

Request for Proposals (RFP) for Professional Planning Services Parks, Recreation, Open Space and Trails Master Plan

The City of Luling is seeking to contract with a qualified Planning, Landscape Architecture, or similar consulting firm to provide professional services related to the development of a Parks, Recreation, Open Space and Trails Master Plan. The plan must meet the qualified standards of the Texas Parks and Wildlife Department (TPWD) and support the long-term growth and recreational needs of the City.

The selected firm should anticipate providing system-wide parks and trails planning, along with conceptual planning, programming, and design for specific parks, including but not limited to:

- Edgar B. Davis Northside Park – Approximately 33 acres, anticipated to integrate a new aquatics facility including a recreation/resort-style pool, splash plaza, restrooms/changing rooms, concessions, and pavilions.
- Longer Park – Approximately 2.5 acres, centrally located in Luling’s historic core, with planning focused on reinforcing its role as a community and cultural hub.
- Additional parks/facilities as identified through project scoping discussions (e.g., adaptive reuse of the closed aquatic facility and clubhouse).

This Request for Proposals is not a Request for Bids. The City will evaluate proposals based on the overall qualifications, relevant experience, and approach to the scope of work—not on the lowest cost. No project fee or cost proposal should be submitted at this time.

Interested firms must submit:

- One (1) original printed copy, and
- One (1) electronic copy on USB, and email the electronic version to the contact below.

Submission Deadline:

Friday, July 11, 2025 at 12:00 P.M. (Noon)

Late submissions will not be accepted.

Submit Proposals To:

Phyllis Hillhouse | Parks and Recreation Director

City of Luling | 509 E. Crockett St., Luling, TX 78648

E. zedler@cityofluling.net

Subject Line: “PARK MASTER PLAN”

Questions regarding this request must be submitted in writing to zedler@cityofluling.net by **12:00 P.M. on Friday, June 27, 2025.**

It is anticipated that a recommendation will be presented to the Luling City Council for consideration at its regular meeting on **Thursday, August 14, 2025 at 6:00 P.M.**

Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and Section 3 Business Concerns are encouraged to submit proposals. The City of Luling is an Affirmative Action/Equal Opportunity Employer.

QUALIFICATIONS OF SUBMITTING FIRM

Qualifications Submission Requirements:

The Consultant shall submit one (1) original and one (1) electronic copy (USB drive) of the proposal according to the following specifications:

- Limited to a maximum of 30 pages, excluding the title page, index/table of contents, and chapter title pages
- The Proposal shall be organized as specified below.
- Hardcopies shall be bound in wire or a three-ring binder.

The City of Luling, Texas reserves the right to reject any or all proposals or to waive any or all formalities in this process.

Qualification Format

Title Page – Provide the name of your firm, address, telephone number, and name of contact person. (excluded from page count)

Section #1: Letter of Transmittal (included in page count)

- 1.1 Briefly state your firm's understanding of the services to be performed and express a positive commitment to provide the services.
- 1.2 Provide the name(s), title(s), and contact information of the person(s) authorized to make representations for your firm.
- 1.3 The letter of transmittal shall be signed by an individual who has the authority to legally bind the firm. Include the printed name and title of the individual signing the proposal immediately below their signature.

Section #2: Table of Contents – Clearly identify the materials by Section and Page Number. (excluded from page count)

Section #3: Available Resources and Consultant Location (included in page count)

- 3.1 Provide information on the size, location, available resources, and business history of your firm.

Section #4: Project Team Experience (included in page count)

- 4.1 Identify the project team (including sub-consultants and/or sub-contractors) and provide a statement of qualifications for each that includes credentials such as: education, professional registrations, area of expertise, and years of service in their respective field.

- 4.2 Provide an organizational chart that identifies the Project Manager, as well as the role of each individual team member, including sub-consultants and/or sub-contractors.

Section #5: Methodology and Timeline (included in page count)

- 5.1 Provide a description of the method and approach your firm intends to utilize when developing the Plan.
- 5.2 Provide a proposed preliminary schedule for the complete project.

Section #6: Project Profiles and References (included in page count)

- 6.1 Include project profiles of at least three (3) Parks and Recreation Master Plans for other communities that involved the proposed Project Manager as a member of the project team and substantial contributor. Additional project profiles are permitted, provided they include members of the team that contributed directly to the project. This can include subconsultants.
- 6.2 Provide a list of references, along with their contact information, for municipal officials that were involved with the preparation. This can be included on the project profiles, above.
- 6.3 Respondents may include links to previously completed plans included in project profiles.

SELECTION CRITERIA

Proposals that comply with the instructions in this document will be evaluated by the City; however, the City reserves the right to reject any or all proposals. At its discretion, the City may choose to waive non-material irregularities or deviations from the RFP instructions.

All proposals received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- Quality of Respondent's services;
- Previous completed projects;
- Reputation of Respondent and of Respondent's services;
- The extent to which the service meet the City's needs;
- Any relevant criteria specifically listed in the solicitation.

The City will review each submittal and assign a consensus score based on the following weighted criteria:

Proposed Approach to Project	30 Points
Project Team Qualifications and Experience	30 Points
Performance Record (Prior Work, References)	25 Points
Available Resources & Consultant Location	10 Points
Completeness of Submittal	5 Points
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Total Points Available	100 Points

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure, and weighing criteria to accommodate these additional considerations to serve the best interest of the City.

SELECTION PROCESS:

The results of the review and evaluation of the response to the criteria outlined herein will be used, if necessary, to select up to three consultants to meet with City Staff for interviews. The City may choose to forego interviews at its discretion. City Staff will rank the responses and select a firm based on the evaluation criteria. The selected Firm and the City will then negotiate the project scope and proposed fee.

In the event the negotiations between the selected Consultant and the City cannot be completed because of an inability to reach an agreement on the fee for services or the scope of work to be performed, then at the option of the City, the contract may be awarded to the second-ranked Consultant. Negotiations will continue in this sequence until a contract is finalized, or all proposals are rejected.