

## TOWN OF CLINT , TEXAS

**ISSUE DATE:** October 30, 2023  
**TO:** Urban Planning Consulting Firms  
**FROM:** Mayor Ramon Cano  
**SUBJECT:** Request for Proposal - Development Strategy: Comprehensive Land Use Plan

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The Town of Clint (City) is requesting a Statement of Proposal (SOP) from interested and qualified consulting urban planning firms to assist the City with aspects of the Development Strategy: Comprehensive Land Use Plan which will provide the policy-making bodies of the Town of Clint with guidelines and standards for future development. The selected firm or person will be retained to provide the engineering services to implement the capital improvement projects once funded. Enclosed for your consideration is a Request for Statement of Qualifications (RFP).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. If you are interested in being considered, please **submit your SOP by 4 p.m., Monday December 18, 2023**, to the person listed below. The submission date for questions, clarifications, or **requests for general information is 2 p.m., Monday, December 4, 2023**. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to be **in writing via email** or other mail carrier to the Town Clerk

A committee consisting of City staff will rate the SOPs using the evaluation criteria developed for this project. Said evaluation criteria are attached to this RFP. The selection committee may interview one or more firms to further evaluate qualifications. The selection committee will present their recommendations to the City Council who will select the consultant for this project. During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

#### Review of Proposals:

1. The committee will review the SOP's at its earliest convenience after the submittal deadline date.
2. The SOP's will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are attached to this RFP.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.
4. After completing the evaluation process, the committee will recommend the firm deemed the most qualified to City Council for consultant selection.
5. City Council will consider the committee recommendation at its earliest convenience.

Any questions and correspondence should be directed to:

Town of Clint: Town Council  
Susana Rodriguez: Town Clerk  
Address: Po Box 350, 200 N. San Elizario Rd.  
Clint, TX 79836

Telephone: (915) 851-3146  
Email: [townofclint@sbcglobal.net](mailto:townofclint@sbcglobal.net)

Contact regarding this project with any City personnel or officials other than Ms. Susana Rodriguez or her designated representative after the issue date of this RFQ will be grounds for removal of the firm from consideration.

REQUEST FOR PROPOSAL  
RFP # 2024-01  
PLANNING SERVICES AND  
DEVELOPMENT STRATEGY:  
COMPREHENSIVE LAND USE PLAN

Town of Clint: Town Council  
Susana Rodriguez: Town Clerk  
Address: Po Box 350, 200 N. San Elizario Rd  
Clint, Texas 79836

Telephone: (915) 851-3146  
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## **INTRODUCTION**

The Town of Clint (the “Town”) is seeking a qualified consultant to prepare a Development Strategy: Comprehensive Land Use Plan to guide the Town in fulfilling its vision and goals for the future. The creation of this Development Strategy will function as a Comprehensive Land Use Plan.

A contract will be awarded to a consultant who will create a Development Strategy: Comprehensive Land Use Plan which will provide the policy-making bodies of the Town of Clint with guidelines and standards for future development. The direction and insight gained from the Development Strategy: Comprehensive Plan Use Plan will establish a strong foundation upon which to base future decisions regarding zoning, platting, and refinement of existing capital improvement programs.

The Development Strategy: Comprehensive Land Use Plan is expected to be focused on the development of remaining infill, remaining open space, as well as long-term redevelopment for existing properties.

## **GENERAL TOWN INFORMATION**

Clint, also known as Collinsburgh, is a historic town located in southern El Paso County, Texas. Established in the late 19th century, it was originally named after Mary Clinton Collins, an early settler. Clint's early years were marked by the presence of essential amenities such as a general store, a fruit grower, and a hotel, which catered to the needs of the growing population. With the advent of the Galveston, Harrisburg, and San Antonio Railway, Clint gained importance as a station, and its post office was established in 1886.

Throughout its history, Clint experienced fluctuations in its population. In the 1920s, it boasted a population of around 600 residents, but this number declined to 250 in the mid-1930s. The town's fortunes later revived, reaching 1,883 residents in the late 1980s. As of 2021, Clint is home to approximately 1,300 residents, reflecting its enduring legacy as a Texan community with a rich history deeply rooted in the railroad era and agricultural pursuits. Today, Clint stands as a testament to the resilience and evolution of small-town Texas life.

## **PROJECT BACKGROUND**

The Clint Town Council desires to develop the Town’s Comprehensive Land Use Plan and update its development regulations.

## **PROJECT DELIVERABLES AND EXPECTATIONS**

The Development Strategy: Comprehensive Land Use Plan will include elements such as:

- Resiliency for the Town in terms of a long-term vision of 10 to 20 years.
- Recommendation for the use of Town-owned real estate
- Rewrite of all land use-related ordinances.
- Establishment of park dedication ordinance.
- Assistance in establishing fees related to development regulations.
- Update of subdivision ordinance.
- Proposal for sign ordinance.
- Proposal for parking regulations.
- Proposal for review of subdivision plats.
- Proposal for review of requests for change of zoning requests.
- Establish a revised process for zoning change requests for the Town Council and Planning and Zoning Commission.
- Comprehensive Land Use map indicating intended land uses.
- Thoroughfare map indicating roads, hike and bike trails, and sidewalks.
- Updated zoning maps

**Current plans to be utilized:**

The following plan elements should serve as a guide for the Development Strategy. The consultant is welcome to suggest creative or innovative additions or modifications to these components.

