



**TOWN OF FAIRVIEW, TEXAS**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**REWRITE/UPDATE OF THE**  
**COMPREHENSIVE ZONING AND SUBDIVISION ORDINANCES**

**PROPOSAL DUE DATE:**

**4:30 PM Central Time**

**March 3, 2017**

**ISSUED BY:**

**TOWN OF FAIRVIEW**  
**PLANNING DEPARTMENT**  
372 Town Place  
Fairview, TX 75069

# **TOWN OF FAIRVIEW, TEXAS**

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **REWRITE ZONING AND SUBDIVISION ORDINANCES**

#### **INTRODUCTION:**

##### **PURPOSE**

The Town of Fairview, Texas is seeking the assistance of a professional planning consultant to rewrite and update the Town's Zoning and Subdivision Ordinances. The new ordinances shall be consistent with the goals, objectives and recommendation of the Comprehensive Plan, State statutes, and common planning principles. The final product should reflect the vision and character of the community, implement the goals and objectives outlined herein, and provide updated process and development requirements for the Town's development process.

#### **COMMUNITY PROFILE:**

##### **TOWN OVERVIEW**

The Town of Fairview, Texas, with a population of approximately 9,000, is located in the Dallas, Ft. Worth, Texas metropolitan area, within Collin County, on the east side of US 75 (Central Expressway); south of the Sam Rayburn Tollway (SH 121) intersection. Comprising of nearly nine (9) square miles, Fairview is a "land-locked" community, surrounded by the Cities of Allen, McKinney and Lucas.

Major transportation corridors include US 75 (Central Expressway), Stacy Road, and a future DART rail line.

Approximately 80% of the Town is dedicated to large estate lot residential development, however, along US 75, a mixed-use, form-based code is established for an area consisting of approximately 800-acres.

#### **SCOPE OF SERVICES AND DELIVERABLES:**

##### **SCOPE:**

The selected firm will work with key Town staff, the Planning and Zoning Commission (P&Z) and ultimately the Town Council to develop, rewrite and organize new Ordinances that fully supports and implements the Comprehensive Plan and current planning practices. The P&Z will be the governmental body responsible for overseeing the development and review of the Ordinances, in cooperation with key staff and the Town Attorney. The Planning Manager will be the primary consultant contact point throughout the process. Upon completion of the final draft ordinances, the P&Z will make a recommendation of adoption to the Town Council, which will adopt the Ordinances. The

scope of services will be finalized in writing after the consultant is selected by the Town, but at this time, the scope of services may include, but are not limited to, the following essential elements:

1. Research and analysis.
2. Public involvement and outreach.
3. Provide primary data collection, analysis, and mapping (GIS).
4. The consultant will be responsible for recommending the organization and style of the Ordinances with the concurrence of the Planning Manager. The Ordinances should be efficient and user friendly in both hard copy and on-line formats. The ordinance should use cross-referencing, illustrations and tables as the primary mechanism to make the ordinances user friendly. The consultant will be responsible for all drafting and redrafting of text, illustrations, maps and exhibits after receiving input from citizens, stakeholders, staff, the P&Z and the Town Council.
5. Review, provide recommendations, and justification for revised Park Dedication requirements.
6. Present the recommendations to the Park Board, P&Z and Town Council.
7. Attend any and all meetings of the Town Council, P&Z and other Boards, Commissions or Committees as requested by the Town during the process, which will be concluded by Town Council's adopting the Ordinances in accordance with the Town's procedures.

## **DELIVERABLES**

The selected consultant shall prepare the new zoning and subdivision ordinances in a format that is agreed upon by the Town. In addition to the ordinances, the consultant shall provide the Town with an updated Zoning and Subdivision map in GIS format.

## **INFORMATION PROVIDED BY THE TOWN**

The Code of Ordinances of the Town of Fairview is available at Franklin Legal Publishing via a links at the Town website. This includes all development regulations. Any regulations adopted but not yet codified will be available from the Town of Fairview.

## **TIMELINE**

It is expected that a contract will be executed between the Town and the selected firm consulting firm within forty-five (45) days of the due date for proposals. It is anticipated that the project will be completed with one (1) year from the signing of the contract.

## **SUBMISSION DETAILS:**

### **STATEMENT OF QUALIFICATIONS**

The consultant shall submit a Statement of Qualifications. The Statement, at a 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. Written presentation of the qualifications of their firm and their understanding of the work to be performed.
2. List of services that will be provided.
3. Availability, credentials and related experience of the firm and key staff with similar studies, preferably with municipal governments.
4. Identify who will be the project manager and key staff involved if awarded.
5. Provide copies of resumes of the proposed project manager and key staff. Provide information on specific experience, including ordinance writing, 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 Fairview. This list shall include the municipality's name, person to contact, address, telephone number, email address, and a brief, but adequately detailed description of work performed.
7. List of anticipated sub-contractors and/or partners, if any, and their availability, credentials, and related experience.

## **SUBMISSION DETAILS:**

**STATEMENT OF QUALIFICATIONS MUST BE RECEIVED BY  
4:30PM (CENTRAL TIME) MARCH 3, 2017  
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:

Israel B. Roberts, AICP  
Planning Manager  
Town of Fairview  
372 Town Place  
Fairview, TX 75069

Phone: 972-562-0522 ext:5094  
Email: [iroberts@fairviewtexas.org](mailto:iroberts@fairviewtexas.org)

One (1) electronic, PDF copy of the Statement should also be included on a compact disk or USB/Flash drive.

Questions should be directed to Israel Roberts, Planning Manager, at the contact information listed above.

## **SELECTION PROCESS**

Statements will be reviewed and evaluated by the Town staff and evaluated 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.
- 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 experience and reputation of the consultant as represented in the response and the quality of the references.

After evaluating the proposals, the Town may request additional information from any consultant identified as most responsive to this RFQ. At its discretion, the Town may require any consultant to make a presentation to provide an opportunity to clarify the submission. The Town will schedule any such presentations. The Town will evaluate the written proposals and will select the consultant which meets the best interests of the Town. The Town shall be the sole judge of its own best interests, the proposals, and the resulting

negotiated agreement. The Town's decisions will be final. **The Town 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 Town to enter into a contract, nor does it obligate the Town to pay for any costs incurred in the preparation and submission of Statements or in anticipation of a contract. The Town 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 provision of any, all or some of the services described herein.

