

**CITY OF FLORESVILLE
REQUEST FOR PROPOSALS
PLANNING SERVICES**

**Texas General Land Office – Resilient Communities Program (RCP)
Future Land Use Plan and Zoning Ordinance**

RFP Number	
Issue / Advertisement Date	September 23, 2026
Questions Due	September 30, 2026
Proposal Due	October 7, 2026, at 3:00 PM
Procurement Contact	Christina Cantu, Procurement Agent, Procurement@floresvilletx.gov , 830-849-2311

1. Purpose and Background

The City of Floresville is soliciting proposals from qualified planning consultants to provide professional planning services associated with the Texas General Land Office (GLO) Resilient Communities Program (RCP). The anticipated work includes application/grant-related planning support, development of the planning process and reports, grant contract compliance as applicable, and the Future Land Use Plan and Zoning Ordinance activities described in this solicitation.

This revised solicitation is based on the City's prior RCP planning-services packet.

2. Scope of Work

The selected consultant shall provide project-related planning services, including the following, as applicable to the final contract and GLO-approved scope:

- Prepare and maintain base mapping coordinated with appropriate mapping and parcel information.
- Develop population estimates and projections using reliable methods.
- Prepare a land use inventory, analysis, Existing Land Use Map, Future Land Use Plan, goals and objectives.
- Prepare technical material and mapping necessary for a zoning ordinance consistent with the adopted land use plan and applicable law.
- Coordinate with City staff and legal counsel regarding zoning, adoption, implementation, and required public processes.
- Review applicable hazard mitigation planning and incorporate relevant resilience considerations into the planning work.
- Provide grant contract compliance, documentation, reporting, and other services included in the final negotiated scope.

3. Minimum Qualifications and Proposal Content

Each proposal should be organized to permit a clear and efficient evaluation. At a minimum, include:

- Firm profile and qualifications.
- Relevant experience with CDBG, CDBG-MIT, GLO, HUD, or comparable local-government planning programs.
- Experience completing land use plans, zoning ordinances, mapping, public engagement, and related planning work.
- Past client local governments and references.
- Resumes and roles of personnel proposed for the project.
- Description of project approach, work plan, capacity, and estimated schedule.
- Proposed cost by scope-of-work category and estimated completion period.
- Current certificate of professional liability insurance.
- Required proposal-stage certifications and disclosures identified in this RFP.

4. Evaluation Criteria

Responsive proposals will be evaluated using the following 100-point criteria. The City is not obligated to select the lowest-cost proposal.

Experience	55
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Work Performance	30
Capacity to Perform	10
Proposed Cost	5
TOTAL	100

5. Procurement Schedule and Award Timeline

The following schedule is anticipated. The City may revise the schedule by written addendum.

Event	Anticipated Date / Time
RFP issued / advertisement published	September 23, 2026
Deadline for written questions	September 30, 2026
City responses / final addendum, if any	October 2, 2026
Proposal submission deadline	October 7, 2026 at 3:00 PM
Evaluation committee scoring	October 12, 2026
Interviews / presentations, if requested	October 13, 2026
Recommendation for award	October 20, 2026
City Council consideration / award	October 28, 2026
Notice of Award / Intent to Award	October 29, 2026
Post-award documents due	October 29, 2026
Contract execution	October 29, 2026
Notice to Proceed / kickoff	November 2, 2026

Please electronically submit your questions via email to procurement@floresvilletx.gov. Or submit your question to: Attn: Christina Cantu, Procurement Agent, City of Floresville, 1120 D Street, Floresville, TX 78114.

All questions received will be answered within 24 hours of receipt via written addendum and posted on the City of Floresville website at www.floresvilletx.gov. Respondents are responsible for reviewing all addenda prior to submitting their proposal.

6. Questions, Addenda, and Procurement Blackout

All questions, requests for clarification, and communications concerning this solicitation shall be submitted in writing to the Procurement Contact identified in this RFP by the stated deadline. The City may issue written addenda to all known prospective proposers and/or through the City's designated posting location.

