



The City of Lago Vista

*To provide and maintain a healthy, safe, vibrant
community, ensuring quality of life.*

**NOTICE OF A REGULAR MEETING
PLANNING AND ZONING COMMISSION
THURSDAY, February 5, 2015, 7:00 PM
COUNCIL CHAMBERS
CITY HALL - 5803 THUNDERBIRD**

NOTICE IS HEREBY GIVEN that the Planning and Zoning Commission of the City of Lago Vista, Texas will hold a Regular Meeting in the Council Chambers, City Municipal Building, 5803 Thunderbird, on the above date and time for discussion and possible action to be taken on the following:

PUBLIC COMMENTS FOR NON-HEARING RELATED ITEMS

CONSIDER THE MINUTES OF JANUARY 8, 2015.

BUSINESS ITEMS

- 1. Sub Committee Reports:**
 - A. Overlay District Sub-Committee Report.
 - B. Guest House, Accessory Building and Sidewalk Sub-Committee Report.
- 2. Discussion about Commission related items at the January 15, 2015 City Council Meeting.**
- 3. Request for Proposal (RFP) for revision of Comprehensive Master Plan.**

FUTURE AGENDA ITEMS

IT IS HEREBY CERTIFIED that the above Notice was posted on the Bulletin Board located in City Hall in said City at _____ on the _____ day of _____, 2015.

Joyce Stapleton, Interim City Secretary

THE CITY OF LAGO VISTA IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE MODIFICATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST.

MINUTES
Thursday, January 8th, 2015 Regular Meeting
Planning and Zoning Commission
City of Lago Vista

Vice-Chair Jim Moss called the meeting to order at 7:01 P.M. at the Council Chambers, City Municipal Building, 5803 Thunderbird Lago Vista, Texas. Members present were Jim Moss, Richard Brown, Paul Smith, Gary Zaleski and Vernon Reher. Andy White and Tara Griffin were absent. Development Services Director David Harrell, City Council Liaison Dale Mitchell, and Development Services Secretary Sherry McCurdy were also present.

PUBLIC COMMENTS FOR NON-HEARING RELATED ITEMS.

There were no public comments.

ELECTION OF VICE CHAIR FOR 2015.

On a motion by Richard Brown and seconded Vernon Reher the Planning and Zoning Commission voted unanimously to reappoint Jim Moss as the Planning and Zoning Commission Vice-Chair for 2015.

CONSENT AGENDA.

1. Consider the Approval of the following Minutes:

A. October 30, 2014 Impact Fee Advisory Minutes.

B. November 13, 2014 Planning and Zoning Commission Minutes.

Vice-Chair Jim Moss stated considerations of the minutes' were being moved from the Consent Agenda to Business Item Agenda as items three (3) and four (4).

PUBLIC HEARINGS.

1. **ZON 1032** - Recommendation to the City Council of a Conditional Use at 4705 Navajo Cv. (Lago Vista Country Club Estates Section 1, Lot 227 A) from Chapter 14, Article 14.200, Section 6 to allow an accessory building setback of 12' instead of 25', allow a maximum height of 24' instead of 18', and allow a 100% hardy board siding instead of the minimum 25% masonry façade requirements for an addition to an existing accessory building.

A. Staff Presentation.

David Harrell gave instructions regarding the Conditional Use request. He gave a history of the property and detailed items being requested in the Conditional Use request. He explained the issues related to the request. He reviewed the lots surrounding the subject property. David stated staff believes there is not a significant impact to neighborhood or area because existing building is already almost at this height, the setback exists on the current building, and hardy board (siding) already exists on the building in place.

B. Applicant Presentation.

Garry Bayer stated he trying to build a motor home garage and adding onto the existing building makes the most sense. He explained the current building was in place when they bought the property and when it was built it was built over the height and close to the property line. They have made improvements by adding Hardy Board siding since they purchased the home two years ago. They

would like the addition to look like the existing building. The remainder of the lot will be improved after the building is constructed.

C. Open Public Hearing.

Public Hearing opened 7:22 PM.

Carolyn Baranowski residing at 4705 Navajo Cove spoke in opposition of the Conditional Use stating objections to aesthetics and removal of trees. She believes it will diminish her property value and is opposed to what it will do to her views.

