

**Request for Proposal**  
**Bellmead, Texas**  
**Comprehensive Planning Services**

Plans must be submitted by:  
**April 1, 2010 12:00PM**

Please submit proposals to:  
Mr. Victor Pena  
City Manager  
3015 Bellmead Drive  
Bellmead, Texas 76105  
[ypena@bellmead.com](mailto:ypena@bellmead.com)

Questions concerning this request for proposal shall be directed to:  
Victor Pena, City Manager, City of Bellmead 254-799-2436

## **History**

Historically the community began in the mid-1920's when the Missouri, Kansas and Texas Railroad chose the site for its locomotive shops. In 1942 Waco Army Air Field (later called James Connally Air Force Base) opened just northeast of town. The airbase closed in 1965 and since has housed Texas A&M University James Connally Technical Institute.

## **Background Information**

Bellmead is located on I-35 in central Texas just 2 miles northeast of Waco, Texas in McClennan County. The City was founded in 1954 and in 2008 has a population of aprox. 9554 residents. The community has experienced gradual population growth

The Town is experiencing some regional growth along I-35 but like many communities is land-locked and desires to make the best decisions for their future using the available land for the highest and best use. Additionally, US Hwy 81, State Hwy 84, and loop 340 cross in the community with, State Hwy 31 serving as Bellmead drive or the community's Main Street.

Housing stock is older and not many higher-end homes exist. Homes built recently are medium priced and sized for the area.

The community values what they have built. They understand there is room for improvement and are anxious to embrace the opportunities for the future.

## **Scope of Work**

The City of Bellmead, Texas wishes to conduct a comprehensive planning process and receive a comprehensive planning document. They wish to hire a firm or several firms to conduct a comprehensive planning process with components outlined below. Portions of the plan may be paid for by different entities in the community. The entire plan and document will be used as one plan; however the City would like to reserve the option of hiring different firms for different components of the plan if deemed necessary. They also desire that the plan be priced out for each component, this means; *Vision, Current Situation and each Planning component* be priced individually so other supporting organizations may contribute to the cost of the plan if desired. This will be the first comprehensive plan for the City of Bellmead. The City of Bellmead reserves the right at any time to add, delete or modify this scope of work for their best interest.

The consultant/s shall provide full professional services to reach the desired results for the City of Bellmead for a prepared comprehensive long range plan. All multi-media, maps, GIS, graphs or story boards can be used in this process to outline and fully describe the community's current situation and illustrate the suggested approaches for the future.

## **Services Requested**

Bellmead is in search of a consultant(s) to facilitate the development of a Comprehensive Plan that brings a wide variety of stakeholders to the table that will direct the future of planning efforts, capital improvement projects, budgeting, decision making and a new image for the City of Bellmead. Since this is the first comprehensive plan the community requests that a visioning process is conducted as one of the first steps to help integrate the community in the process.

## **Comprehensive Plan Components**

### **Vision**

- Develop clear mission statement with citizens input
- Guide City Council and staff in the appointment and recruitment of citizens and development of a citizens advisory council
- Conduct an all-inclusive visioning process
- Survey community desires through town hall meetings, peer group discussions, a survey instrument or input process
- Present Vision information to the community and city officials

### **Situation Analysis-Research**

- Review current trends and develop a situation analysis and share with community as part of the visioning and input process
- Conduct in-depth research on city facilities and public infrastructure including; water, waste water, sewer, fire, police, buildings, etc.
- Roads and Transportation
- Housing
- Land Use
- Zoning
- Ordinances

## **Areas of Planning**

It is requested that a complete and comprehensive chapter be developed for each of the areas described below. Each area should be studied independently outlining the current situation, then connections made between the planning components to maximize resources and eliminate duplication of effort. The city desires a simple and straight forward approach that will match the capacity and budget of the community and its ability to carry out the plan.

- Marketing
- Image
- Tourism
- Recreation
- Beautification and landscaping
- Finance
- City services
- Housing
- Land use planning
- Zoning
- Downtown redevelopment
- I-35 land use and development
- Transportation
- Utility
- Ordinances
- Zoning
- Governing Structure
- Staff
- Funding resources
  - Please outline recommended sources of funding for any suggested new projects or other resources that would contribute in the implementation of the recommendations.

## **Additional Information**

- Ensure compliance with state and federal statutes.
- Final product should include # 7 of copies of the final document
- Provide an electronic copy of all final products and data. Text, graphics, maps, shall be provided to the city in a format compatible with the following:
  - Microsoft Office (Word, Excel, PowerPoint)

## **Qualifications**

The consultant team may include planners, architects, and sub consultants or others with specialties as needed.

- The consultant shall demonstrate experience with modern planning techniques
- Matched skills with the capacity of the community are important.
- It is desired that the team have a diverse professional background
- Be creative in their approach
- Familiar with state and federal statutes and mandates
- Active in professional organizations
- Currently practicing their trade
- Please describe your qualifications, education or demonstrated experience
- Please describe your experience working with regional areas with similar population and demographics
- Provide identified lead coordinator on this project
  - Identify project team
- Provide qualifications and resumes of lead staff person and project team

## **Cost of Services**

Please submit a detailed estimate reflecting all potential costs, consultants' time and other related fees for completing this assignment.

Work will be performed on a fixed fee basis. Final contractual services agreement will be negotiated prior to work commencing.

The City of Bellmead wishes to allow adequate time for both citizen input and professional creation of this important document. The chosen consultant/s should be prepared to start immediately. The city is open to suggestions on time frame however initially they anticipate the project being completed within 90-180 days.

## **Items to Submit**

- Detailed budget and costs
- Timeline
- References
- Conflict of Interest Statement?
- Resume's
- Other desired material

The City of Bellmead reserves the right to negotiate the proposed fees submitted for the scope of work in this proposal.

The City of Bellmead reserves the right to be the sole judge of merit and qualifications of proposals submitted. The city may accept the proposal deemed to be the best in qualifications and interest of the community.

## **Review of Proposals**

Proposals will be evaluated on qualifications, demonstration of experience, and project costs.

The City of Bellmead has full discretionary authority to choose a proposal that is believed to be the best fit for the community and its citizens. The City of Bellmead reserves the right to reject any or all proposals, and will have sole discretion in evaluating proposals received.

The City of Bellmead also reserves the right to modify the scope of work, add or delete tasks and modify if needed.