



**REQUEST FOR QUALIFICATIONS  
2019 COMPREHENSIVE  
TEXAS TOWNSHIP MASTER PLAN**

ISSUED DATE: March 20, 2019

**SUBMITTAL DEADLINE: Thursday, April 25, 2019 at 3:00 P.M.**



REQUEST FOR PROPOSALS  
TEXASTOWNSHIP  
2019 MASTER PLAN

## INTRODUCTION

Texas Charter Township is requesting proposals from qualified consultants to assist the community in updating and rewriting its Comprehensive Master Plan. The Township will accept proposals until **3:00 p.m. on Thursday, April 25, 2019.**

## BACKGROUND

Texas Charter Township is located in the southwest part of Kalamazoo County just southwest of the city of Kalamazoo. The Township is approximately 36 square miles with a population estimated at 17,000 residents. The Township was incorporated in 1838 and government business is conducted by an elected seven-person Board of Trustees including a supervisor, clerk, treasurer, and four trustees that employs a Township Superintendent. Texas Township serves Kalamazoo as a bedroom community containing residential, agricultural and small commercial uses.

The Township Board receives recommendations in governing the Township from various Boards and Commissions, including the Downtown Development Authority, the Planning Commission, Parks and Trails Committee and Road Committee. Texas Township's character and excellent quality of life have seen a significant growth in families and businesses with its picturesque neighborhoods, natural features, access to major transportation hubs along I-94 and its downtown Texas Corners Business District.

The Township has several current development issues as a basis for development and managed growth. These areas are listed below and will require analysis and coordination with other elements of the plan.

- Texas Dr Park, 6th. Street Park and Resource Conservation Districts
- Corners Business District (Downtown Development Authority including TIF district created 1998)
- Farmers' Market (within the DDA)
- I-94/9<sup>th</sup> St. Commercial Corridor and Corporate Woods Industrial Park
- The Groves Education, Business & Technology Park
- Residential Neighborhoods and Community Connectivity
- Agricultural Zones and the Urban Growth Boundary
- Transportation, Road Improvements, Traffic Calming, Bike and Pedestrian Routes
- Community Facilities including sanitary sewer, storm drainage (lake flooding) and water



The most recently updated Master Plan was completed in 2014. This plan focused on:

- 1) Evaluate and Revise the Zoning Ordinance
- 2) Revise and Expand Planned Unit Development (PUD)
- 3) Inventory Key Natural Features
- 4) Survey of Farmland Owners
- 5) Develop Farmland Preservation Programs
- 6) Promote the Purchase of Development Rights (PDR)
- 7) Coordinate Capital Decisions with the Plan
- 8) Develop Sewer Policy to Guide Development
- 9) Establish a Natural Area Conservancy
- 10) Prepare a Sub-Area Plan for Texas Corners / DDA / TIF District (provide separate bid)
- 11) Develop a Plan for Non-Motorized Connections
- 12) Develop a Geographic Information System (GIS)
- 13) Improve Public Understanding of Growth Management Benefits

Recent Township plans are all available for reference on the Township's website or by clicking the following links:

<http://www.texastownship.org/wp-content/uploads/2016/04/Comprehensive-plan-adopted-November-99.pdf>

<http://www.texastownship.org/wp-content/uploads/2016/04/2014-Master-Plan-Update.pdf>

[http://www.texastownship.org/wp-content/uploads/2016/08/Texas\\_Township\\_Final\\_Report\\_092014.pdf](http://www.texastownship.org/wp-content/uploads/2016/08/Texas_Township_Final_Report_092014.pdf)

<http://www.texastownship.org/wp-content/uploads/2017/05/0-Executive-Summary.pdf>

<http://www.texastownship.org/wp-content/uploads/2018/11/Texas-Corners-Market-Assessment-with-Grocery-Sales-LandUSA-2018.pdf>

<http://www.texastownship.org/about-texas-township/parks-facilities/>



## PLAN OBJECTIVES

- 1) Conduct public engagement sessions to gather input from residents, businesses and property owners, Township Board, Planning Commission and administrative staff.
- 2) Review current Township Master Plans and identify relevant sections to remain, be revised, or be removed. This review should include identification of deficiencies of the current plan and inclusion of elements that should be incorporated into the updated and rewritten plan.
- 3) Incorporate current planning documents where relevant: 1999 Comprehensive Plan, 2014 Master Plan Update, 2014 Strategic Plan, 2012 Downtown Development Plan, Parks and trails Master Plan and other key documents to be provided to the consultant.
- 4) Define a clear direction of how and where development/re-development should occur over the next 5, 10, 15, and 20 years.
- 5) A focus of the plan shall be strategies to “fill in” vacant development sites
- 6) Evaluate existing goals and objectives, explore implications of population demographics including seniors, consider change in public opinion, review land use / zoning designations, multiple transportation concerns, address regional changes and review previous corridor studies.
- 7) Determine a specific implementation plan for immediate, short- and long-term goals.
- 8) Address long term corridor enhancement sub-district plans for 8<sup>th</sup> St. & Q Ave. and 9<sup>th</sup> St. & I-94.
- 9) Overall, the Comprehensive Plan must reflect the elements required in the State of Michigan Planning and Zoning Enabling Acts.