Patsy Aird residing at 3949 Outpost Trace spoke in opposition of the Conditional Use. Patsy stated she is a local real estate agent and mentioned to the code enforcement issues she sees as she is driving clients through the city. She believes applicant's request is grossly against current code. She stated structure was allowed to be constructed against code originally and does not think it should be allowed again.

D. Public Hearing closed 7:41PM.

E. Discussion.

The Planning and Zoning Commission, Dale Mitchell, Garry Bayer and David Harrell discussed the lot next to the building, the shape of the proposed building, balcony on existing building, need for new driveway, existing foundation, masonry requirements, and height of current building. They also discussed past accessory building requirements, square footage of current building and proposed addition, 200 foot notification, possibility of parking RV on a pad if structure is not built, consolidation of lots, removal of trees, construction of separate building opposed to adding to existing, landscaping requirements and building setbacks.

Carolyn Baranowski stated she would much rather have separate buildings. She would not oppose something that applicant has right to do. She could not oppose something that could be permitted.

Garry Bayer stated they have attempted to make it better than a separate building. Have asked for three exceptions he thought would be more of an appeasement to neighbors. They plan to replace an ugly lot with beautification. He is asking to add onto existing building that was permitted at the time it was built. He believes now that the lots are consolidated the rear set back has changed and the existing house and accessory building is now in the rear set back and would like to add onto existing building to keep it appealing. Stated he has improved the existing building by adding hardy board at a great expense.

F. Consider Recommendation on Item.

Paul Smith motioned to an unfavorable recommendation to City Council. There was no second.

Richard Brown motioned that the Planning and Zoning Commission recommend approval to the City Council. There was no second.

On a motion by Vernon Reher and seconded by Richard Brown the Planning and Zoning Commission voted 4 Ayes (Vernon Reher, Richard Brown, Jim Moss and Gary Zaleski) to 1 Nay (Paul Smith) to recommend approval to the City Council of a Conditional Use at 4705 Navajo Cv. (Lago Vista Country Club Estates Section 1, Lot 227 A) from Chapter 14, Article 14.200, Section 6 to allow an accessory building setback of 12' instead of 25', allow a maximum height of 24' instead of 18', and allow a 100% hardy board siding instead of the minimum 25% masonry façade requirements for an addition to an existing accessory building.

2. **ZON 1034** - Recommendation to the City Council of a PDD Modification at 7909 Turnback Ledge Trail (Tessera at Lake Travis Phase 1A, Block J, Lot 85) to allow for a 4.6' setback instead of a 5' setback along the eastern side setback for an existing building.

- A. Staff Presentation.

David Harrell explained variances are not allowed within Planned Development Districts (PDD) therefore this request is being presented as a PDD modification. He gave a brief history and overview of the request.

- B. Applicant Presentation.

The applicant was not present.

- C. Open Public Hearing.

Public Hearing opened at 8:45 PM.

There were no public comments.

- D. Public Hearing Closed 8:45 PM.

- E. Discussion.

The Planning and Zoning Commission, David Harrell and Dale Mitchell discussed Highland Homes Master Plan, number of homes currently under construction for Highland Homes, form survey not being required, and future need for form survey.

- F. Consider Recommendation On Item.

On a motion by Paul Smith and seconded by Vernon Reher the Planning and Zoning Commission voted unanimously to recommend approval to the City Council of a PDD Modification at 7909 Turnback Ledge Trail (Tessera at Lake Travis Phase 1A, Block J, Lot 85) to allow for a 4.6' setback instead of a 5' setback along the eastern side setback for an existing building.

BUSINESS ITEMS

1. **Sub-Committee Reports.**

- A. Overlay District Sub-Committee Report.

Richard Brown gave an update of the Overlay District Sub-Committee. They are continuing to compare other cities and will have their next meeting next Monday to drive to some of the sites they are discussing in the commercial district.

- B. Guest House, Accessory Building and Sidewalk Sub-Committee Report.

Vernon Reher gave an update for the committee. He stated he will have a rough draft ordinance for the Committee to review at the next meeting. Paul Smith is working on Accessory Building and Guest House definitions. The Committee will meet next Monday.

- 2. 2014 Master Plan Annual Report** - Recommendation to Council of annual report documenting implementation of the Comprehensive Master Plan for 2014.

David Harrell explained requested changes that were made from the last meeting.

