
REQUEST FOR PROPOSALS

CITY OF CONROE

OSCAR JOHNSON, JR. COMMUNITY CENTER FEASIBILITY STUDY



**CITY OF CONROE
P.O. BOX 3066
CONROE, TEXAS 77305**

RESPONSES DUE: DECEMBER 14, 2017

CITY OF CONROE PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL (RFP)

OSCAR JOHNSON, JR. COMMUNITY CENTER (OJJCC) FEASIBILITY STUDY

INTRODUCTION

The City of Conroe (CoC) is soliciting proposals from interested firms to deliver a Feasibility Study that will provide direction for the construction of a multigenerational community center on 25 acres located at off of Foster Drive in Conroe, Texas. (Survey attached)

The City of Conroe will place strong emphasis in working with a firm that has extensive experience in designing and engineering parks and recreation facilities. The results of this work are expected to influence advice to the staff, board members, and officials of CoC on how to best proceed with development of plans and specifications for construction of a multigenerational community center.

If you are interested in your firm being considered for this project, please submit four (4) copies of your proposal to:

Mail: City of Conroe

Physical: City of Conroe

Soco Gorjon, City Secretary

Soco Gorjon, City Secretary

P.O. Box 3066

300 W. Davis St.

Conroe, TX. 77305

Conroe, TX. 77301

Due Date: On or before 2:00 p.m. on December 14, 2017.

All statements shall be in a sealed envelope clearly marked "RFP for Oscar Johnson, Jr. Community Center Feasibility Study".

It is the bidder's responsibility to deliver the proposal at the proper time to the proper place. The fact that a proposal was dispatched will not be considered. The bidder must have the proposal actually delivered before the time set and the start of opening of the bids. Any bids received after the time and date specified in the Notice to Bidders will be returned unopened.

QUESTIONS AND INQUIRIES

Interested firms are encouraged to attend a non-mandatory conference held on November 14 at 9:00 am at the Oscar Johnson, Jr. Community Center 100 Park Place, Conroe 77301.

Questions after the site meeting will be in writing and faxed or emailed to:

Scott Perry, Center Supervisor

Office: 936-522-3962 Fax: 936-522-3977

sperry@cityofconroe.org

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

RESERVATIONS

The City, through its duly authorized officials, reserves the right to award parts of bids, reject any or all bids and to waive technical irregularities in bidding. The City reserves the right to award this RFP to the most qualified proposer that offers the best combination of qualifications and value to the City. No bid may be withdrawn before 90 days after submittal. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

SCOPE OF SERVICES

A feasibility study was conducted in 2014 to help determine the best case scenario in developing existing facilities to satisfy growing needs of the Oscar Johnson, Jr. Community Center. As a result, a 25 acre tract was purchased for a new center. The adjacent 50 acre tract was also purchased by the city for a new waste water treatment plant that is currently under design, and a phase I environmental study has been conducted. This shift in focus has created the need for a new feasibility study so we may remain diligent in building for the future. The successful proposer shall provide the following:

- Feasibility Study Project Management
- Market Analysis
- Stakeholder Interviews with Staff, OJJCC Board, Park and Recreation Board, and City Council
- Presentation(s) to Staff, OJJCC Board, Park and Recreation Board, and City Council
- Architectural Program Determination
- Conceptual Layout Plan
- Project Capital Cost Estimate
- Operation Analysis
- Partnership Analysis
- Final Report

COMMUNICATION

The City shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve offeror from any obligation with regard to their response to this invitation.

CONDITIONS OF CONDUCT

At all times any agent, officer, or employee of Proposer shall be present upon property owned by

the City, 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 shall be grounds for termination of any contract between the City 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.

REIMBURSEMENTS

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request and the City will not reimburse responding firms for these expenses, nor will the City 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 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.

SELECTION PROCESS

As required under Government Code 2254 the Owner upon appropriate evaluation of all qualification submittals will rank up to three Candidates based on the criteria established below to determine the most qualified firm to provide the services to the City.

- The experience and reputation of the firm:
 - Directly related experience.
 - Experience with projects of similar scope and size.
 - Firm’s professional qualifications.
- The experience, professional certification, and reputation of the Project Manager.
- Organization and organizational abilities and project management techniques.
- The ability of the firm to begin and complete the work on time and within budget.
- Ease of access to the firm’s project staff.

- References

If negotiations with the most qualified firm are unsuccessful for any reason, the City will terminate negotiations formally and in writing with such firm and proceed in order to negotiate with the next most qualified firm until an agreement is reached.

INDEMNIFICATION

The Proposer shall, defend, indemnify, and hold harmless the City, 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.

<u>COVERAGE</u>	<u>LIMITS</u>
A. Professional Liability Insurance	\$2,000,000 each occurrence
B. Worker's Compensation	\$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 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 Proposal 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, 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 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 park design.

- Tab 5 – Project Manager

1. Identify the Project Manager, including experience and qualifications related to park design and construction.
2. Show the organization of the proposed design team.

- Tab 6 – Firm Resources

1. Describe the firm's personnel resources available to the Project Manager.
2. Describe key personnel to be assigned from within the firm and any key outside sub-consulting firm's for this project.

- Tab 7 – References

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

- Tab 8 – 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 in terms of communication, meetings and fieldwork.
2. How will distance from the project site and the City affect the response time to critical matters pertaining to the project?

SIGNATURE SHEET

My signature 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 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 Tax 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.