

**REQUEST FOR  
QUALIFICATIONS FOR  
COMPREHENSIVE PLAN  
SERVICES**



**TOWN OF TROPHY CLUB  
COMMUNITY DEVELOPMENT DEPARTMENT  
100 MUNICIPAL DRIVE  
TROPHY CLUB, TX 76262**

## **RFQ – COMPREHENSIVE PLAN SERVICES**

### **INTRODUCTION:**

The Town of Trophy Club is requesting submission of qualifications from any and all parties wishing to be considered for consulting services related to creating a new comprehensive plan.

The current Comprehensive Land Use Plan was created in 1997. Since then the Town has doubled in population and is nearing complete build-out.

### **ABOUT THE COMMUNITY:**

Trophy Club is a master planned community and was originally developed in 1973 and incorporated in 1985. The Town contains 4.1 square miles with a total population of approximately 13,000 with complete buildout projected no later than 2020.

Trophy Club's unique history helped shape the town into the beautiful, safe, well-maintained community oasis that it is today. Over the years Trophy Club has developed from a small, golf-centric, rural getaway for Dallas executives and retirees into a premiere North Texas residential community. As the first master planned community in Texas, Trophy Club features over 1,000 acres of parks, 36 holes of golf winding through neighborhoods and environmentally secure woodlands, an efficient local government and so much more. Much of the town's appeal is the wide range of home choices and resident participation in community activities, schools, churches, clubs, organizations and town advisory groups.

Trophy Club employs the Council-Manager form of government with an elected mayor and six-member Council. The town incorporated in 1985 when the Westlake Town Council agreed to release 2,555 acres from its ETJ in order for Trophy Club residents to gain more control over the zoning and development within the town. Careful planning is integral to Trophy Club development and plans are closely reviewed to ensure that the growth of the community maintains the neighborhood atmosphere that residents have come to treasure. In 2010 Trophy Club celebrated 25 years of incorporation and much of the town's successes come from the residents who dedicated time, expertise and



financial support toward making Trophy Club A Great Place to Call Home.

A high standard of living has become central to the Trophy Club culture. Several parks in town offer a range of amenities and activities, including play grounds, tennis courts, basketball courts, exercise equipment, paved trails, geocaching, disc golf, nature trails, a dog park, athletic fields and more.

The strategic location of the town places Trophy Club at the center of a major growth area in the DFW Metroplex. Located on the State Highway (SH) 114 corridor near Southlake, Westlake and Roanoke, Trophy Club's close proximity to both the Dallas/Fort Worth International Airport and Alliance Airport will continue to be a major factor in town growth and redevelopment.

### **PLAN ELEMENTS:**

As Trophy Club approaches buildout, the issues facing the community are:

- Ageing infrastructure, partially managed and maintained by a separately managed municipal utility district;
- Redevelopment and rehabilitation of older residential properties;
- Redevelopment of key older residential properties to commercial uses;
- Outdated development codes originally written 20+ years ago to accommodate new growth and development;
- Limited and disjointed pedestrian mobility;
- Abandoned gas well sites.
- The future of the 36 hole golf course and country club around which the Town is developed.

Given these issues, the new plan should focus on the Town's future from the perspective of a new post build-out period where the focus is shifted from quality growth to maximization of the maintenance of community's high quality of life through quality redevelopment, pristine parks and open spaces, and strategically utilized commercial spaces.

### **GENERAL SCOPE OF WORK:**

The following are the specific focus areas to be included in the comprehensive plan:



**Town wide:**

- Goals, Objectives and Policy Statements
- Future Land Use
- Redevelopment
- Transportation
- Neighborhood Integrity
- Infrastructure and Long Range Capital Improvements
- Pedestrian Mobility (primarily sidewalks and trails)
- Parks, Open Space and Environment
- Economic Development

**Codes:**

- Review and recommendation on updating development codes to reflect current community preferences and development trends.

**Trophy Club Vision 2030 Plan:**

- Calibrate goals and objectives from the Trophy Club Vision 2030 plan and the new plan and build a strategic implementation framework for the plan that can be easily mapped to the Town's budget planning process.

**Meetings and Public Engagement:**

The following are general expectations for the meetings and a public engagement process. The selected consultant shall also provide recommendations for this process. The final framework and process will be finalized pending negotiation of the final contract:

1. Initial meeting with Town staff to review the project schedule, schedule meetings and being the process of data acquisition.
2. In coordination with Town staff, conduct a kick-off workshop with the Town Council and the Planning & Zoning Commission. The purpose of this meeting would be to introduce the consultant team, obtain input and guidance as it relates to the Comprehensive Plan input process. Direction will be needed on the creation of a stakeholder committee(s), focus groups, town hall meetings and other engagement options.
3. Public participation process program that may include the following:



- One stop information and engagement comprehensive plan web page;
  - Focus group meetings;
  - Town wide public workshops;
  - An online survey and other virtual engagement tools including but not limited to interactive GIS, visual preference surveys and citizen participation web sites;
  - Charettes for master planning of specific geographic areas.
  - Survey of school age children on their vision of the Town's future.
4. Final development of vision, goals and objectives based on Town Council and public input and community desires. This step may also include recommendations and a template for plan implementation that includes utilizing the Town's strategic management plan and the capital improvements plan.