Members of the Planning and Zoning Commission, Dale Mitchell and David Harrell discussed the contents of the Master Plan Annual Report. David made note of the additional suggested changes to be made to the report.

On a motion by Vernon Reher and seconded by Gary Zaleski, the Planning and Zoning Commission voted unanimously to recommend to Council the annual report documenting implementation of the Comprehensive Plan for 2014 with noted changes as outlined verbatim in the meeting.

- 3. October 30, 2014 Impact Fee Advisory Committee Minutes (Added Business Item from Consent Agenda Item #1 by Vice-Chair).**

Jim Moss stated someone mentioned how long it had been since impact fees had been changed, and that someone said seven years. He stated corrected minutes say fourteen years.

David Harrell stated Belinda had listened to audio tape twice and entered into the minutes what was actually said.

Sherry McCurdy explained that Mr. Moss had stated he would like to have the request stated in the Minutes that fees had not increased and that Belinda listened to the tape and what was said by Jim Moss was that they had not been increased in fourteen (14) years.

Mr. Moss stated that the attachment of the previous Impact Fee Ordinance showed that it was signed in 2000.

David Harrell explained that what is stated at the meetings is what is put in the Minutes even if what is stated is incorrect that is still placed in the minutes because that is what was said at that time. Staff cannot correct what was said even if it is an incorrect statement. Staff cannot tamper with official Minutes.

Dale Mitchell requested that the minutes be trued up so both sets of minutes reflect the same time frame.

Jim Moss requested that the word spread be changed to ratio, spelling be corrected of the word verses to versus, and the signature block changed from Tara Griffin to Jim Moss.

Dale Mitchell suggested since it is not material to the decision. He stated we just need to state the fact that it has been so many years since fees have been changed.

David Harrell stated he does not want to change what was stated. Whatever is stated is what goes in the official minutes. Suggested we can place in parentheses to see past minutes for factual information. He will check with attorney.

Jim Moss stated the signed document of the last change of fees was signed in 2000 which would make 14 years correct.

On a motion by Vernon Reher and seconded by Gary Zaleski the Planning and Zoning Commission voted unanimously to approve the minutes with corrections made by Jim Moss.

- 4. December 11, 2014 Planning & Zoning Commission Minutes (Added Business Item from**

Consent Agenda Item #1 by Vice-Chair).

Jim Moss requested to correct the spelling of “tow” to “two” and “accessing” to “assessing”.

On a motion by Vernon Reher and seconded by Gary Zaleski the Planning and Zoning Commission voted unanimously to approve the minutes with corrections made by Jim Moss.

FUTURE AGENDA ITEMS.

David Harrell stated the City Council wanted to get a time frame and elements regarding the Comprehensive Plan. He distributed a draft of the RFP to the Commission. The item was not on the agenda so no discussion was held.

On a motion by Paul Smith and seconded by Vernon Reher the Zoning Commission meeting adjourned at 9:53 PM.

Jim Moss, Vice-Chair

Sherry McCurdy, Development Services Secretary

On a motion by _____, seconded by _____,
the above and foregoing instrument was passed and approved this 5th day of February, 2015.



**CITY OF LAGO VISTA
DEVELOPMENT SERVICES**

P.O. BOX 4727
LAGO VISTA, TX 78645

Tel. (512) 267-5259

Fax (512) 267-5265

RE: Business Item #1: Sub Committee Reports

Planning & Zoning Commission:

This will be discussed by each Chair of their respective sub-committees at the meeting.



CITY OF LAGO VISTA DEVELOPMENT SERVICES

P.O. BOX 4727
LAGO VISTA, TX 78645

Tel. (512) 267-5259

Fax (512) 267-5265

RE: Business Item #2: Discussion about Commission related items at the January 15, 2015 City Council Meeting.

Planning & Zoning Commission:

This will be discussed by staff at the meeting and will cover the items that were recommended on by the Commission; in particular ZON 1032 and ZON 1034.

There may be discussion concerning the entire agenda of the Council. This statement is placed to cover the legal requirements in case this occurs.



Development Services Department

STAFF REPORT

Request for Proposal (RFP) for Revision of the Comprehensive Plan

Date: January 29, 2015

DEVELOPMENT REVIEW DEPARTMENT COMMENTS

The attachment was handed out at the January 8, 2015 meeting under Future Agenda Items and e-mailed to the missing Commission members after the meeting. Since this item was on the Future Agenda Items, the Commission could not legally discuss it at that time. Since this item is now formally on the agenda it can be discussed in the public meeting.

