

LEGAL NOTICE AND INVITATION TO BID

Request for Proposals

The City of Silsbee hereby requests sealed bids for the following:

COMPREHENSIVE PLAN AND ADMINISTRATION

This Request for Proposal (RFP) is to obtain bids for professional consultants capable of creating a Comprehensive Plan. Sealed bids addressed to Kena Clark, will be accepted at Silsbee City Hall, 1220 Highway 327 East, Silsbee, Texas 77656, until **2:00 p.m. January 22, 2026**. At which time, they will be opened and read aloud. Please mark the envelope:

SEALED BID:
COMPREHENSIVE PLAN AND ADMINISTRATION

ATTN: KENA CLARK, ADMINISTRATIVE ASSISTANT / GRANTS

Potential Respondents are advised that the bid documents can be downloaded from the City of Silsbee web page address: www.cityofsilsbee.com, and may also be secured at Silsbee City Hall, 1220 Highway 327 East, Silsbee, Texas calling 409-385-2863 EXT. 114.

The City of Silsbee reserves the right to accept or reject any or all bids, to waive any informalities, and to get the bid to be the best and most advantageous to the City and to hold bids for ninety (90) days without taking action, to review the bids and investigation of respondent's qualifications before award. Bids submitted past the date mentioned above and time will not be accepted.

The above-noted information must be included on the bid letter size envelope and any carrier's envelope/package. The City of Silsbee will not be held responsible for missing, lost, or late mail. The City of Silsbee will not accept facsimile or electronic transmission of sealed bids.

- January 22, 2026 - Open bids at 2:00 p.m. at Silsbee City Hall
- On or about February 17, 2026 - Present to City Council for approval

Thank you,

DeeAnn Zimmerman
City Manager

CITY OF SILSBEE, TEXAS

COMPREHENSIVE PLAN AND ADMINISTRATION

INTRODUCTION

The City of Silsbee, Texas, has been awarded a 2025 Resilient Communities Program Grant through the Texas General Land Office via the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Mitigation funds (CDBG-MIT) to provide a forward-looking Comprehensive Plan that incorporates hazard mitigation plans. Therefore, the City is soliciting requests for proposals from professional consultants capable of creating a Comprehensive Plan and administering the grant that funds the Comprehensive Plan.

PROJECT COORDINATION AND OVERSIGHT

Point-of-Contact

Respondents shall restrict all contact and questions regarding this RFP and selection process to the individual named herein. Questions concerning terms, conditions, and technical specifications shall be directed in writing to the City of Silsbee, Texas, Attn: Kena Clark, Administrative Assistant / Grants, 1220 Highway 327 East, Silsbee, Texas 77656 or via e-mail at kena@cityofsilsbee.com pursuant to the timeline noted herein.

Respondents and their agents are strictly prohibited from lobbying or contacting members of the City of Silsbee City Council, City staff members, and Selection Committee members at any time in the application and selection process. All communications regarding the RFP shall be in written form and submitted as directed by the provisions of this RFP. Failure to comply with this clause shall be grounds for rejection of an RFP.

Comprehensive Master Plan Scope of Work Elements

The Comprehensive Plan should include, but is not limited to, the following elements:

- I.** Land-use Plan + Map
2. Resiliency Measures
3. Transportation Plan + Map
4. Infrastructure/Capital Improvement+ Map
5. Community Facilities Plan + Map
6. Additional Sections such as downtown redevelopment plan, urban design elements, historic preservation plan and economic development activities
7. Implementation Strategy

Consultant Qualifications

Consultants should demonstrate experience in the following areas:

8. Comprehensive Plans that support forward-looking resilience best practices
9. Land use plans and strategic prioritization of existing projects/plans
- 10.** Effective public process and consensus building, mainly working with neighborhood groups, large landowners and rural communities
11. Demonstrated successful implementation of plans

12. Experience writing and/or revising subdivision regulations, landscaping, signage, land use, and zoning ordinances
13. Experience with HUD-funded programs involving resilience.
 7. Experience with the grant administration of HUD and/or other federal funding sources.