Procurement Blackout / Restricted Communications. From the date this solicitation is publicly issued until the City completes the award process, proposers and their representatives shall not communicate regarding this procurement with members of the City Council, evaluation committee members, or other City employees except through the designated Procurement Contact or as expressly authorized in this RFP. This restriction does not prohibit communications unrelated to this solicitation or communications made during a City-authorized meeting, presentation, or negotiation. A violation may be considered in determining responsiveness or responsibility, subject to applicable law and City policy.

7. Submission Requirements

Submit one electronic PDF copy of the proposal to Procurement@floresvilletx.gov no later than October 7, 2026 at 3:00 PM. Late proposals will not be considered unless required by applicable law.

Proposal-stage documents:

- Proposal and statement of qualifications.
- Cost proposal.
- Certificate of insurance.
- SAM exclusion/debarment verification for the firm and applicable principals.
- Conflict of Interest Questionnaire (Form CIQ), when required by Chapter 176, Texas Local Government Code.
- Certification Regarding Lobbying, when applicable.

- Litigation / Claims Disclosure Form included in this RFP.
- Other certifications expressly identified as required with the proposal.

8. Post-Award Requirements

The selected/awarded firm shall provide applicable post-award documents before or in connection with contract execution, including:

- Certificate of Interested Parties (Form 1295), when required by Texas Government Code § 2252.908 and applicable Texas Ethics Commission rules.
- Updated insurance certificates and endorsements required by the final contract.
- Completed vendor setup, tax, payment, and other City administrative forms.
- Any required GLO/HUD financial-interest, debarment, lobbying, or contract-compliance documentation not required at proposal submission.
- Executed contract and required federal/state contract provisions.
- Any additional documents identified in the Notice of Award or requested to complete grant procurement documentation.

9. Litigation / Claims Disclosure

Each proposer shall disclose material litigation, arbitration, administrative proceedings, claims, contract terminations for cause, defaults, or similar disputes involving the firm during the preceding five (5) years that may reasonably relate to the firm's ability to perform the proposed services. If none, the proposer shall state 'None.'

The City may request additional information or explanation.

Firm Name	
Matter / Case / Claim	
Parties / Jurisdiction	
Nature of Matter	
Current Status / Disposition	
Explanation / Relevance to Proposed Work	

Attach additional pages if necessary.

10. Litigation / Claims Certification

By signing below, the proposer certifies that the litigation/claims information submitted with its proposal is true and complete to the best of its knowledge and that it will promptly notify the City of any material change before contract execution.

Firm	
Authorized Representative	
Title	
Signature	
Date	

11. Conflicts of Interest and Disclosure Forms

Proposers are responsible for determining and complying with applicable disclosure obligations. Form CIQ should be completed and filed when required by Chapter 176, Texas Local Government Code. The City's procurement file should retain applicable disclosures and certifications. Any form included as an exhibit should be the current official version at the time of issuance.

12. Selection, Negotiation, and Award

The City will review proposals for responsiveness and evaluate them using the published criteria. The City may request clarification, conduct interviews or presentations, verify references, and negotiate with one or more proposers as permitted by applicable law and grant requirements. Any recommendation is subject to required City approvals. No proposer should consider itself selected or authorized to begin work until the City has completed its approval process and an authorized contract and/or Notice to Proceed has been issued.

13. Reservation of Rights

The City reserves the right, to the extent permitted by law and applicable grant requirements, to reject any or all proposals; waive minor informalities; request clarification; cancel, amend, or reissue the solicitation; negotiate permissible terms; and award in the manner determined to be in the City's best interest and most advantageous to the City.

14. Contracting and Grant Compliance

The final contract shall include all applicable federal, state, GLO, HUD, and City requirements. The selected firm must remain eligible for award and must not be excluded or debarred from participation in applicable federal programs. The procurement and contract file will include documentation supporting solicitation, evaluation, selection, award, and contract execution.

15. Required Exhibits / Forms

- Exhibit A – Detailed Scope / Performance Statement (retain applicable scope from prior RCP packet)
- Exhibit B – Conflict of Interest Questionnaire (current Form CIQ)
- Exhibit C – Certification Regarding Lobbying (as applicable)
- Exhibit D – SF-LLL Disclosure of Lobbying Activities (when applicable)
- Exhibit E – Form 1295 information / current filing instructions (post-award, when applicable)
- Exhibit F – Litigation / Claims Disclosure and Certification
- Exhibit G – Applicable Required Contract Provisions
- Exhibit H – Any current GLO-required procurement/financial-interest forms applicable to this award

16. Internal Procurement Documents – Not Part of Vendor Packet

The City should maintain a prospective bidder/proposer list and solicitation distribution record, evaluator conflict/acknowledgment documentation, individual scoring sheets, consensus/final scoring documentation, award recommendation, notice/award documentation, and the executed contract in the procurement file. These internal records are not proposal forms for vendors unless specifically issued by the City.