## SUBMITTAL AND SCHEDULE

1. Submit all required materials as detailed in the Proposal Content and Selection Process sections on the following pages. Include **one (1) unbound original, five (5) bound copies, and one (1) disc or one (1) flash-drive containing an electronic copy in pdf format.**
2. Submit proposal no later than **3:00 p.m., Thursday, April 25, 2019** in a sealed package clearly marked as indicated:

**COMPANY/FIRM NAME**

**“PROPOSAL 2019 UPDATE AND REWRITE TEXAS TOWNSHIP MASTER PLAN  
TEXAS TOWNSHIP, MICHIGAN”**

3. Proposal shall be submitted to:  
**Texas Township Clerk  
Texas Township  
7110 W. Q Ave.  
Kalamazoo, MI 49009**

Any questions concerning the Proposal shall be emailed to:  
**Steve Deisler, Planning, Zoning & Development Administrator**  
[sdeisler@texastownship.org](mailto:sdeisler@texastownship.org)

**Please submit any questions by 11:00am on April 5, 2019**



4. The following preliminary schedule has been established:
- |   |                       |
|---|-----------------------|
| • <b>ADVERTISE REQUEST FOR PROPOSAL (RFQ)</b> | <b>March 20, 2019</b> |
| • <b>QUESTION PERIOD DEADLINE</b>             | <b>April 5, 2019</b>  |
| • <b>RFQ SUBMITTAL DEADLINE</b>               | <b>April 25, 2019</b> |
| • <b>INTERVIEWS</b>                           | <b>May 14, 2019</b>   |
| • <b>AWARD OF CONTRACT BY TOWNSHIP BOARD</b>  | <b>May 20, 2019</b>   |

***Up to three firms will be interviewed by the Master Plan Review Committee. It is anticipated that initial work on this project will commence in mid-June 2019 and will be completed by December 2019.***

5. Proposals shall be opened and identified **at 3:00 p.m. on Thursday, April 25, 2019** at the Texas Township Hall Building, 7110 W. Q Ave. Kalamazoo, MI 49009.
6. The Township reserves the right to reject any or all responses to this RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the Township. The Township reserves the right to use its staff to complete a portion or portions of the described activity and to negotiate rates per activity after bids have been received. A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind.

## **QUALIFICATION CONTENT**

1. **Letter of Interest** – Cover letter indicating interest in the project and identifying the firm’s ability to provide services needed.
2. **Introduction** – A description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.
3. **Work Program** – In the project overview, describe the general project approach and process to be employed, describe a process approach that was used in the past to successfully complete similar project, describe the proposed project schedule including timeline of major milestones, deliverables, and completion.
4. **Experience and Qualifications** – A description of the firm’s prior work relevant to this RFQ including the name, address, and phone number of client references and the primary contact persons. Provide a couple examples of similar projects including project scope, costs and timelines.
5. **Consultant Personnel** – Identify individuals from the firm’s professionals and other sub-consultants who will be dedicated to the project along with a summary of the individual and their experience.
6. **List of Clients** – Provide a list of comparable clients for which similar services have be provided in addition to contact information.



7. **Timeframe Flow Chart** – Submit a flow chart with estimated project timeframe for meeting important project targets.
8. **Estimated Costs** – Submit cost estimates for each task associated with preparation of the Master Plan and overall completion. Although this RFQ isn't designed to require a line by line quote, a general price range for services based on your response is appreciated.
9. **Add Alternate Quote for the Corners Business District DDA Master Plan**
10. **Add Alternate Quote for Parks and Trails Master Plan**

## SELECTION PROCESS

Qualifications will be reviewed by the Master Plan RFQ Review Committee. The Committee reserves the right to request additional information from firms submitting qualifications. The following criteria will be considered in evaluation of the submittals and the recommendation of up to three (3) consultants by the Committee:

1. Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant.
2. The firm's general approach to the project elements. Although the Township has identified the general nature of services required, the consultant is given leeway toward the approach to the methodology to provide the proposed services.
3. Past record of performance on contracts with other governmental agencies including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.
4. Capacity of the candidate to perform the work in a timely manner and affirmatively respond to the inquiries and schedule of the Township and dedicate the appropriate personnel as the schedule dictates.
5. Qualifications of individuals who will have direct involvement in tasks on this project including the overall project manager.
6. Compatibility with the Township's financial obligations.