SUBMISSION DETAILS

A. Deadline for Proposal Submissions

Proposals should be received no later than January 22, 2026, by 2:00 p.m. in person or by mail at Silsbee City Hall, 1220 Highway 327 East, Silsbee, Texas 77656

B. General Submission Requirements

Applicants should submit a thoughtful, clear, and well-organized proposal package that demonstrates the required Consultant Qualifications and that includes the following components:

Proposal Packet Items:

- a. **Firm Profile:** Provide information on the firm and/or team, such as size, locations, and years in business. Identify the primary point of contact and contact information.
- b. **Experience and Expertise of Firm/Team:** Include qualifications and experience of those team members who will likely be assigned to the project. Provide resumes, describing the knowledge and expertise of the principals and key professional members of the lead team that will be involved in the project. Highlight their experience with similar projects and specific planning issues relevant to this project. Provide the number of years members have worked with the lead firm and/or other years of experience.
- c. **Project Team:** Provide an organizational chart showing the roles of the lead team and each consultant firm or individual. Indicate the estimated percent or time these individuals will be involved in the project.
- d. **Representative Projects:** List a maximum of (5) projects performed by the lead firm that are most similar and relevant to this project completed within the last seven years.
- e. **References:** Provide references for any (3) projects listed in response to the Representative Projects. At least one reference should be in the implementation stage or beyond. The references shall include the Owner's name, the owner's representative who served as the day-to-day liaison during the project planning, design, and implementation, and the owner representative's current telephone number.
- f. **Cost of Services:** Provide rates for the following positions. The positions do not represent all that may be needed to execute the scope of work. Additional positions can be added during contract negotiations.
 - Principal
 - Sr. Planner
 - Planner
 - Landscape Architect
 - GIS Manager
 - Grant Manager
 - Grant Specialist

g. Appendices: The prime firm shall submit their SAM registration and the other certifications/forms required, which are provided as appendices to this RFP. This RFP and the subsequent contract will incorporate § 2CFR200 as part of the terms and conditions (attached for reference).

C. General Notifications

a. The City of Silsbee, Texas, notifies all possible respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.

All proposing entities shall comply with the Americans with Disabilities Act (ADA) and are encouraged to provide a written statement within submitted proposals and any subsequent contract in which the entity certifies that it is an equal opportunity employer, that it does not discriminate in its employment practices or delivery of services, and that it will make every:

- b. Effort, when economically feasible, to subcontract with socially or economically disadvantaged persons and businesses.
- c. This Request for Proposals does not commit the City of Silsbee, Texas, to pay any costs incurred in submitting a proposal, the costs incurred in making necessary studies and designs for preparation thereof, or contract for services or supplies.
- d. Silsbee, Texas, will not accept any facsimile or regular mail submissions. Late proposals will be rejected. The City reserves the right to accept or reject proposals that do not contain all the elements and information requested in this document.
- e. The City of Silsbee, Texas, encourages participation of Disadvantaged Business Enterprise (DBE) and Historically Underutilized Business (HUB) as a prime or sub-consultant. The advertisement of this RFP shall serve as evidence of the solicitation of DBEs.

SELECTION PROCESS

Proposal-Based Selection Process

Professional services under this solicitation are procured in accordance with § 2CFR200. The most highly qualified respondent will be selected based on demonstrated competence and qualifications as determined by the City based upon the proposal submitted in response to this RFP, any supplement requested by the City, and any subsequent meetings with finalists.

Evaluation of Proposals

Timeline

- Request for Proposals solicitation: January 8, 2026
- Questions will be received until January 22, at 2:00 pm local time.
- Deadline for receiving Request for Proposals: January 22, 2:00 pm local time.
- Selection announced TBD - February Council Meeting

Proposal Selection Process and Evaluation

The Selection Committee will evaluate proposals based on Consultant Qualifications and the required Packet Items in this document. The following rubric will be used in the evaluation.

