

**City of Sandy Oaks
Request for Qualifications
City Master Plan**

Project Description

The City of Sandy Oaks is located in southeast Bexar County and was incorporated in 2014. It has a population of approximately 3500 people and is comprised largely of residential development. The City is landlocked with no-extra-territorial jurisdiction. The City of Sandy Oaks has made considerable progress since incorporation and wishes to further develop core services to meet the needs and wants of its citizens. The City wants to adopt a master plan that will guide its advancement over the next 5 years.

Proposal Requirements

Contact Information – Provide the contact information for the firm and proposed project manager

Transmittal Letter – Provide a one-page letter summarizing the firm’s qualifications, experience and approach to preparing a master plan for the City of Sandy Oaks.

Firm Introduction and Qualifications Narrative – Provide a one-page firm introduction and summary of qualifications for preparing city master plans.

Firm’s Similar Experience – Provide project descriptions for master plans prepared for similar cities (maximum three pages). Include a reference and current contact information (name, phone and email) for each project description provided.

Project Manager’s Qualifications and Experience – Provide a resume for the proposed project manager (maximum two pages).

Project Approach – Provide a brief summary of the firm’s suggested scope of work and corresponding approach to providing the services necessary to prepare the master plan. The approach shall include a suggested outline of the masterplan and proposed public engagement process (maximum three pages).

Evaluation Criteria

20 Points - Firm qualifications and experience preparing master plans for similar cities.

20 Points - Qualifications of proposed Project Manager and experience working with similar cities

60 Points - Firm’s approach to the public engagement process and preparing the master plan

Schedule

Activity	Date
RFQ Release	February 13, 2019
Deadline for RFQ Submittal	March 15, 2019
Review and Evaluation of SOQ's	March 25, 2019
Interviews (if required)	April 11, 2019
Selection of Consultant	TBD
Project Start Date	TBD

Contact Information

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