EXHIBIT A

DETAILED SCOPE / PERFORMANCE STATEMENT

The selected consultant shall provide planning services associated with the Texas General Land Office (GLO) Resilient Communities Program (RCP), subject to the final negotiated contract and GLO-approved scope. The following expands the scope categories stated in the RFP for proposal organization and evaluation.

A. Project Initiation and Coordination

- Participate in project kickoff and coordination meetings with City staff.
- Develop and maintain a work plan and estimated schedule for assigned planning activities.
- Coordinate deliverables, review comments, revisions, and required approvals with the City.

B. Base Mapping and Existing Conditions

- Prepare and maintain base mapping using appropriate mapping and parcel information.
- Compile and organize information needed to describe existing conditions relevant to the planning effort.
- Develop mapping and supporting technical material in a form suitable for City review and final planning documents.

C. Population Estimates and Projections

- Develop population estimates and projections using reliable methods.
- Document assumptions, data sources, and methodology used for projections.
- Incorporate population information into planning analysis as appropriate.

D. Land Use Inventory and Analysis

- Prepare a land use inventory and analysis.
- Prepare an Existing Land Use Map.
- Develop goals and objectives supporting the planning process.
- Prepare the Future Land Use Plan and related maps, narrative, and recommendations.

E. Zoning Ordinance

- Prepare technical material and mapping necessary for a zoning ordinance consistent with the adopted land use plan and applicable law.
- Coordinate with City staff and legal counsel regarding zoning, adoption, implementation, and required public processes.
- Revise draft materials in response to City review and authorized public-process input.

F. Resilience and Hazard-Mitigation Coordination

- Review applicable hazard mitigation planning.
- Incorporate relevant resilience considerations into the planning work.
- Coordinate resilience-related recommendations with the Future Land Use Plan and related planning materials where applicable.

G. Grant / Contract Compliance Support

- Provide grant contract compliance, documentation, and reporting services included in the final negotiated scope.
- Maintain project-related documentation necessary to support assigned deliverables.
- Provide other planning or compliance services specifically included in the final contract and approved scope.

EXHIBIT B

PROPOSAL RESPONSE / QUALIFICATIONS FORMAT

Respondents may use the following organization so the City can evaluate proposals consistently. The proposal should contain sufficient detail to demonstrate qualifications, experience, work performance, capacity, approach, and cost.

1. Firm Information

- Legal firm name
- Business address
- Primary contact name, title, telephone, and email

2. Firm Qualifications

- Firm profile and qualifications
- Relevant experience with CDBG, CDBG-MIT, GLO, HUD, or comparable local-government planning programs

3. Relevant Planning Experience

- Land use plans
- Zoning ordinances
- Mapping
- Public engagement
- Related local-government planning work

4. Project Team

- Resumes of proposed personnel
- Role and responsibility of each proposed team member

5. Past Performance and References

- Past client local governments
- References and contact information
- Examples of comparable completed work

6. Project Approach and Capacity

- Project approach and work plan
- Present capacity to perform
- Estimated schedule and availability

7. Cost Proposal

- Cost by scope-of-work category
- Estimated completion period
- Any assumptions affecting proposed cost

EXHIBIT C

COST PROPOSAL FORM

Provide proposed cost by scope-of-work category. Attach additional detail as needed. The City is not obligated to select the lowest-cost proposal.