CRITERIA	POSSIBLE SCORE
Experience and Expertise in Firm/Team (Comprehensive Plan)	55
Experience and Expertise of the Firm/Team (Grant Administration)	20
References	15
Cost of Services	10

ATTACHMENTS

NONEXCLUSIVE LIST OF APPLICABLE LAWS, RULES, AND REGULATIONS

If applicable to the Project, Subrecipient must be in compliance with the following laws, rules, and regulations; and any other state, federal, or local laws, rules, and regulations as may become applicable throughout the term of the Contract, and Subrecipient acknowledges that this list may not include all such applicable laws, rules, and regulations.

Subrecipient is deemed to have read and understands the requirements of each of the following, if applicable to the Project under this Contract:

GENERALLY

The Acts and Regulations specified in this Contract;
Further Additional Supplemental Appropriations for Disaster Relief Requirements Act, 2018 (Division B, Subdivision I of the Bipartisan Budget Act of 2018) (Public Law 115-123);
The Housing and Community Development Act of 1974 (12 U.S.C. § 5301 *et seq.*);
The United States Housing Act of 1937, as amended, 42 U.S.C. § 1437f(o)(13) (2016) and related provisions governing Public Housing Authority project-based assistance, and implementing regulations at 24 C.F.R. Part 983 (2016);
Cash Management Improvement Act regulations (31 C.F.R. Part 205);
Community Development Block Grants (24 C.F.R. Part 570);
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200);
Community Development Block Grant Disaster Recovery and Mitigation Implementation Manual; and
State of Texas CDBG Mitigation Action Plan, dated March 31, 2020, as may be amended.

CIVIL RIGHTS

Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d *et seq.*); 24 C.F.R. Part I, "Nondiscrimination in Federally Assisted Programs of the Department of Housing and Urban Development - Effectuation of Title VI of the Civil Rights Act of 1964";
Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (42 U.S.C. § 2000e, *et seq.*);
Title VIII of the Civil Rights Act of 1968, "The Fair Housing Act of 1968" (42 U.S.C. § 3601, *et seq.*), as amended;
Executive Order 11063, as amended by Executive Order 12259, and 24 C.F.R. Part 107, "Nondiscrimination and Equal Opportunity in Housing under Executive Order 11063"; The failure or refusal of Subrecipient to comply with the requirements of Executive Order 11063 or 24 C.F.R. Part 107 shall be a proper basis for the imposition of sanctions specified in 24 C.F.R. 107.60;
The Age Discrimination Act of 1975 (42 U.S.C. § 6101, *et seq.*); and
Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794.) and "Nondiscrimination Based on Handicap in Federally-Assisted Programs and Activities of the Department of Housing and Urban Development", 24 C.F.R. Part 8. By signing this Contract, Subrecipient understands and agrees that the activities funded shall be performed in accordance with 24 C.F.R. Part 8; and the Architectural Barriers

Act of 1968 (42 U.S.C. § 4151, *et seq.*), including the use of a telecommunications device for deaf persons (TDDs) or equally effective communication system.

LABOR STANDARDS

The Davis-Bacon Act, as amended (originally, 40 U.S.C. §§ 276a-276a-5 and re-codified at 40 U.S.C. §§ 3141-3148); 29 C.F.R. Part 5;

The Copeland "Anti-Kickback" Act (originally, 18 U.S.C. § 874 and re-codified at 40 U.S.C. § 3145); 29 C.F.R. Part 3;

Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (originally, 40 U.S.C. §§ 327A and 330 and re-codified at 40 U.S.C. §§ 3701-3708);

Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (Also Labor Standards Provisions Applicable to Non-construction Contracts Subject to the Contract Work Hours and Safety Standards Act) (29 C.F.R. Part 5); and Federal Executive Order 11246, as amended.

EMPLOYMENT OPPORTUNITIES

Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u); 24 C.F.R. §§ 135.3(a)(2) and (a)(3);

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. § 4212);

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1688); and Federal Executive Order 11246, as amended.

GRANT AND AUDIT STANDARDS

Single Audit Act Amendments of 1996, 31 U.S.C. § 7501;

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200);

Uniform Grant and Contract Management Act (Texas Government Code Chapter 783) and the Uniform Grant Management Standards, issued by Governor's Office of Budget and Planning; and Title 1 Texas Administrative Code § 5.167(c).

LEAD-BASED PAINT

Section 302 of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831(b)).

