

Request for Proposal (RFP) for Master Plan Set including Comprehensive Plan, Parks and Trails Master Plan, and Historic Downtown Master Plan City of Pilot Point, Texas

I. Introduction

The population of Pilot Point in the 2020 census was 4,393 while the current population estimate in 2023 is 7,000 and the projected population in 2025 is 10,000. That is a projected 127% growth in 5 years and will be the beginning of an anticipated rise to 70,000 population. Much of that growth is due to the completion of the North Dallas Tollway frontage road in Pilot Point.

The City of Pilot Point continues to have record years in new residential building permits experiencing a 267% increase from 2021 to 2022 (109 to 400). Additionally, since August of 2021, the City completed annexation of 2,154 acres of land into the corporate limits. In 2023, new residential developments have continued to develop totaling 1,646 new lots and in 2024, single family building permits are expected to total 1000.

Despite the growth that the city is experiencing the city has a goal to preserve its distinct small-town feel. Pilot Point's streets are decorated with quaint colonial-style homes and historic architecture but without proper planning the many developers proposing new residential projects could change that.

To aid in that planning the City of Pilot Point is seeking proposals from qualified planning firms or consultants to provide professional planning services for the development of a Master Plan Set including Comprehensive Plan, Parks and Trails Master Plan, and Historic Downtown Master Plan. This RFP outlines the project scope, submission requirements, evaluation criteria, and deadlines.

II. Community Overview

Pilot Point was founded in 1854, Denton County's oldest city, near a high point in the landscape that had become known as Pilot's Point, a landmark for the Ouachita and Caddo peoples and for wagon train pilots. Situated along the line where the Cross Timbers belt meets fertile Blackland prairie, the town boomed for a few decades—cattle drives came through here, and in the 1880s there were nine saloons around the town square, with occasional Wild West shoot-outs.

Pilot Point became known as prime horse country and numerous horse farms were developed. Major changes came again in the 1980s and early 1990s, when Lake Ray Roberts was created, and the state park established. The nineteenth-century buildings that have survived around the square are lately filling up once more, in anticipation of a population boom.

III. Previous Comprehensive Plans

In the spring of 2012, the City of Pilot Point submitted a R/UDAT application to the American Institute of Architects. This plan was completed with over 300 citizens participating, as such, the significant buy-in

and commitment to this plan continues today. In 2018, Pilot Point completed a Comprehensive Plan in part through work with the Urban Studies program at UTA. It failed in generating buy in and has primarily been ignored since it was first adopted. In 2020, the city had a set of Planning Studies completed by Grant Works through a CDBG grant. This effort produced informative chapters but was never intended to set planning policy. In 2022, the city adopted a new Master Thoroughfare Plan which will be the basis of a new future land use plan.

The Parks and Recreation Master Plan was adopted in 2016 and a Master Trails Plan was completed in 2019. While all these previous plans should be used as reference materials, all new master plans should be independent documents and not looked at as “updates”.

IV. Project Overview

The City of Pilot Point is committed to creating a vibrant and sustainable community for its residents and visitors. To achieve this goal, the city is looking to develop a Master Plan Set including Comprehensive Plan, Parks and Trails Master Plan, and Historic Downtown Master Plan to guide future growth and development. These plans will serve as critical tools in shaping the city's future, enhancing the quality of life for residents, and promoting economic development. The Master Plan set of components should function together as a comprehensive set of plans.

V. Scope of Work

The City of Pilot Point anticipates the formation of a Comprehensive Plan Advisory Committee (CPAC) to work closely with the selected team during the planning process. The City will seek suggestions from the selected team during the negotiations phase of the project regarding the membership of the Committee. The selected planning firm or consultant will be responsible for the following tasks:

A. Comprehensive Plan

1. Conduct a thorough analysis of current and projected demographic, economic, and land use conditions in Pilot Point.
2. Engage with stakeholders, including city officials, residents, business owners, and community organizations, through public meetings, surveys, and workshops.
3. Develop a vision statement and long-term goals for the city based on community input.
4. Prepare a comprehensive land use plan that outlines future land use patterns, zoning recommendations, and transportation planning.
5. Identify and prioritize infrastructure and public facilities improvements.
6. Provide recommendations for sustainable and resilient development practices.
7. Create an implementation plan with specific action items and timelines.

