



CITY OF PORTLAND, TEXAS

REQUEST FOR QUALIFICATIONS
FOR PLANNING SERVICES

OLDE TOWN MIXED USE DISTRICT
REDEVELOPMENT PLAN

Due Date:
June 13, 2019
2:00 p.m.

CITY OF PORTLAND, TEXAS
1900 Billy G. Webb Drive
Portland, Texas 78374
(361) 777-4500
www.portlandtx.com

INTRODUCTION

General Information

The City of Portland, Texas (City) is soliciting Statements of Qualifications (SOQ's) from consultants with a qualified multi-disciplinary background to provide professional services associated with creation of an Olde Town Mixed Use District Redevelopment Plan. The plan will address land uses, public space design elements, private property building and site design elements, wayfinding signage, streetscaping, gateway/placemaking, private and public parking strategies, and related infrastructure in the redevelopment of Portland's Olde Town.

This RFQ and any addenda are located on the City of Portland website at <http://portlandtx.com/index.aspx?nid=347>

Questions and inquiries about this RFQ should be directed to Brian DeLatte, P.E., Deputy City Manager, at (361) 777-4516 or brian.delatte@portlandtx.com. Questions should be submitted in writing by the date specified herein.

Respondents must submit **one (1) original and six (6) copies** of their submittal by 2:00 p.m. on Thursday, June 13, 2019. Any SOQ's received after this time and date will not be considered. The full address for SOQ delivery is as follows:

City Secretary
City of Portland
1900 Billy G. Webb Drive
Portland, Texas 78374
(361) 777-4513

Submittals will be opened publicly on the date and time specified herein in the City Council Chambers of City Hall.

SCOPE OF WORK

Objectives

The City of Portland, Texas (City) is soliciting SOQ's from consultants with a qualified multi-disciplinary background to provide professional services associated with creation of an Olde Town Mixed Use District Redevelopment Plan. The consultant must demonstrate a thorough understanding of the different aspects of a downtown environment with issues of vehicular, pedestrian, and non-motorized mobility in a historically platted area with sporadic redevelopment. The plan will address land uses, public space design elements, private property building and site design elements, wayfinding signage, streetscaping, gateway/placemaking, private and public parking strategies, and related infrastructure in the redevelopment of Portland's Olde Town.

Background and Current Conditions

The City of Portland's Olde Town Mixed Use District is in the southern portion of the city limits and is generally bounded by US 181, West Broadway Ave., Wildcat Drive, Market Street, Second Avenue, and Moore Avenue (*see map*). This area was originally platted in 1891 by the Portland Land Company as 25 foot x 150 foot lots with rear alleys and the area served as the City's first hub of commercial activity. Over time, the area has been developed and, in some cases, redeveloped several times. As Portland's population grew and its city limits expanded, major commercial and retail activity shifted north out of the Olde Town area. Today the Olde Town area is home to a number of commercial, retail, and residential properties lacking a cohesive development pattern.

The intermittent development pattern of the Olde Town area could be one reason that additional development has not occurred. The City has embarked on several initiatives over the previous two decades to spur development. In the mid-2000's, the Olde Town Mixed Use District Review Committee was established to identify ways to boost activity. While zoning regulations were relaxed and building permit fees were reduced or waived, little new development occurred as a result.

In late 2018 and early 2019, a group of property owners within the Olde Town area formed an ad hoc neighborhood group to explore development and redevelopment ideas. Given their new energy and focus, the City desires to engage a consultant to prepare an Olde Town Mixed Use District Redevelopment Plan and accompanying implementation strategy.

Project Process

The scope of the project is to prepare an Olde Town Mixed Use District Redevelopment Plan for Portland that will address land uses, public space design elements, private property building and site design elements, wayfinding signage, streetscaping, gateway/placemaking, private and public parking strategies, and related infrastructure to spur economic development of the Olde Town area. The redevelopment plan will be used to identify improvement opportunity areas of Olde Town and identify a prioritization list for these improvements.

The consultant will develop a process for completing the redevelopment plan and should outline that process in the SOQ. Key attributes of the plan's creation are:

1. The plan will be a working document that can grow and evolve as Portland's vision evolves.
2. Portland's residents, City Council, boards, commissions, and leaders will all contribute to the creation of the redevelopment plan through open houses, public meetings, and other stakeholder engagement opportunities.
3. The plan will provide an inventory of the existing Olde Town features such as the streetscape, entrance signage, building design, natural features, etc. The plan will evaluate and analyze the physical characteristics of these areas and existing on-site improvements including topography, vegetation, transportation corridors, abandoned railroad corridor, land use patterns, and open space areas.
4. Using this inventory and analysis, the redevelopment plan will identify which areas of Olde Town can be targeted for improvements, including the scope, scale, and cost of those improvements.
5. Proposed improvements will be identified through public meetings to ensure the plan is addressing the specific needs of the current and future citizens.
6. The plan will contain a robust implementation approach that focuses on code revisions, financing tools, funding mechanisms, and other strategies to bring the plan to reality.