This RFP is seeking a revision of the 2008 Comprehensive Master Plan. Typically Comprehensive Plans are updated in increments of five to seven years or sooner if situations warrant such as exceeding the growth potential of the Plan or situations change that warrant it. This City is reaching the life of the Plan without an update and is experiencing great changes since City Planning related professionals reviewed the creation of the document in 2001 and the last 2008 update by our valued volunteers.

Council initially reviewed the document at their January 15th meeting and recommended removal of the \$175,000 consultant fee and a longer timeframe associated with the payment schedule to the future chosen consultant. These changes have not been incorporated and will be incorporated after review by the Commission.

**Development Services
Department**

5803 Thunderbird St.

Lago Vista, TX 78645

<http://lagovistatexas.org>

**REQUEST FOR PROPOSAL
COMPREHENSIVE PLAN UPDATE**

Responses Due:

March 16, 2015

4:00 PM CST

**REQUEST FOR PROPOSAL
COMPREHENSIVE PLAN UPDATE**

PART I

GENERAL

1. **PURPOSE:** The City of Lago Vista, herein after "City", seeks to enter into an agreement with a qualified Individual, Firm or Corporation, (Consultant), to provide a range of consulting, planning and technical services to update the City's Comprehensive Plan, herein "Project".

The City seeks written proposals for services to update its Comprehensive Plan. This is a major update to the plan which was last updated in 2008 and originally created in 2001.

Services shall include but not be limited to: community engagement, research and consultation on best practices, meeting facilitation, document drafting, mapping, creation of supporting graphics, statistical analysis, and presentations to community groups, elected and appointed officials. The successful Respondent shall present a completed comprehensive plan update to the City Planning and Zoning Commission and City Council for adoption.

The intent of this project is to update the comprehensive plan to reflect the community's vision for its future growth and development and to preserve and enhance the quality of life in Lago Vista.

2. **BACKGROUND:** The Comprehensive Master Plan requires a major update every five (5) years and is included within the document.

The City last completed a major update in 2008 and has adopted subsequent updates to the individual elements which include the Transportation and Future Land Use Elements.

The City is experiencing rapid growth, changes to its demographics, and desires to update the comprehensive plan to ensure that new development is consistent with the community's vision.

3. **ESTIMATED COMPENSATION:** The estimated compensation for providing the services and deliverables specified herein is expected to be approximately \$175,000.

4. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

David Harrell
Development Services Director
City of Lago Vista, TX
Tel: 512-527-3540
dharrell@lago-vista.org

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City.

5. **CONSULTANT REQUIREMENTS:** The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.
 - 5.1. Consultant shall be firms, corporations, individuals or partnerships normally engaged in the preparation of municipal comprehensive plans.
 - 5.2. Consultant shall have experience creating and updating comprehensive plans for municipalities in the State of Texas.

6. **BEST VALUE EVALUATION AND CRITERIA:** Consultants will be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the Consultant the opportunity to clarify their proposal and ensure a mutual understanding of the services to be provided and the approach to be used.

All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- Proposed fees;
- Reputation of Respondent and of Respondent's services;
- Quality of the Respondent's services;
- The extent to which the services meet the City's needs;
- Respondent's past relationship with the City;
- Any relevant criteria specifically listed in the solicitation.

6.1. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.

7. **COMMITTEE REVIEW:** An evaluation committee will review each response for solicitation compliance and technical scoring in each category using the following weighted criteria. A consensus score will be assigned to each response.

- | | |
|---------------------------------------|------------------|
| 7.1. Proposed Fee | 20 Points |
| 7.2. Project Team Qualifications | 30 Points |
| 7.3. Proposed Approach to the Project | 30 Points |
| 7.4. Work Samples | 20 Points |

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the City.

8. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:

8.1. The term "agreement" shall mean the executed contract awarded as a result of this solicitation and all exhibits thereto. At a minimum, the following documents will be incorporated into the agreement:

- 8.1.1. Solicitation document, attachments and exhibits;
- 8.1.2. Solicitation addendums, if applicable;
- 8.1.3. Successful Respondent's submission.