HISTORIC PROPERTIES

The National Historic Preservation Act of 1966 as amended (16 U.S.C. § 470, *et seq.*), particularly sections 106 and 110 (16 U.S.C. §§ 470 and 470h-2), except as provided in § 58.17 for Section 17 projects;

Executive Order 11593, Protection and Enhancement of the Cultural Environment, May 13, 1971 (36 FR 8921), 3 C.F.R., 1971-1975 Comp., p. 559, particularly section 2(c);

Federal historic preservation regulations as follows: 36 C.F.R. Part 800 with respect to HUD programs; and

The Reservoir Salvage Act of 1960, as amended by the Archeological and Historic Preservation Act of 1974 (16 U.S.C. § 469, *et seq.*), particularly section 3 (16 U.S.C. § 469a-1).

ENVIRONMENTAL LAW AND AUTHORITIES

Environmental Review Procedures for Recipients assuming HUD Environmental Responsibilities (24 C.F.R. Part 58, as amended); National Environmental Policy Act of 1969, as amended (42 U.S.C. §§ 4321-4347); and Council for Environmental Quality Regulations for Implementing NEPA (40 C.F.R. Parts 1500-1508).

FLOODPLAIN MANAGEMENT AND WETLAND PROTECTION

Executive Order 11988, Floodplain Management, May 24, 1977 (42 FR 26951), 3 C.F.R., 1977 Comp., p. 117, as interpreted in HUD regulations at 24 C.F.R. Part 55, particularly Section 2(a) of the Order (For an explanation of the relationship between the decision-making process in 24 C.F.R. Part 55 and this part, see§ 55.10.); and Executive Order 11990, Protection of Wetlands, May 24, 1977 (42 FR 26961), 3 C.F.R., 1977 Comp., p. 121 particularly Sections 2 and 5.

COASTAL ZONE MANAGEMENT

The Coastal Zone Management Act of 1972 (16 U.S.C. § 1451, *et seq.*), as amended, particularly sections 307(c) and (d) (16 U.S.C. § 1456(c) and (d)).

SOLE SOURCE AQUIFERS

The Safe Drinking Water Act of 1974 (42 U.S.C. §§ 201, 300(f), *et seq.*, and 21 U.S.C. § 349) as amended; particularly section 1424(e)(42 U.S.C. § 300h-3(e)); and Sole Source Aquifers (Environmental Protection Agency-40 C.F.R. part 149.).

ENDANGERED SPECIES

The Endangered Species Act of 1973 (16 U.S.C. § 1531, *et seq.*) as amended, particularly section 7 (16 U.S.C. § 1536).

WILD AND SCENIC RIVERS

The Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271, *et seq.*) as amended, particularly sections 7(b) and (c) (16 U.S.C. § 1278(b) and (c)).

AIR QUALITY

The Clean Air Act (42 U.S.C. § 7401, *et seq.*) as amended, particularly sections 176(c) and (d) (42 U.S.C. §7506(c) and (d)).

Determining Conformity of Federal Actions to State or Federal Implementation Plans (Environmental Protection Agency-40 C.F.R. Parts 6, 51, and 93).

FARMLAND PROTECTION

Farmland Protection Policy Act of 1981 (7 U.S.C. § 4201, *et seq.*) particularly sections 1540(b) and 1541 (7 U.S.C. §§ 4201(b) and 4202); and Farmland Protection Policy (Department of Agriculture-7 C.F.R. part 658).

HUD ENVIRONMENTAL STANDARDS

Applicable criteria and standards specified in HUD environmental regulations (24 C.F.R. Part

51) (other than the runway clear zone and clear zone notification requirement in 24 C.F.R. § 51.303(a)(3); and

HUD Notice 79-33, Policy Guidance to Address the Problems Posed by Toxic Chemicals and Radioactive Materials, September 10, 1979.

ENVIRONMENTAL JUSTICE

Executive Order 12898 of February 11, 1994--Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, (59 FR 7629), 3 C.F.R., 1994 Comp. p. 859.

SUSPENSION AND DEBARMENT

Use of debarred, suspended, or ineligible contractors or subrecipients (24 C.F.R. § 570.609); General HUD Program Requirements; Waivers (24 C.F.R. Part 5); and Nonprocurement Suspension and Debarment (2 C.F.R. Part 2424).