Project Deliverables

The City envisions the consultant to produce a state of the art, cutting-edge, highly graphic planning document that will be highly user-friendly for City staff to administer and for tenants, owners, the public, potential developers and elected officials to understand and apply. It should be a lively document that people will want to read with illustrated pictures, renderings, figures, and tables that are appropriate to the City and substantive to support recommended plans and policies.

It is envisioned that the final plan document will include a set of recommendations and implementation steps that are prioritized into short, medium, and long-term actionable goals that enable the Olde Town area to achieve the proposed vision based on best practices for similar downtowns and reflect the financial realities of market conditions and municipal funding challenges. Budgetary estimates shall accompany the final recommendations.

EVALUATION FACTORS

After receipt of SOQ's, the City will use the following criteria in the selection process to assist in determining which consultants will be selected for follow-up presentations and which consultant will ultimately be selected for the engagement. The evaluation factors are:

- Consultant's qualifications and experience in completing similar redevelopment plans (30%)

- Consultant’s demonstration of the implementation of similar redevelopment plans (30%)
- Consultant’s demonstration that it understands the project, whether from experience with similar projects or from research (10%)
- Degree to which the consultant’s proposed scope of work addresses the desires of the City of Portland (10%)
- Consultant’s demonstrated commitment to timely project completion (10%)
- Quality of the SOQ and the evaluation of references from other projects done by the consultant (10%)

Subjective judgment on the part of the City is implicit in the criteria selection process. Any SOQ may be considered unacceptable if the City determines it fails to provide adequate information as specified in these Instructions to Respondents. The City reserves the right to waive irregularities in the SOQ’s.

SCHEDULE OF RFQ IMPORTANT DATES

The schedule for this RFQ is as follows. The City reserves the right to change the schedule of dates as it deems necessary.

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| • April 3, 2019 | RFQ issued |
| • April 11, 2019 | Publication in newspaper |
| • May 21, 2019 | Deadline for questions at 5:00 p.m. |
| • June 13, 2019 | Submittal deadline at 2:00 p.m. |
| • June - July 2019 | Interviews and selection |
| • August 6, 2019 | Earliest City Council award of contract |

TERMS AND CONDITIONS

General Conditions

This RFQ and any addenda will be located on the City of Portland website at <http://portlandtx.com/index.aspx?nid=347>

Receipt of Statements of Qualifications

The submitted Statement of Qualifications must be received by the City Secretary’s Office prior to the time and date specified. SOQ’s submitted via facsimile will not be accepted for any reason. SOQ’s that do not contain all required information may be rejected.

Schedule of Qualifications Documents

One (1) original and six (6) copies of the SOQ’s must be submitted in a three-ring binder or otherwise bound with tabs containing the following documents:

- **Title Page and/or Cover Letter**

Show the SOQ title, the name of the firm, address, telephone number(s), email address, name of primary contact person, the date, and other relevant company information. Provide the name(s) of the person(s) authorized to make representations for your firm, their title(s), address, email address, and telephone number(s). Include a list and contact information for any proposed sub-consultants and their proposed role.

- **Key Staff**

Identify the designated project manager or primary contact and key supporting staff, along with their availability, specific experience based on the themes of study, and capacity to provide the requested services. Only provide and clearly state the person(s) assigned to oversee the project and those who will be actively involved in executing the project. Include resumes for each of the individuals and clearly identify any sub-consultants and their role in the project.

- **Experience and Examples**

Describe and show your firm's experience in the required areas of expertise, and its ability to provide the needed services for the City. Include examples for which your firm has supplied the same or similar services for other municipalities. Provide up to ten experience summaries describing similar work, scope and services, and identify client reference contact information.

- **Scope, Approach, and Schedule**

State the services your firm is proposing to provide or a general outline of the approach you envision using to meet the project goals and objectives.

- **References**

Please provide at least three (3) verifiable references for which your firm has performed same or similar projects.

Questions and Inquiries

Questions and inquiries about this RFQ should be directed to Brian DeLatte, P.E., Deputy City Manager, at (361) 777-4516 or brian.delatte@portlandtx.com. Questions should be submitted in writing on or before the date specified herein.

Communication

The City shall not be responsible for any verbal communication between any employee of the City and any potential consultant. Only written requirements and qualifications will be considered.

Reservations and Reimbursements

The City reserves the right to accept or reject any or all SOQ's as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFQ if found to be in the best interest of the City. All SOQ's become the property of the City of Portland. There is no express or implied obligation for the City of Portland to reimburse responding consultants for any expenses incurred in preparing SOQ's in response to this RFQ and the City will not

reimburse responding contractors for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.