8.2. The initial term of the resulting agreement shall be determined by the proposed and agreed upon Project timeline.

8.3. If the Consultant fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Respondent of the deficiencies and the successful Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the deficiencies within the thirty (30) days, the City may terminate the agreement by giving the Respondent written notice of termination and the reason for the termination.

8.4. If the agreement is terminated, for any reason, respondent shall turn over all material, records and deliverables created to date within fifteen (15) working days after completion of duties through the termination date.

9. **PRICE INCREASE:** A price increase to the agreement shall not be permitted.

10. **AWARD:** The City reserves the right to enter into an Agreement unless the City requests additional services to those outlined or discussed with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement.

11. **DELIVERY AND ACCEPTANCE**: Acceptance inspection of each deliverable should not take more than thirty (30) working days. The Consultant will be notified within this time frame if the goods delivered are not in full compliance with the specifications. If any agreement or purchase order is canceled for non-acceptance, the needed good may be purchased elsewhere and the Consultant may be charged full increase, if any, in cost and handling.

12. **PROMPT PAYMENT POLICY**: Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Consultant within thirty (30) days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Consultant may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
 - 12.1. There is a bona fide dispute between the City and Consultant concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
 - 12.2. The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
 - 12.3. There is a bona fide dispute between the Consultant and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
 - 12.4. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

13. **NON-APPROPRIATION**: The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Consultant a written notice of termination at the end of its then current fiscal year.

PART II
SCHEDULE

1. **SOLICITATION SCHEDULE:** It is the City's intention to comply with the following solicitation timeline:

- | | |
|---|--------------------------|
| 1.1. Solicitation released | February 16, 2015 |
| 1.2. Pre-Solicitation Meeting | February 23, 2015 |
| 1.3. Deadline for questions | February 25, 2015 |
| 1.4. City responses to all questions or addendums | February 27, 2015 |
| 1.5. Responses for solicitation due at or before 4:00 PM CST | March 16, 2015 |

All questions regarding the solicitation shall be submitted in writing at or before 4:00 PM CST on the due date noted above. Questions shall be submitted to the City contact named herein.

The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **PRE-SOLICITATION MEETING:** A **non-mandatory** pre-solicitation meeting will be held to fully acquaint Respondents with the unique needs of the City. The pre-solicitation meeting will be conducted on:

February 23, 2015 at 3:00 PM CST
Council Chambers, City Hall
5803 Thunderbird St.
Lago Vista, TX 78645

- 2.1. It is the responsibility of the Consultant to be familiar with the specifications herein and to ask any relevant questions they may have concerning this solicitation.

3. **SOLICITATION UPDATES:** Consultant shall be responsible for monitoring the City's website at <http://lagovistatexas.org> for any updates pertaining to the solicitation described herein.

Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

4. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before **4:00 PM CST**, on the date noted above to the City Secretary. Mail or carry sealed responses to:

FedEx, UPS or Hand Deliver to:

City of Lago Vista
City Secretary
5803 Thunderbird St.
Lago Vista, TX 78645

Mail to:

**City of Lago Vista
City Secretary
PO Box 4727
Lago Vista, TX 78645**

- 4.1. Responses received after this time and date shall not be considered.
 - 4.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, due date, and “**DO NOT OPEN**”.
 - 4.3. Facsimile or electronically transmitted responses are **not acceptable**.
 - 4.4. Late responses will be returned to Consultant unopened if return address is provided.
 - 4.5. Responses cannot be altered or amended after opening.
 - 4.6. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
 - 4.7. The City will not be bound by any oral statement or offer made contrary to the written specifications.
5. **AGREEMENT NEGOTIATIONS**: In establishing an agreement as a result of the solicitation process, the City may:
- 5.1. Review all submittals and determine which Consultants are reasonably qualified for award of the agreement.
 - 5.2. Determine the Consultant whose submittal is most advantageous to the City considering the evaluation criteria.
 - 5.3. Attempt to negotiate with the most responsive Consultant an agreement at fair and reasonable terms, conditions and cost.
 - 5.4. If negotiations are successful, enter into an agreement.
 - 5.5. If not successful, formally end negotiations with that Respondent. The City may then:
 - 5.5.1. Select the next most highly qualified Consultant and attempt to negotiate an agreement at fair and reasonable terms, conditions and cost with that Respondent.
 - 5.5.2. The City shall continue this process until an agreement is entered into or all negotiations are terminated.
 - 5.6. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received.
6. **POST AWARD MEETING**: The City and Consultant shall have a post award meeting to discuss, but not be limited to the following:
- 6.1. Identify specific milestones, goals and strategies to meet objectives.
7. **COSTS INCURRED**: Consultant shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for and participating in oral presentations or any other similar expenses incurred by a Consultant are the sole responsibility of the Respondent and shall not be reimbursed by the City.