- The Town of Clint Zoning Ordinance.
- The Town of Clint Official Zoning Map.

Copies of these plans are available online on the Town’s website. Others may be requested as needed through the contact information listed below.

**Project Expectations:**

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

- 1) Initial meeting with Town staff to review the scope of the project, project schedule, schedule meetings, and the timeline for those meetings.
- 2) In coordination with Town staff, conduct a kick-off workshop with the Town Council and the Planning and Zoning Commission. The purpose of this meeting would be to introduce the consultant team and obtain input and guidance as it relates to the Design Standards input process. Direction will be needed on the engagement process.
- 3) Public participation program will include the following: Web page and Social Media information and engagement; Townwide public workshops; An online survey and other

virtual engagement tools, including but not limited to; interactive GIS, visual preference surveys, and citizen participation websites.

- 4) Final preparation parameters of the Development Strategy: Comprehensive Land Use Plan will be based on the Town Council, Planning and Zoning Commission, public input, and community desires.

## **SUBMISSION REQUIREMENTS**

### **Project Implementation:**

The project is expected to commence no later than **February 1, 2024** and to conclude approximately twelve (12) months thereafter.

### **Questions Concerning this Request for Qualifications:**

To ensure that all prospective respondents have accurately and completely understood the requirements, questions will be accepted until **Monday, December 4, 2023, at 2:00 PM (MDT)**. Questions must be submitted in writing to:

Town of Clint  
Susana Rodriguez: Town Clerk  
Po Box 350  
200 N. San Elizario Rd  
Clint, Texas 79836  
townofclint@sbcglobal.net

Questions will not be accepted after the time and date above. In order to keep this process as objective as possible, potential firms are not to contact any Town official, appointed or elected, other than the Director of Smart Mobility or Town Planning, regarding this RFP.

Respondents are cautioned not to contact any Town official besides the Town Clerk regarding the selection process. Inappropriate efforts to lobby or influence individuals or organizations involved in this selection process may result in dismissal from further consideration. All communication should be directed to the Town Clerk contact as indicated.

### **Submission Instructions:**

Absolutely no faxed or emailed qualifications will be accepted. The Town of Clint shall not consider any request for an extension of the deadline for qualifications. **One (1) original and six (6) copies, totaling seven (7) submitted Statement of Qualifications are required and must be received no later than December 18, 2023, at 4:00 PM (MDT). An additional complete copy**

**in electronic format to be read with Adobe PDF software may be submitted on a single CDROM or memory stick.**

Mark RFP package(s):

**RFP # 2024-01 Development Strategy: Comprehensive Land Use Plan**

All RFPs must be delivered or mailed sealed in an envelope or box with the lead company's name clearly marked to the following location prior to **December 18, 2023, at 4:00PM (MDT)**.

Town of Clint  
Susana Rodriguez: Town Clerk  
Po Box 350  
200 N. San Elizario Rd  
Clint, Texas 79836

**Statement of Qualifications:**

Statement of Qualifications should include, but not be limited to; the following information and must be arranged according to the following outline:

- 1) Statement of interest cover letter. Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work. Firm must provide the name(s) of the team submitting with the name of the primary contact project manager clearly identified. Firm must indicate the composition of the entire team including the Principal in Charge, Project Manager, and support team.
- 2) Table of contents.
- 3) 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.
- 4) Relevant experience of firms comprising the team. For each firm list at least three (3), but no more than five (5), examples of planning/design projects comparable in scale, program, process, component parts, and function to this project.
- 5) Planned and 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 design standard project;
  - Scope of the project; and
  - 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.
- 6) 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 above. A resume (no more than one page in length) should be included for key team members in an addendum to the response.
- 7) Professional references. List a minimum of five (5) professional references for each firm comprising the team. List references for example projects. For each reference, list the contact's name, address, email, phone number, and relationship to the firm.
- 8) 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.

### **EVALUATION CRITERIA**

The criteria used to evaluate the Statement of Qualifications will include, but not limited to; the following (items listed below are not listed in order of importance):

- 1) Technical approach/understanding of creating a Development Strategy for a suburban Town with an aging infrastructure - (20%)
- 2) Experience and knowledge in developing similar plans by consultant personnel who will be directly involved with the project - (20%)
- 3) Demonstrated history of completing the plan within the given timeframe - (5%)
- 4) Demonstrated history of maintaining timely communication on plan development - what forms of communication would you use and how often would you expect to communicate with Town staff - (5%)
- 5) Demonstrated history of involving partners and stakeholders in the planning process – how would you accomplish this - (5%)



- 6) Demonstrated history of the firm performing the proposed workability to provide all requested project deliverables – (5%)
- 7) The extent to which goods or services meet the Town’s needs – (20%)
- 8) References - (20%)

### **PROCEDURE FOR EVALUATION AND SELECTION**

The procedure for evaluation and selection is as follows: Statement of Qualifications issued. Receipt of qualifications. Open and review of all Statement of Qualifications. Committee evaluation of each Statement of Qualification in accordance with the requirements of the RFP. If further information is desired by the committee, firm(s) may be requested to provide additional written submissions or oral presentations before the committee makes a recommendation. Town Council approval to begin negotiations with selected firm. Negotiations begin with the selected firm.

