

REQUEST FOR PROPOSALS#0105-2023

**CONROE PARKS AND RECREATION DEPARTMENT
NEEDS ASSESSEMNT**



RESPONSES DUE JANUARY 5, 2023

Request for Proposals

Needs Assessment Pertaining to Operations, Maintenance, Financial and Cost of Service

Parks and Recreation Department - City of Conroe, Texas

INTRODUCTION

The City of Conroe Parks and Recreation Department operates 19 parks, the C.K. Ray Recreation Center, Oscar Johnson, Jr. Community Center, senior center, Conroe Activity Center (rental venue), and the Conroe Aquatic Center. The city acquired the former Conroe YMCA in 2021 and is scheduled to open in January 2023. Moreover, the city invested \$37 million for a new Oscar Johnson, Jr. Community center with construction to begin in January 2023. The department master plan and other parks and recreation studies are available on the city website as well as the city comprehensive plan which was updated in 2021.

SCOPE OF SERVICE

Due to the increased growth of programs, facilities and staff, the City of Conroe Parks and Recreation Department is requesting proposals for needs assessments pertaining to operations and maintenance as well as financial and cost of service.

If you are interested in your firm being considered for this project, please submit six (6) copies and one (1) electronic copy of your proposal to:

Physical: City of Conroe
Soco Gorjon, City Secretary
300 W. Davis St.
Conroe, TX. 77301

Due Date: On or before 2:00 p.m. on January 5, 2023

All statements shall be in a sealed envelope clearly marked "**RFP0105-2023 Parks and Recreation Department Needs Assessment**".

QUESTIONS AND INQUIRIES

All questions regarding this RFP should be asked through Vendor Registry.

Answers will be provided to all Candidates receiving RFP's as a written addendum through Vendor Registry. Candidates should not rely on any oral communication concerning this RFP and oral responses will have no binding effect.

CRITERIA FOR EVALUATION SHALL INCLUDE:

- Organization qualifications and experience 30%
- Experience of project team 20%
- References 20%
- Pricing 20%
- Project Timeframe 10%

SELECTION PROCESS

The City will accept proposals through 2:00 PM, Tuesday, January 5, 2023. As required under Government Code 252 the Owner upon appropriate evaluation of all qualification submittals will rank up to three Candidates based on the criteria established within to determine the most qualified firm. A selection committee will review proposals. After review of proposals and prior to final ranking, the committee may, at its discretion, conduct interviews with the shortlisted firm(s).

RESERVATIONS

The City of Conroe, through its duly authorized officials, reserves the right to reject any part of, or all statements without the imposition of any form of liability. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. The City of Conroe reserves the right to award this RFP to the most qualified proposer that offers the best value to the City taking into consideration the evaluation criteria contained herein.

CONDITIONS OF CONDUCT

At all times any agent, officer, or employee of Proposer shall be present upon property owned by the City of Conroe, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Conroe, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City of Conroe shall be grounds for termination of any contract between the City of Conroe and Proposer. A copy of this policy is available for public inspection in the office of the City Secretary and copies may be obtained at a nominal charge.

ETHICAL STANDARD

No City of Conroe official or employee shall have interest in any contract resulting from this “RFP”. Individuals with a possible conflict will enact a public disclosure record by completing a “Statement of Financial Interest” form.

Refer to Project number and name on the 1295 form. Example forms are included with this RFP.

- **1295 certificate of Interested Parties**
- **Conflict of Interest Questionnaire**
- **HB 89 Verification Form**
- **SB 252 Verification Form**
- **SB 19 Verification Form**
- **SB 13 Verification Form**
- **SAM.gov certification**

REIMBURSEMENTS

There is no expressed or implied obligation for the City of Conroe to reimburse responding firms for any expenses incurred in preparing proposals in response to this request and the City of Conroe will not reimburse responding firms for these expenses, nor will the City of Conroe pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

DISCLOSURE

There will be no disclosure of the contents to competing firms until the contract is awarded. All proposals will be kept confidential during the negotiation process. Once the contract has been awarded all proposals will be open for public inspection, except for trade secrets and confidential information, which the firm identifies as proprietary.