PART III

SPECIFICATIONS

1. **SCOPE:** The intent of this project is to complete a major five (5) year update to the City's Comprehensive Plan.

Successful Consultant shall engage the community and provide research and advice on best practices throughout the Project. Projected demographic and economic trends and their associated implications on land use and public services shall be considered throughout the process.

Services shall include but not be limited to: community engagement, social media, research and consultation on best practices, meeting facilitation, document drafting, mapping, creation of supporting graphics, statistical analysis, and presentations to elected and appointed officials and community groups.

The successful Consultant shall present a completed comprehensive plan update to the Planning and Zoning Commission and City Council for adoption.

2. **ISSUES FACING LAGO VISTA:** Respondent shall demonstrate in their response their knowledge and understanding of the issues facing the City and how those issues are relevant to the update of the comprehensive plan.

3. **COMPREHENSIVE PLAN ELEMENTS:** The existing elements of the Comprehensive Plan to be updated include:

- 3.1. Quality of Life/Parks & Recreation/Public Facilities
- 3.2. Economic Development
- 3.3. Future Land Use
- 3.4. Transportation
- 3.5. Housing/Urban Infill
- 3.6. Infrastructure/Utilities
- 3.7. City Services
- 3.8. Implementation (Including 5 year Capital Improvement Program) by Year and Order.

New elements that have not previously been adopted, but which the City desires to be included in this update include:

- 3.9. Annexation
- 3.10. Environment
- 3.11. Other Elements based on data analysis and recommendation from Consultant.

4. **DELIVERABLES:** The successful Consultant shall provide the City with the following deliverables:

- 4.1. Community Engagement and Facilitation Aids
 - 4.1.1. Facilitation aids shall foster public outreach and citizen participation and shall include but not be limited to meetings, mailings, surveys, websites, and social media.
- 4.2. Meeting Presentations and Graphics

4.3. Meeting Summaries

4.4. Plan Elements

4.4.1. Professionally written and edited text;

4.4.2. Maps and graphics;

4.4.3. Charts and graphs.

4.5. Final Updated Comprehensive Plan Document

4.5.1. Twenty (20) bound hard copy submissions;

4.5.2. One (1) Electronic submission;

4.5.3. All electronic files in native software formats editable by the City.

5. **PROJECT SCHEDULE:** City staff has created the following schedule as a **guideline** to

communicate the anticipated activities necessary to complete the Project on time but seeks the Consultant's scheduling recommendations as well.

| | |
|------------------------------------|--------------------------|
| Consultant Selection | April 2015 |
| Project Kick-Off | April 2015 |
| Data Collection | April 2015 – July 2015 |
| Public Outreach and Input Sessions | August – September 2015 |
| Document Drafting | September – October 2015 |
| Public Hearings | November 2015 |
| Project Close and Presentation | December 2015 |

6. **TEAM STAFFING REQUIREMENTS:** Consultant shall present qualifications for the proposed Project team. Qualifications shall include resumes and specific examples of similar projects completed in the past three (3) years by the members proposed to be on the Project team.
- 6.1. Project Manager shall have completed no less than five (5) similar projects within the past three (3) years;
 - 6.2. Project Manager and all project team members may not be substituted or changed throughout the term of the agreement without the written approval of the City for the requested change;
 - 6.3. Solicitation response shall include on CD a minimum of three (3) completed and adopted Comprehensive Plan documents completed by the Project Manager for other municipalities.

PART IV
RESPONSE REQUIREMENTS

1. **SOLICITATION SUBMISSION REQUIREMENTS:** To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses **shall not exceed forty (40) pages** in length (excluding title page, index/table of contents, work sample attachments and dividers). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of a printed, 8 1/2" X 11" sheet of paper.

