



**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SERVICES RELATED TO THE CREATION
OF SINGLE MEMBER ELECTORAL DISTRICTS
FOR
THE CITY OF FULSHEAR, TEXAS**

SUBMITTAL DUE: Friday, July 15, 2016 @ 3:00 PM

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SERVICES RELATED TO THE CREATION OF SINGLE MEMBER ELECTORAL DISTRICTS
FOR
FUTURE MUNICIPAL OFFICES OF
THE CITY OF FULSHEAR, TEXAS**

Section 1. Introduction

1.1 Purpose of Request

The City of Fulshear is requesting written qualifications to provide professional consultant services related to the creation of Single Member Electoral Districts for the City of Fulshear, Texas.

1.2 Background

Recently named one of the Top Ten Places to Raise a Family in the State of Texas, the City of Fulshear is located in northwest Fort Bend County at the crossroads of FM 359 and FM 1093. The city limits stretch across approximately 11.7 square miles of beautiful landscape ranging from grassy prairie land, and serene low lands along the banks of the Brazos River. Fulshear is a community of approximately 8,300 residents. The city's proximity to the Houston area, 30+/- miles from downtown, is an important factor in the continued growth expectations and the prospect of attracting commercial businesses on or near major thoroughfares. In addition to Fulshear's historical setting, its commercial economy and first class school system has made Fulshear a popular choice for residential development.

On May 7, 2016 the voters of Fulshear approved the City's Home Rule Charter. The Charter moves the City from a typical Type A General Law Council-Mayor format to a Council-Manager format. Additionally, the Charter calls for the transition away from five (5) Aldermen elected At-Large via plurality to a seven (7) Member Council with five (5) positions elected to represent Single Member Districts and two (2) elected on an At-Large basis. The Mayor does not vote unless there is a tie and will be elected on an At-Large basis as well. A copy of the Charter has been attached for reference.

1.3 Goals and Objectives of the Project

The project consists of providing a comprehensive array of professional and technical services related to the development of five (5) Single Member Districts. Those services include developing analytical demographic information, mapping, guidance to the City Council in determine the makeup and balance for each District.

1.4 Professional Services Required

The selected consultant must provide all services to meet the goals and objectives of this project prior on a timeline meeting Statutory requirements for the next General Municipal Election cycle. Any additional services that the City anticipates needing will be addressed during the "Request for Qualifications" section.

1.5 City Contact

C.J. Snipes
City Manager
30603 F.M. 1093 Road West
Fulshear, Texas 77441
281-346-1796

1.6 Deadline for Submission

Any and all responses to this RFQ must be submitted no later than **3:00 PM, July 15, 2015** at the address shown in Section 1.5.

Section 2. Required Statement of Qualifications

2.1 Narrative

The statement of qualifications should include the following information:

Facts about the Firm:

- Number of years in business under the current name and location.
- Business and/or professional certifications.
- Professional history of firm and principals including their association with previous firms.
- Description of firm's liability and professional responsibility insurance along with the declaration page of the liability policy now in force.
- List firms current workload including a description and scope.
- List outside consultants retained by the firm on a regular basis.
- List any similar projects that were awarded to the firm, but were not completed and why within the last 3 years.
- If sub-consultants are to be used on the project, list similar information regarding their experience and personnel working on the project.

2.2 General

Questions regarding the statement or its submittal may be directed to Mr. CJ Snipes, City Manager. Two copies of the submittal are required.

Section 3. Monitoring, Reporting and Information.

3.1 Monitoring and Reporting Systems

- Provide an overview of the workflow, monitoring system, including status reports and other control methods to be used.
- Provide estimated work hours, personnel assigned and a timeline by task for the study.
- It is expected that there will be bi-weekly progress updates throughout the project by telephone or in person.
- It is expected that the consultants will provide regular updates available to the City Council and public at large. There is expectation of participation in multiple City Council Meetings and Workshops as well as at least one Town Hall meeting to inform the public of the project's status.

3.2 Miscellaneous Information

- The City of Fulshear reserves the right to accept or reject, either in whole or in part, any and all submittals in response to this request, to waive irregularities, or take whatever action deemed necessary to protect the City's best interest.
- All material submitted regarding this RFQ becomes the property of the City of Fulshear. Such materials/documents are available for public inspection after the final selection has been made. As property of the City, the City has the right to use the information contained in the submittal.
- The City is not responsible for any costs incurred by the consultants prior to conveying this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation with the prior written consent of the City.

- The City reserves the right to make reference checks with any client listed in the documents for further information and verification of the consultant's qualifications.

Section 4. Procurement of Professional Services

4.1 General Selection Process

All submittals will be evaluated by the City's management team based on the following criteria: relevant experience of consultant, expertise of key personnel assigned to the project, commitment to provide effective project management, ability to deliver the project on time and reference.

4.2 Interviews

As its option, the City may conduct interviews with any consultant to determine the best qualified firm and reserves the right to interview only the top ranked firms based on the review of qualifications.

4.3 Negotiations

Upon completion of the selection process, the City will commence negotiations with the selected firm to establish a final scope of services and an appropriate fee to be paid to the consultant for such services. Negotiations will be suspended from any firm being considered and may commence with any other firm if an agreement cannot be made.

4.4 Agreement

The City Attorney shall prepare the proposed final agreement between the City of Fulshear and the selected consultant.

4.5 Final Approval

The management team will forward a final recommendation for selection to the City Council for their consideration and approval. Final approval is expected to take place no later than 30 days after the RFQ closing.