OTHER REQUIREMENTS

Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities (24 C.F.R. Part 58).

ACQUISITION/ RELOCATION

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601, *et seq.*), 24 C.F.R. Part 42, and 24 C.F.R. § 570.606.

FAITH-BASED ACTIVITIES

Executive Order 13279 of December 12, 2002 - Equal Protection of the Laws for Faith-Based and Community Organizations, (67 FR 77141).

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CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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you became aware that the originally fded questionnaire was Incomplete or inacaate.)

!J Name of local government officer about whomlha lnformations beingdisclosed.

Name of Officer

!! Describe each employment or other buslneu relationship with the local government officer, or a family membu of the
officer, as described by Section 176.003(a)(2XA). Also describe any family ralallonslhp with theloc:11l government officer.
Complete aubpa,t,sA end B lor each employment or bu1inessrelalionslhp described. Attach additional pages to thisForm
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CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

Complete Nos. 1 • 4 and 6 if there are interested parles.
Complete Nos. 1, 2, 3, 5, and 6 If there are no interested parties.

OFFICE USE ONLY

1 Name or business filing form, and the city, state and country of the place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to identify the contract, and provide a description of the services, goods, or other property to be provided to the contractor.

4

Name of interested Party

City, State/Country
(place of business)

5

Check only if there is an interested party.

6 UNSWORN DECLARATION

My name is _____

and my date of birth is _____

My address is _____

(street)

(city)

(state)

(zip code)

(country)

 I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____

County, & State of _____

, on the _____ day of _____

, 20 _____

(month) (year)

Signature of authorized agent of contracting business entity
(Dedication)**ADD ADDITIONAL PAGES AS NECESSARY**

NON-COLLUSIONAFFIDAVIT

THE STATE OF _____

COUNTY OF _____

_____, (print-type name), being first duly sworn, deposes and says that

1. He/she is the _____ (owner, partner, officer, representative, or agent) of the Bidder that has submitted the attached Bid;
2. He/she is fully informed respecting the preparation and contents of the attached Bid
3. Such Bid is genuine and is not a collusive or sham bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or *parties* in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement, or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached Bid or of the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Agency or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, complicity, connivance, or unlawful agreement by the part of the Bidder or any of its agents, representatives, owners, employees, or parties, including this affiant.

Signature

Title

THE STATE OF _____

COUNTY OF _____

Before Me, the undersigned authority, a Notary Public in and for _____ on this day personally appeared _____ known to me to be the persons whose names are subscribed to the foregoing instruments, and acknowledged to me that they are for the same purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this _____ -'day of _____
A.D. 20____.

Seal

Notary Public Signature

MATERIAL AND/OR SERVICE AGREEMENT-CONTRACT

THIS AGREEMENT was made and entered into on this _____ day of February by the City of Silsbee, a municipality of the State of Texas, hereinafter referred to as City and _____,hereinafter referred to as Consultant.

For the consideration set forth herein, the parties agree as follows:

1. _____ being the lowest and/or best bidder, shall provide to the City the following: **COMPRHENSIVE PLAN AND ADMINISTRATION**. Materials or services described above shall be provided in accordance with the bid made by _____ pursuant to the Notice to Bidders and specifications on file in the Finance Office of the City and by reference made a part hereof as if set forth herein in full.
2. The city shall pay the price and amount outlined in _____ Bid upon delivery to and acceptance by the City of herein described and on filling by _____
3. This agreement shall be inoperative during such period as delivery or acceptance may be rendered impossible due to fire, strike, act of God, government regulation, or other cause beyond the control of either party.
4. This agreement shall be binding on the assigns and successors of the parties.

In witness of which, the parties have executed this agreement of the City of Silsbee, Texas, the day and year first above written.

ATTEST:

CITY OF SILSBEE:

Kena Clark
Administrative
Assistant / Grants

By: _____
DeeAnn Zimmerman
City Manager

Company Name

(CORPORATE SEAL)

By: _____
Signature

Print Name and Title