B. Parks and Trails Master Plan

1. Inventory and assess existing parks, recreational facilities, and green spaces in the city.
2. Engage with the community to identify park and recreation needs and desires.

3. Develop a master plan for existing and potential parks and recreational areas.
4. Provide recommendations for park improvements, new park development, and funding strategies.
5. Incorporate sustainability and accessibility principles into the park master plan.

C. Historic Downtown Master Plan

1. Conduct a detailed analysis of the historic downtown area, including land use, transportation, and infrastructure.
2. Facilitate discussions with downtown businesses, property owners, and community members to identify their vision for the downtown area.
3. Develop a downtown master plan that outlines strategies for revitalization, historic preservation, activation, and economic development.
4. Recommend zoning district modifications and recommended land uses that will enhance the aesthetics and functionality of the downtown district.
5. Provide strategies to promote the arts, culture, specialty retail and tourism in the downtown area.

VI. Proposal Submission Requirements

Respondents shall be Texas firms or corporations that normally engage in the preparation of municipal comprehensive plans and should also have experience doing park and downtown planning. Consultant submittals should provide full professional services and submittals should reflect the consultants' ability to provide a full range of expertise in all areas described in this document.

1. Cover Letter: Provide a cover letter introducing your firm, its qualifications, and contact information.
2. Executive Summary: Present a brief overview of your approach to the project.
3. Qualifications and Experience: Detail your firm's relevant experience, including similar planning projects in Texas or similar communities.
4. Proposed Project Team: Include resumes and qualifications of key personnel who will work on this project.
5. Approach and Methodology: Describe your approach to each component of the project and the methodology you will employ.
6. Timeline: Provide a proposed project timeline with key milestones.
7. References: Include references from previous clients for similar projects.
8. Optional Additional Information: You may include any additional information or examples of previous work that demonstrate your firm's capabilities.

VII. Evaluation Criteria

The City of Pilot Point will evaluate proposals based on the following criteria:

1. Qualifications, Experience and knowledge of Pilot Point (30%)
2. Approach and Methodology (35%)
3. Project Team (20%)
4. References (15%)

VI. Submission Deadline

All proposals must be submitted electronically in PDF format and 5 hard copies to the following address no later than **November 3, 2023**:

City of Pilot Point
Comprehensive Plan Submittal
Attn: John Taylor
102 E. Main St
Pilot Point, TX 76258

VIII. Questions and Clarifications

Any questions or requests for clarifications regarding this RFP should be directed to John Taylor, Development Services Director, at jtaylor@cityofpilotpoint.org, 940-514-6869 no later than **October 15, 2023**.

IX. Selection Process

The City of Pilot Point reserves the right to reject any or all proposals and to select the proposal that best meets the city's needs. The selection process will include interviews with shortlisted firms along with a review of proposed cost estimates.

X. Contract Award

The award of the contract will be based on the evaluation criteria mentioned in section VII. The shortlisted firms will be notified, asked to provide cost estimates, and scheduled for interviews. Following a final selection, the selected firm will be notified in writing, and contract negotiations will commence.

XI. Terms and Conditions

All services provided under this contract shall be subject to the terms and conditions set forth in the City of Pilot Point's standard professional services agreement.

XII. Conclusion

The City of Pilot Point looks forward to receiving proposals from qualified planning firms or consultants who share our commitment to community development and revitalization. We anticipate that this

project will result in a comprehensive, well-informed set of plans that will guide the city's growth for years to come.