

City of Blue Ridge, Texas
Request for Proposals (RFP)
Comprehensive Plan Development

Issue Date: August 12th, 2025

RFP Number: BR-CP-2025

Proposal Due Date: September 12th, 2025 12:00 PM CST

I. Introduction

The City of Blue Ridge, Texas invites qualified consulting firms to submit proposals for the development of a Comprehensive Plan that will guide the city's future growth and development. This Plan will serve as a strategic blueprint for land use, infrastructure, housing, public services, and community character, ensuring the City is prepared for anticipated growth and development pressures.

II. Community Background

Blue Ridge is a small but growing community in northeast Collin County, Texas. With its proximity to the rapidly expanding North Texas region, Blue Ridge is experiencing significant development interest. The City currently operates with a lean staff, including a City Administrator, City Secretary, Utility Clerk, Public Works Director, and three public works employees. With this limited staffing and infrastructure, it is vital that future planning is proactive, strategic, and community-centered.

III. Project Goals

The primary goals of the Comprehensive Plan include:

1. Land Use and Growth Management

- Develop a future land use plan to accommodate responsible, well-coordinated growth.
- Identify strategies for managing growth and preserving community character, including recommendations for annexation.

2. Infrastructure Planning

- Evaluate current and future needs for:
 - Wastewater Treatment Plant (WWTP)
 - Water wells, pump stations, and distribution systems
 - Street and roadway improvements
 - Public facilities, including a potential City Hall and Police building
- Provide recommendations for infrastructure upgrades aligned with growth projections.

3. Housing Development

- Recommend housing strategies that:
 - Promote larger lot sizes and quality residential neighborhoods
 - Improve community aesthetics and quality of life
 - Support affordable and attainable housing types

4. Zoning and Plats

- Review existing zoning ordinances and Planning & Zoning maps.
- Recommend zoning district updates and rezoning where needed.
- Identify opportunities for parcel replats or reconfigurations to support development goals.

5. Parks and Open Spaces

- Evaluate existing recreational assets.
- Propose future parkland and open space development to meet population needs.

6. Downtown/Main Street Revitalization

- Develop a vision and actionable strategies for revitalizing Main Street.
- Encourage business retention, streetscape enhancements, and public-private partnerships.

7. City Staffing and Organizational Growth

- Analyze current municipal staffing capacity.
- Project future staffing needs and provide an implementation plan for scaling city operations in line with growth.

IV. Scope of Services

The selected firm shall deliver a full-service Comprehensive Plan that addresses the goals above, and includes:

- Project kickoff and coordination
- Existing conditions and needs assessment
- Stakeholder and public engagement (in-person and digital)
- Visioning and goal setting
- Draft and final plan production
- Presentations to Planning & Zoning Commission and City Council
- GIS-compatible maps and all supporting data

V. Deliverables

- Public engagement strategy and reports
- Existing conditions and infrastructure assessment
- Future Land Use Map and associated policies
- Infrastructure and facilities plan
- Updated zoning recommendations and district mapping
- Growth and annexation strategy
- Main Street revitalization strategy
- Housing strategy with large-lot development focus
- Parks and open space plan
- Municipal staffing growth analysis
- Implementation plan with timeline, responsibilities, and cost estimates
- Final Comprehensive Plan in print-ready and digital formats
- All GIS shapefiles and planning data

VI. Proposal Submission Requirements

Proposals should include the following:

1. Cover Letter
2. Firm Background and Qualifications
3. Project Team Resumes and Roles
4. Relevant Project Experience (especially with small, fast-growing cities)
5. Approach to Scope and Understanding of Blue Ridge
6. Public Engagement Approach

7. Proposed Schedule

8. Cost Proposal (hourly rates and not-to-exceed amount)

9. Three References (Texas municipalities preferred)

VII. Selection Criteria

Proposals will be evaluated based on:

- Understanding of Blue Ridge's goals and constraints
- Relevant experience and qualifications
- Quality of previous work
- Approach to planning and community engagement
- Schedule and availability
- Cost effectiveness

VIII. Submission Instructions

Please submit five (5) hard copies and one (1) electronic copy (PDF) to:

City of Blue Ridge

Attn: Vance Lipsey, City Administrator

108 W James St

Blue Ridge, TX 75424

Email: vancel@blueridgecity.com

Proposals must be received by September 12th, 2025, at 12:00 PM CST.
Late submissions will not be considered.

IX. Timeline

- RFP Issued: August 12th, 2025

- Proposal Deadline: September 12th, 2025 12:00 PM CST.
- Contract Award: September 24th, 2025
- Project Kickoff: October 1st, 2025
- Project Completion: July 31st, 2026

X. Additional Information

For questions or clarifications, contact:

Vance Lipsey

City Administrator

(972) 752-5791

vancel@blueridgecity.com

All questions must be submitted before the proposal deadline.