



City of Live Oak, TX  
Request for Qualifications  
Comprehensive Plan

**City Overview**

Live Oak, TX is located at the intersection of Loop 1604 and IH-35 just northeast of San Antonio. Live Oak has an estimated population of 16,000 residents in a total of 5.5 square miles with good housing mix to include approximately 3,000 single family homes and 1,500 units in seven multifamily developments within the city.

Live Oak has been blessed with phenomenal retail growth over the last 20 years including 1.5 million square foot of retail space in The Forum Shopping Center and upcoming 780,000 square foot Live Oak Town Center anchored by South Texas' only IKEA. Additional retail in the City includes significant Pat Booker Road developments including a 19 screen Regal Cinema, Gateway Plaza and The Village at Forum Parkway. Live Oak boasts a significant medical district anchored by the 27 acre Northeast Methodist Hospital. We are also home to Randolph Brooks Federal Credit Union 45 acre corporate headquarters and Northeast Lakeview College.

The city is landlocked with no extra-territorial jurisdiction and nearing buildout with an expected population of around 18,000. The population in a five mile radius is 216,354 with an average household income of \$77,088. The City sees significant vehicle traffic of approximately 375,000 vehicles per day traveling through Live Oak on IH 35 and 225,000 vehicles per day on Loop 1604. City facilities include City Hall, Justice Center, Fire Station, Public Works building and shop, three parks, sports fields, a skate spot, a clubhouse, and municipal pool.

**Project Description**

Live Oak's current Comprehensive Plan was adopted in 2011. With significant recent growth and change, a new plan is needed to evaluate current conditions and trends that will impact future development. The new Plan should be established as a result of citizen, commission and council feedback. Particular areas of interest to highlight will include medical districts, retail corridors, housing options, zoning updates, tourism and future land use and future thoroughfare plans. Special attention should also be paid to the future of Live Oak in association within the northeast region. The Plan's latitude should reach 20 years into the future.

## **Schedule**

*Dates subject to change*

<i>RFQ Released</i>	<i>December 3, 2018</i>
<i>Deadline for RFQ response</i>	<i>January 15, 2019</i>
<i>City Staff Review of Submittals</i>	<i>January, 2019</i>
<i>Interviews with firms</i>	<i>January, 2019</i>
<i>Project Start Date</i>	<i>February, 2019</i>

## **Required Information for Response**

This RFQ should include the following information, not to exceed 15 pages, submitted via hardcopy form or electronically. All responses must be received by 5:00 PM on Tuesday, January 15, 2019. Responses should include the following:

- Contact Information – Please provide the contact information for follow-up questions and/or additional information.
- Letter of Interest and Description – please include a narrative of your company including professional services that you provide and your interest in overseeing the City of Live Oak’s Comprehensive Plan.
- Description of process – Describe your approach to the project to include background, public involvement, community research, land use and transportation plan development and strategy implementation.
- Team Members – Please identify key team members and include brief biographic information for each
- Project Timeline – Please provide an estimated completion timeline for the Comprehensive Plan update.

## **Contact Information**

Staff Contact: Jordan Matney, Assistant City Manager  
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