**SUBMISSION REQUIREMENTS:**

The project is expected to commence no later than June 2016 and to conclude approximately 18 months thereafter.

Any firm wishing to be considered for providing the services described in this RFQ shall submit 15 bound copies of their submittal along with the following information to:

**Ron Ruthven, AICP  
Town Planner  
Town of Trophy Club  
100 Municipal Drive  
Trophy Club, TX 76262**

**Phone: (682)831-4681  
Email: [rruthven@trophyclub.org](mailto:rruthven@trophyclub.org)**

Statements of Qualification should include, but not be limited to, information on the following evaluation criteria:

Specific Requirements. At a minimum, each submission must be arranged according to the following outline:

1. Title Sheet: The title sheet must provide the name(s) of the



- team submitting with the name of the primary contact clearly identified.
2. Cover Letter: The cover letter must indicate the composition of the entire team including the Principal in Charge, Project Manager and support team.
  3. Table of Contents
  4. Background Information for Each Firm Included on the Team. Summarize for each firm its background and focus. List and describe the principals of each firm, their length of association and general background. Provide a list of current active projects, including the name, type of project, location, firm's role in the project and status of the project.
  5. Relevant Experience of Firms Comprising the Team: For each firm list three to five (3 to 5) examples of planning/design projects comparable in scale, program, process, component parts and function to this project.
  6. Planned as well as completed projects are eligible. Include drawings, photographs or published materials to illustrate the nature and scope of each example project. For all projects listed as relevant experience, include the following:
    - Location;
    - Client;
    - Date of project involvement;
    - Project description including illustrative materials and a written description of why this example is relevant to this master planning project;
    - Probable Cost and scope of the project;
    - Specific services performed by the firm. If the firm submitting this response was not the principal firm in charge of the example project, indicate the principal firm;
  7. Team Composition: For each firm included in the team provide names, titles and qualifications of individuals who will be assigned to the project. This section of the response should include descriptions of the respective roles that will be played by team members. Discuss the experiences of team members on



the example projects referred to above. A resume (no more than one-page in length) should be included for key team members in an addendum to the response.

8. Professional References: List a minimum of three (3) references for each firm. List references for the example projects. For each reference list the contact's name, address, phone number and relationship to the firm.
9. Statement of Philosophy and Project Understanding: Provide a concise statement (one page) outlining the philosophy of the team in approaching projects of this nature and the team's grasp of issues and goals to address in the study.

### **CRITERIA FOR CONSIDERATION OF QUALIFICATIONS:**

The following factors will be used in evaluating Consultant's qualifications:

1. Technical Approach/Understanding of comprehensive planning for a unique, affluent suburban community that is at build-out;
2. Experience and knowledge in developing similar plans by consultant personnel who will be directly involved with the project;
3. Ability to complete the plan within the given timeframe;
4. Ability to maintain communication on plan development;
5. Ability to involve partners and stakeholders in the planning process;
6. The ability of the firm to perform the proposed work;
7. References.

### **SELECTION PROCESS:**

A selection committee will review statements of qualification. The following timeframe has been established:

- February, 2016 -RFQ distributed.



- April 15, 2016 -12 noon Completed RFQ due to Town
- May, 2016 - Selection Committee to review submittals
- May, 2016 – Consultant selected. Contract negotiations begin
- June, 2016 - Town Council Approval of Contract for Comprehensive Planning Services
- June, 2016 -Finalize Project Timeline\Commence Project
- December, 2017 –Estimated Project Completion

**CONDITIONS AND LIMITATIONS:**

The Town expects to select a consulting firm from the qualifications submitted, but reserves the right to request substitutions of firms. The Town also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the Town, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract.

Upon selection a Professional Service Contract shall be prepared negotiated and fully executed before work is initiated. The Town reserves the right to dismiss any part or all of the contracted team when, in the Town's opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.

**DEADLINE FOR RESPONSES:**

**All statements of qualification and interest, and associated submittal materials, must be submitted no later than 12 noon, Friday, April 15, 2016 in order to be considered. Teams of two or more consulting firms are acceptable. Teams composed of two or more firms should combine their statements into one package.**



**CORRESPONDENCE:**

All questions and general correspondence should be sent to the following:

**Ron Ruthven, AICP  
Town Planner  
Town of Trophy Club  
100 Municipal Drive  
Trophy Club, TX 76262**

**Phone: (682)831-4681**

**Email: [rruthven@trophyclub.org](mailto:rruthven@trophyclub.org)**

