CITY OF LEANDER
PO BOX 319
LEANDER, TX 78646

COMPREHENSIVE PLAN

REQUEST FOR PROPOSAL (RFP) OUTLINE

Summary

The City of Leander (the "City") is seeking a response to this Request for Proposals (RFP) in search of professional planning services to lead the visioning and development process for the update to the City's Comprehensive Plan. The current plan was adopted in 2021 with the most recent update in 2024. The City is located in Central Texas and has experienced substantial growth with a population of approximately 85,000. The City has been faced with challenges with regards to exponential growth, water, infrastructure, affordable housing, and a need to encourage commercial development focused on primary employers.

The City is seeking written proposal for planning services to develop an update to several of the Comprehensive Plan Elements. The intent of this Plan is to help improve livability, economics, mobility, recreation, employment, affordable housing, and education options in the City. It is expected that the process will stimulate public review and discussion on issues and alternatives through public meetings, interviews and surveys. The City is seeking significant and meaningful input from the community, regional partner organizations, developers, and neighboring communities.

The consultant's role will be to provide professional planning services, including the development of updates to the City's Comprehensive Plan, Transportation Master Plan, and suggested actions to subsequently update the City's Zoning Ordinance, Subdivision Ordinance and Development Regulations and Standards based upon the Comprehensive Plan recommendations and recent applicable state laws.

General Scope

The City is seeking to develop a unifying plan that provides a framework for community consensus on responsible future growth, encouraging commercial development, and expanding infrastructure. The City needs assistance in updating the following Comprehensive Plan Elements in order to establish and implement policies for growth, development and beautification within the City, and its extraterritorial jurisdiction. The Comprehensive Plan needs to provide for financing of all elements in accordance with law.

Comprehensive Plan Elements

- Community Profile and Demographics
- Future Land Use
- Conservation and Environmental Resources
- Public Services and Facilities (including Capital Improvement Program)
- Economic Development (Office, Commercial, Light Industrial Development and Redevelopment)
- Implementation (including 5 year CIP)

Plan elements to be integrated (already updated or in process):

- Parks, Recreation and Open Space
- Utilities (Water, Wastewater, Stormwater, Solid Waste)
- Public Safety (Police and Fire)
- Transportation Master Plan
- Library Public Library Strategic Plan (update scheduled for review 12/05/2024)
- Public Buildings and Related Facilities

Elements to be developed for the first time (never been adopted):

- Housing
- Health and Human Services

The elements above shall include policy recommendations for its implementation and an action plan with an implementation schedule. The implementation plan shall include a rigorous strategy, practical timeframe for implementation as well as metrics. The outcome of the plan shall include an updated vision, polices for each element that are cohesive, and future land use map based on a best case scenario. The Economic Development Element shall include an analysis that provides a recommended land use mix to achieve economic sustainability and viability.

Consultant Services

- Community Engagement
- Provide Best Practices
- Facilitate Public Meetings
- Create the Graphics
- Draft the Documents
- Present the Plan

Qualifications

- Name and resume of project manager (cannot change without City approval) and all project team members
- 5 similar projects completed in past 3 years (project summaries in proposal, complete deliverable on thumb drive)

- Specific examples of community engagement techniques and successes
- Description of proposed process including how you will utilize the staff and citizen committees
- Professional awards, recognitions for comprehensive plans
- Demonstrated understanding of issues facing the City of Leander
- Schedule outlining the timeline for the entire process including the following:
    - Collaboration with a stakeholder committee
    - Public Outreach and input sessions
    - Joint Workshops with the City Council, Planning & Zoning Commission, and Steering Committee
    - Public Hearings

Deliverables

- Community Engagement Channels
- Meeting Agendas and Facilitation Aids
- Meeting Presentations and Graphics
- Meeting Summaries
- Plan Elements
    - Maps and Graphics
    - Charts and Graphs
    - Well edited text
- Final Product electronic submission
    - all files in native file formats including GIS Files associated with all mapping.

Fee and Invoicing

- Fixed fee, not to exceed including expenses (additional services price list to also include additional workshops)
- Monthly bills based upon % complete
- 10% retainage to be paid at project completion