### **GENERAL INFORMATION, NOTIFICATIONS AND PURPOSE**

Respondents are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described herein may result in rejection of the submission. The purpose of this RFP is to obtain professional services of a qualified consulting firm to work with the Town of Clint to provide a Development Strategy: Comprehensive Land Use Plan.

Conflict of Interest: No public official shall have a conflicting interest in this contract, in accordance with Texas Local Government Code Title 5, Subtitle C, Chapter 171. A person or business, and their agents, who seek to contract or enter into an agreement with the Town of Clint, are required by Texas Local Government Code, Chapter 176, to file a Conflict of Interest Questionnaire (Form CIQ). This form must be filed with the Town no later than seven (7) days after the date the person or business begins contract discussions or negotiations with the Town or submits an application, response to a request for a quote, proposal, bid, qualification, correspondence, or other writing related to any potential agreement with the Town of Clint. The successful firm will be required to sign an affidavit stating that no officer or employee of the Town has, or will have, during the said term of this contract any prohibited interest as defined by State Law. The consulting firm understands that any existence of a prohibited interest at any time during the term of said contract will render the contract voidable. The Town may request representation and other information sufficient to determine the firm’s ability to meet these minimum standards as listed above. Qualifications will not be accepted after the stated closing date. The issuance of this RFP does not obligate the Town of Clint to enter into a contract

## **Addenda and Explanations**

Explanations desired by a prospective firm shall be requested of the Town in writing, via email, fax, and/or regular mail. If explanations are necessary, a reply shall be made in the form of an addendum via email, fax, or regular mail. A copy of this addendum will be forwarded to all firms. Each request for such an explanation shall be in writing and addressed to the designated contact person. Any verbal statements regarding the same by any person, prior to the award, shall be non-authoritative and non-binding. Addenda issued to prospective firms, prior to the date of receipt of RFP, shall become a part of the contract documents, and all qualifications shall include the work described in the addenda. Any and all such interpretations and any supplemental instructions will be in the form of written addenda which, if issued, shall be mailed by certified mail, return receipt requested to all prospective firms (at the respective addresses furnished for such purposes), by email and/or posted to the Town website. Some or all of the pre-qualified firms considered for project selection may, at the sole discretion of the Town of Clint, be required to appear for oral presentations. The oral presentations, if required, shall be conducted so as to solicit information to enable the evaluation committee to evaluate the capability of the applicable firms to provide the project specific services. It is understood that the Town of Clint reserves the right to accept or reject any and/or all responses to this RFP as it shall deem to be in the best interest of the Town of Clint. Please note that all information, including financial information, submitted as part of this Statement of Qualifications becomes the property of the Town of Clint and may be subject to the provisions of the Texas Open Records Act, Chapter 552, of the Texas Public Information Act. All documentation shall be open for public inspection, except for trade secrets and confidential information so identified by the firm as such. The Town of Clint will follow all requirements and procedures in the Public Information Act when responding to requests for disclosure of documents.

## **GENERAL TERMS AND CONDITIONS**

All costs associated with developing or submitting a qualifications statement in response to this request, or to provide oral or written clarification of its content shall be the sole responsibility of the respondent. The Town of Clint assumes no responsibility of these costs. This RFP does not commit the Town to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

This RFP does not commit the Town of Clint to enter into a contract. The Town reserves the right to award one, more than one, or no contract(s) in response to this RFP. The Town of Clint reserves the right to waive any formalities and irregularities in the submissions or qualifications received. The Town also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process. The Contract, if awarded, will be awarded to the respondent whose submittal is deemed most advantageous to the Town of Clint, as determined by the selection committee, upon approval of the Clint Town Council. The Town reserves the right to enforce the performance of this contract in El Paso County, in any manner prescribed by law or deemed to be in the best interest of the Town in the event of breach or default of this contract. Ownership of Documents: Original documents, including plans, designs, and notes developed in

connection with services or commodities provided hereunder belong to, and shall remain the property of the Town. The firm may receive reproducible copies of such documents upon request. Some of these documents, if patented, trade secrets, or proprietary in any way, and are so noted in the RFP, may not be subject to the Texas Open Records Act, Chapter 252, Subchapter C, Section 252.049. The Town of Clint reserves the right to contact any respondent for clarification, interviews or to negotiate if such is deemed desirable by the Town. All respondents are prohibited from making any contact with any Town personnel or Town Council, the RFP, other than in the manner and to the person designated herein. The Town of Clint reserves the right to disqualify any respondent found to have contacted anyone other than the designee.