Scope Category	Proposed Cost	Estimated Completion / Notes
Project Initiation / Coordination	\$	
Base Mapping / Existing Conditions	\$	
Population Estimates / Projections	\$	
Land Use Inventory / Existing Land Use Map	\$	
Future Land Use Plan / Goals & Objectives	\$	
Zoning Ordinance / Mapping	\$	
Resilience / Hazard-Mitigation Coordination	\$	
Grant / Contract Compliance Support	\$	
Other Authorized Services	\$	
TOTAL PROPOSED COST	\$	

Firm Name: _____

Authorized Representative:

Signature: _____

Date: _____

EXHIBIT D

RCP PLANNING SERVICES RATING SHEET

Name of Respondent: _____

Evaluator Name: _____

Date of Rating: _____

Rate the respondent using the published 100-point criteria in the RFP. Supporting information may be drawn from the proposal, references, and other information obtained during the City’s evaluation process.

Evaluation Category	Maximum Points	Score
Experience	55	
Work Performance	30	
Capacity to Perform	10	
Proposed Cost	5	
TOTAL	100	

Evaluator Comments

EXHIBIT E

LITIGATION / CLAIMS DISCLOSURE AND CERTIFICATION

Disclose material litigation, arbitration, administrative proceedings, claims, contract terminations for cause, defaults, or similar disputes involving the firm during the preceding five (5) years that may reasonably relate to the firm's ability to perform the proposed services. If none, state 'None.' Attach additional pages if necessary.

Firm Name	
Matter / Case / Claim	
Parties / Jurisdiction	
Nature of Matter	
Current Status / Disposition	
Explanation / Relevance to Proposed Work	

By signing below, the proposer certifies that the litigation/claims information submitted with its proposal is true and complete to the best of its knowledge and that it will promptly notify the City of any material change before contract execution.

Firm: _____

Authorized Representative / Title:

Signature: _____

Date: _____

EXHIBIT F

PROPOSAL SUBMISSION CHECKLIST

This checklist is provided for convenience. Respondents remain responsible for reviewing the complete RFP and submitting all applicable required materials.

- ☐ Proposal and statement of qualifications
- ☐ Cost proposal
- ☐ Current certificate of professional liability insurance
- ☐ SAM exclusion/debarment verification for the firm and applicable principals
- ☐ Conflict of Interest Questionnaire (Form CIQ), when required
- ☐ Certification Regarding Lobbying, when applicable
- ☐ Litigation / Claims Disclosure and Certification
- ☐ Other certifications expressly identified as required with the proposal

Submission Information

Submit one electronic PDF copy to procurement@floresvilletx.gov no later than October 7, 2026 at 3:00 PM. Respondents are responsible for reviewing all addenda before submission.

EXHIBIT G

POST-AWARD DOCUMENT CHECKLIST

The selected/awarded firm shall provide applicable post-award documents before or in connection with contract execution.

- ☐ Certificate of Interested Parties (Form 1295), when required
- ☐ Updated insurance certificates and endorsements required by the final contract
- ☐ Completed vendor setup, tax, payment, and other City administrative forms
- ☐ Required GLO/HUD financial-interest, debarment, lobbying, or contract-compliance documentation not required at proposal submission
- ☐ Executed contract and required federal/state contract provisions
- ☐ Additional documents identified in the Notice of Award or requested to complete grant procurement documentation

EXHIBIT H

REQUIRED FORMS / ATTACHMENT PLACEHOLDERS

The final issued packet should include the current official versions of applicable forms and required contract provisions. The RFP identifies the following materials for inclusion or reference:

- Conflict of Interest Questionnaire (current Form CIQ)
- Certification Regarding Lobbying (as applicable)
- SF-LLL Disclosure of Lobbying Activities (when applicable)
- Form 1295 information / current filing instructions (post-award, when applicable)
- Applicable Required Contract Provisions
- Current GLO-required procurement/financial-interest forms applicable to this award

IMPORTANT: Insert the current official form or provision applicable at the time of issuance. This packet does not substitute a recreated form for an official agency form.

CITY INTERNAL PROCUREMENT DOCUMENTS

NOT PART OF VENDOR RESPONSE PACKET

Maintain the following items in the City procurement file, as applicable. These internal records are not proposal forms for vendors unless specifically issued by the City.

- ☐ Prospective bidder/proposer list
- ☐ Solicitation distribution record
- ☐ Evaluator conflict / acknowledgment documentation
- ☐ Individual scoring sheets
- ☐ Consensus / final scoring documentation
- ☐ Award recommendation
- ☐ Notice / award documentation
- ☐ Executed contract and related procurement record