The Respondent shall submit six (6) CD's, each containing a complete copy of Respondent's submission in an acceptable electronic format (PDF, RTF, TXT, DOC, XLS). It is recommended that the Respondent use a PDF format entirely, if possible. A complete copy of the Response includes all documents required by this Solicitation. The CD shall be titled: "Complete copy of [Name of Respondent]'s submission for Comp Plan RFP."

The City will only accept CD's, no paper copies will be accepted by the City.

If supplemental materials are included with the Response, each CD must include such supplemental materials. The Response and accompanying documentation are the property of the City and will not be returned.

- 1.1. Title Page: (1 page) – Show the solicitation title, the name of your firm, address, telephone number(s), e-mail, name of contact person, and date.

TAB #1

- 1.2. Letter of Transmittal: (1 page) – Identify the services for which the solicitation has been prepared.

1.2.1. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

1.2.2. Provide the name(s) of the person(s) authorized to make representations for your firm, their title(s), address, telephone number(s) and e-mail address.

1.2.3. The letter of transmittal shall be signed in permanent ink by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the solicitation shall be clearly shown immediately below the signature.

TAB #2

- 1.3. Table of Contents: (1 page) – Clearly identify the materials by Tab and Page Number.

TAB #3

- 1.4. Project Team Experience: – Provide detailed information on the proposed project team.

1.4.1. Consultant shall identify the project team and provide a statement of qualifications for those individuals to include education, professional registrations and area of expertise and years of service in the respective field. The Project Manager shall be identified as well as the role of each individual team member. An organizational chart of the proposed project team shall be included.

1.4.2. Consultant shall identify any sub-contractors along with their expected services to the City for the scope of work on behalf of the firm. Qualifications of any sub-contractors shall be included as specified in Section 1.4.1 and the sub-contractors shall be shown in the organizational chart.

1.4.3. Provide the name, address, telephone number and e-mail address of a primary contact for at least three (3) municipalities that have utilized similar services from your organization, including the proposed Project Manager, within the last three (3) years. Include a brief overview of the work performed with, at a minimum, a short description of the services provided, including total fee and methodology used for the projects. City references are not applicable. References may be checked prior to award. Any negative feedback received may result in disqualification of submittal.

TAB #4

- 1.5. Available Resources and Consultant Location: – Consultant shall provide information on size, resources and business history of the firm.

TAB #5

- 1.6. Issues Facing Lago Vista: – Respondent shall demonstrate their understanding of the unique issues facing the City and how those issues will impact the update to the comprehensive plan.

TAB #6

1.7. Methodology and Approach: – Respondent shall describe the method and approach to be used in the comprehensive plan update. Specifically describe the following:

- community engagement strategies, tools and techniques
- how the citizen and staff steering committees will be utilized throughout the project
- meeting facilitation tools and techniques
- the process for drafting and revising the individual plan elements
- the types of maps and graphics proposed to be used
- any unique techniques that your team has successfully utilized on similar projects

TAB #7

1.8. Timeline: – Consultant shall provide a detailed proposed schedule for the complete project as per the specifications contained herein.

TAB #8

1.9. Cost Proposal: – Consultant shall include a cost proposal to provide services as described herein.

1.9.1. Cost proposal shall include an itemized not-to-exceed fee schedule to include travel and material expenses for each phase of the project as follows:

- Phase 1 - Project initiation and data gathering
- Phase 2 - Community engagement
- Phase 3 - Document production
- Phase 4 - Plan adoption

1.9.2. Provide a fee schedule for additional services which should include, at a minimum, the hourly rate for each team member and sub-contractor, reimbursable costs, and any other costs that may be required to complete additional services.

1.9.3. Fees shall be paid based on percentage of completion throughout the project. Payment schedule shall be negotiated upon award.

1.9.4. City shall require that 10% of the negotiated fee is retained until completion of project to City's satisfaction.

1.9.5. City shall reimburse successful Consultant for required travel at GSA per diem rates. Other requirements and restrictions may apply.

TAB #9

1.10. Work Samples – Consultant shall include on CD a minimum of three (3) completed and adopted Comprehensive Plans completed for other similar municipalities by the proposed Project Manager.

TAB #10

1.11. Industry Awards – Consultant shall provide information on professional awards or recognition received for previously completed comprehensive plans by the proposed Project Manager.

PART V

CONFIDENTIALITY OF CONTENT

All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.

Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.

If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.