plan update. The City is looking for a planning approach that:

- Shows innovation and creativity;
- Balances the interests of all parties with a stake in the future of Aransas Pass;
- Is practical to implement;
- Educates the public and development community on best practices and on what comparable communities are doing;
- Provides for diversified and thorough public involvement in the drafting and adoption process.

SUCCESSFUL RESPONDENT CHARACTERISTICS

The successful respondent to this RFP will have proven itself in the following characteristics:

- High success rate of comprehensive plan adoption;
- A thorough and open process of obtaining and utilizing public comment and input;
- Experience in developing comprehensive plans in smaller communities within the state of Texas;
- The knowledge and experience necessary to educate the public and elected officials on the values of comprehensive planning;
- An awareness of the economic, social, and environmental consequences of future urban, suburban, and rural development;
- Knowledge of Chapter 211, Subchapter A, Chapter 213 of the Texas Local Government Code relating to comprehensive plans; and
- A list of positive recommendations.

RFP INCLUSIONS

A response to this RFP shall include the following, presented in the same specific order as below:

- A. A firm introduction and summary that addresses:

1. Project management approach;
 2. Planning philosophy;
 3. Technology and resources to be used in the planning process;
 4. Public participation approach; and
 5. Proposed project schedule, including a detailed timeline from start to finish of the project.
- B. Resumes reflecting the qualifications and experience of each member of the planning team, including any potential subcontractors. Only include qualifications for those team members who will be assigned to the project. Specify the project manager and any team members who will be present at most staff and public meetings. It is expected that the project manager and team members will remain assigned to this project through its completion. Specify the office location for any team members associated with the project. List any limitations on the number of meetings the consulting firm will attend.
- C. Related firm experience and professional references, including:
1. Narrative reports describing at least three to five comprehensive plan projects or similar planning projects completed in the last five years with reference contact information;
 2. One (1) copy of the final planning document produced for at least one of the comprehensive plans or similar planning projects described; and
 3. For the referenced projects, provide a summary of the actual project timeline and budget and reasons for any increases.
- D. Enumeration of the firm's present workload and a schedule indicating the firm's ability to accomplish the project with its present work force. Identify the level of time commitment that the City of Aransas Pass can expect from senior and principal staff dedicated to this project.
- E. A detailed description of the work element or service that is proposed for each of the project tasks outlined below. The description should include:
1. The proposed methodology that will be utilized to perform the task;
 2. The projected timeframe necessary to accomplish each task; and
 3. The professional staff that will be directly involved with each task.
- F. A total, not-to-exceed, cost of services, including all copies and maps to be provided by the consultant at the conclusion of the project.

FINAL PRODUCT TASKS

The Comprehensive Plan will include but may not be limited to the following project tasks:

1. Existing Information Review

The consultant shall analyze and critique existing City plans, projects, studies and agreements as well as any additional information that may influence or

impact the planning process.

2. Demographics and Socioeconomics

The Plan should reflect current and projected demographic and socioeconomic trends and their implications on land use patterns and public services planning. The consultant should endeavor to obtain current and accurate demographic and socioeconomic data upon which policy recommendations will be based.

3. Citizen Participation

A detailed citizen participation process shall be proposed by the consultant that is patterned after successful experiences the consultant has had in prior plans they have prepared.

4. Future Land Use

This task shall define a clear direction of how development should occur over the next five, ten, and fifteen years while still maintaining a sense of individual identity and community within the Coastal Bend region as well as maintaining a balanced tax base. A general inventory of existing uses shall be verified and reported. The consultant shall also provide a development capacity analysis detailing the net acres that can be effectively utilized to accommodate future land uses. This task shall result in the creation of the Future Land Use Map. See also number 11 on this list, Conn Brown Harbor.

5. Growth Management

The consultant shall develop a comprehensive and concise set of growth management goals and policies to guide decisions during the planning period. Such work shall include a recommendation and plan for possible expansion of the City.

6. Thoroughfare Plan

The consultant shall evaluate each of the major thoroughfares in the City regarding function and appearance. The consultant shall make recommendations for improving major thoroughfares. Such work shall include significant coordination with the Texas Department of Transportation and any Thoroughfare Plans of San Patricio, Aransas, and Nueces Counties.

7. Housing Needs

The housing element shall provide policy direction relative to the range of housing products offered in Aransas Pass. The consultant shall recommend specific policies and approaches to improve and increase the existing housing stock to meet future needs. Housing diversity and density are important considerations. This element shall look beyond housing as an independent module and toward cohesive neighborhood planning.

8. Economic Development

The consultant shall address a range of policies that preserve and strengthen business and commerce in Aransas Pass. This element task shall characterize the unique attributes of local business districts and provide an evaluation of underutilized retail, commercial and industrial space. Projected employment and ratios of employment to housing should be discussed. The consultant shall make an analysis of daytime population and workers commuting from outside the City and of those living within Aransas Pass and commuting elsewhere.