DEFAULT

The City of Conroe reserves the right to terminate this professional services contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the requirements of this proposal.

INDEMNIFICATION

The Proposer shall, defend, indemnify, and hold harmless the City of Conroe, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney’s fees incurred in

defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

CONDITIONS OF WORK

Proposers are expected to be fully informed of buildings, locations and working conditions under which your services will be performed, and to have thoroughly reviewed this RFP. Failure to do so will not relieve the successful proposer of any obligations to furnish the services as specified herein.

EQUAL EMPLOYMENT OPPORTUNITY

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

INSURANCE REQUIREMENTS

The Proposer shall procure and maintain, at its expense, during the term of this proposal, at least the following insurance, covering work performed.

	COVERAGE	LIMITS
A.	Professional Liability Insurance	- \$1,000,000 each occurrence
B.	Worker's Compensation	- As required by Texas Law
C.	Employer's Liability	- \$ 500,000 each occurrence
D.	Public Liability (Bodily injury)	- \$1,000,000 combined single limit
E.	Public Liability (Property damage)	- \$1,000,000 combined single limit
F.	Automobile Liability (Bodily injury)	- \$ 200,000 each person
G.	Automobile Liability (Property damage)	- \$ 50,000 each occurrence

The Proposer agrees to furnish insurance certificates, showing the Proposer's compliance with this section.

INDEPENDENT CONTRACTOR RELATIONSHIP

The Proposer is and shall perform these services as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither the Proposer nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Conroe.

The Proposer selected by this Request for Qualifications will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the City of Conroe, any local or regional governmental agency, the State of Texas, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

INTERVIEWS

After written proposals are received and initially evaluated, the Owner may require one or more of the Candidates to provide an oral presentation as a supplement to their statements. Any Candidate required to interview should be prepared to discuss and substantiate any area of their proposal. The Owner is under no obligation to grant interviews to any Candidate receiving a copy of this RFP and/or submitting a written proposal in response to this RFP.

RESPONSE FORMAT

The items listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a Proposer to include all listed items will result in their proposal being rejected.

❖ Tab 1 – Cover Letter

Provide a cover letter indicating your firm's understanding of the requirements relating to this proposal. The letter must be brief and formal from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized by the organization to enter into an agreement with the City of Conroe will sign the letter.

Please include all contact information.

❖ Tab 2 – Acceptance of Conditions

Indicate any exceptions to the specifications, terms and conditions of this RFP, including the Scope of Services.

❖ **Tab 3 – Company Background**

1. Years in business under present name.
2. Name and address of each office location.
3. Ownership structure (Corporation / Partnership).
4. Names and titles of officers in the company.
5. Company trade organizations / associations / affiliations

❖ **Tab 4 – Qualifications**

1. Describe firm qualifications, experience and project understanding.
2. Provide resumes for key personnel that will be assigned to this project.
3. Demonstrate the firm's qualifications and experience in Needs Assessments

❖ **Tab 5 – Project Manager**

1. Identify the Project Manager, including experience and qualifications related to this needs assessment.

❖ **Tab 6 – References**

1. Provide references of similar design projects for which your company has, in whole or in part, provided services.

❖ **Tab 7 – List of Ongoing and Completed Projects**

1. Provide a list of similar projects in which your company is currently involved, or has been involved.
2. Please list project description and status.

❖ **Tab 9 – Customer Support**

1. Describe the firm's physical availability to the City of Conroe in terms of communication, meetings and fieldwork.
2. How will distance from the project site and the City of Conroe affect the response time to critical matters pertaining to the project?

SIGNATURE SHEET

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable by Texas Law.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the City of Conroe (House Bill 914), and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the or City of Conroe.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Complete Legal Name of Firm: _____

Order From Address: _____

Remit To Address: _____

Fed ID No.: _____

Signature: _____

Name (type/print): _____

Title: _____

Telephone:(_____)_____ **Fax No.:** (_____)_____

Date: _____ **Minority:** _____ **Women Owned:** _____

To receive consideration for award, this signature sheet must be returned to the Purchasing Department as it shall be a part of your response.