9. Public Safety/Public Facilities

The consultant shall evaluate the public safety services and public facilities provided by the City and make recommendations to expand and improve those services.

10. Downtown Redevelopment

The consultant shall evaluate the area generally known as “Downtown Aransas Pass” and create a small area plan for the vicinity in consultation with the Aransas Pass Chamber of Commerce. This plan shall include growth strategies that:

- a. Create downtown housing diversity.
- b. Create new opportunities for employment and commercial use.
- c. Enhance and link surrounding neighborhoods.
- d. Create connectivity with Conn Brown Harbor
- e. Create a desirable urban place that promotes private investment.
- f. Evaluate parking management strategies and provide parking recommendations.
- g. Develop recommendations regarding pedestrian access.
- h. Develop recommendations regarding public open space.

11. Conn Brown Harbor

The consultant shall evaluate the Harbor Overlay District area and provide recommendations for development.

12. Parks and Open Space

The consultant shall evaluate the need of a Parks and Open Space Master Plan and make recommendations accordingly.

13. Infrastructure Analysis

The consultant shall evaluate existing water, sewer, stormwater, and streets, that integrate hazard mitigation plans and communication services, and make recommendations for expansion and/or improvements. They shall also incorporate the new stormwater drainage plan.

14. Implementation

The consultant shall propose specific strategies that detail the resources and

actions necessary to implement the Comprehensive Plan. The consultant shall recommend actions to maximize the benefits and minimize negative reactions to the proposed development pattern.

15. Completion

Upon completion of the Comprehensive Plan update, the consultant shall provide one (1) electronic copy in Microsoft Word format and one (1) electronic copy in Adobe PDF format on a portable storage device, one (1) unbound original (including color maps), and five (5) bound copies of the final Comprehensive Plan document (including color maps) bound or placed within a three-ring binder. The Future Land Use map and all data and information that have been collected through the process shall be provided in PDF and GIS format.

IV. RFP SUBMITTAL INSTRUCTIONS

1. Interested consultants shall submit the RFP response by **3:00 p.m. on May 22, 2023** to: Attn: City Secretary, “RFP – Comprehensive Plan Update”, City of Aransas Pass, 600 W. Cleveland Blvd., Aransas Pass, Texas 78336. **No fax copies shall be accepted.**
2. All expenses of response preparation, up to and including on-site interview are not reimbursable by the City of Aransas Pass and are at the sole discretion of the respondent. Thirty (30) pages, not including the cover sheet, is the maximum number of pages for any response to the RFP.
3. All questions prior to the closing date shall be in writing and should be mailed to the City of Aransas Pass, attention Planning Department or sent by email to citysecretary@aptx.gov and oamomensah@aptx.gov
4. Each response shall be placed in a sealed envelope and marked clearly on the outside “**Aransas Pass Comprehensive Plan RFP**”.
5. The following information must be submitted with your response:
 1. Company Name
 2. Address
 3. City, State, Zip
 4. Phone Number
 5. Fax Number
 6. Email Address
 7. Tax Identification Number
 8. Signature of Authorized Agent
 9. Printed Name of Authorized Agent
 10. Title
 11. Date
6. Responses received after the deadline **will not** be considered. The City of Aransas Pass is not responsible for lateness or non-delivery of mail, carrier, etc. The

response will be date/time stamped on the exterior when received and this will be the official time of receipt.

7. Electronic transmittals **will not** be accepted.
8. The City of Aransas Pass, Texas reserves the right to reject any or all responses as it shall deem to be in the best interests of the City of Aransas Pass. The award of this contract shall be made to the responsible party, whose response is determined to be the highest evaluated offer.
9. Responses cannot be altered or amended after the submission deadline.
10. The City of Aransas Pass is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
11. All responses meeting the intent of this Request for Proposals will be considered for award. (See attached evaluation form as a sample of how applicants will be evaluated for selection)
12. A panel of City elected/appointed officials and/or their designee(s), staff, and/or stake holders will evaluate the submittals in the weeks following the submittal deadline. Evaluation criteria may include but will not be limited to:
 - a. Completeness and compliance with the terms of the RFP;
 - b. Professional qualifications of the respondent firm and individual team members assigned to the project;
 - c. Past Comprehensive Plans or similar planning projects completed, especially as they relate to cities with similar size and population, development patterns, regional location, immediate past history and future development potential, etc.;
 - d. Community engagement, including success rates and methods of data acquisition;
 - e. Letters of recommendation from past clients.
13. The City of Aransas Pass reserves the right to interview respondents either in-person or virtually.
14. Proof of insurance will be required from all applicants.

Comprehensive Plan Update 2023

Bid Evaluation Sample

Organization Submitting Proposal	Understanding of the requirements (0-20)	Experience in providing similar services to government entities and success in performing those services (0-30)	Key personnel professional background, certifications, and experience in providing the requested services (0-30)	Proposed timeline of events in completing the project (0-25)	Total