

CITY OF FRIENDSWOOD REQUEST FOR PROPOSALS



**[INSERT PROJECT NAME]
[INSERT TYPE OF SERVICES]
RFP [RFP #]**

This Request for Proposals may be obtained from City Hall at 910 S. Friendswood Drive, Friendswood, Texas 77546-4856, or at our website www.ci.friendswood.tx.us.

Sealed submittals plainly marked RFP #[RFP #] [INSERT TITLE OF RFP] shall be addressed to the Mayor and City Council of Friendswood, City Hall, 910 S. Friendswood Drive, Friendswood, Texas 77546-4856. Submittals shall be accepted until 2:00 P.M., [INSERT DAY], [INSERT MONTH] [INSERT DATE], [INSERT YEAR].

The City of Friendswood reserves the right to reject any or all submittals, to waive technical or legal deficiencies and to accept any submittal that it may deem to be in the best interest of the City.

The City of Friendswood is asking qualified firms to prepare Proposals for [INSERT BRIEF DESCRIPTION OF SERVICES]

00105-1

PART I: ADMINISTRATIVE INFORMATION

1.1 CITY CONTACTS

- A. For all questions, legal, purchasing, technical and schedule please contact:

Name: [INSERT YOUR NAME]

Title: [INSERT YOUR TITLE]

Phone: (281) [INSERT YOUR OFFICE PHONE NUMBER]

Email: [INSERT YOUR EMAIL]

1.2 SCHEDULE OF EVENTS

- A. Request for Proposals Issued [INSERT DATE]
- B. [CHOOSE MANDATORY OR NON-MANDATORY] Pre-Submittal Meeting (if applicable) [INSERT DATE]
- C. Written Questions due by 5:00 PM [INSERT DATE]
- D. Submittals due by 2:00 PM [INSERT DATE]
- E. Submittal Evaluation [INSERT DATE] to [INSERT DATE]
- F. Contract Negotiations [INSERT DATE] to [INSERT DATE]
- G. Posting of Recommendations to Council Agenda [INSERT DATE]
- H. Council approval [INSERT DATE]

PART II: PURPOSE

- 2.1 The City of Friendswood is asking qualified firms to prepare Proposals for [INSERT DETAILED DESCRIPTION OF WORK].

PART III: SCOPE OF WORK

- 3.1 INSERT BULLETED LIST OF ITEMS OF WORK].

PART IV: PROPOSALS

- 4.1 Each response shall be submitted as outlined in this section. Respondents shall include an outside cover and/or first page containing the following information:

**RFP for [INSERT TITLE OF RFP]
[NAME OF RESPONDENT]
[SUBMITTAL DATE]**

A table of contents shall follow next, followed by tabbed dividers separating each of the successive five (5) sections:

- A. **Cover Letter**
The first page following the divider shall be a one-page letter transmitting the response to the City of Friendswood. At least one copy of the transmittal letter shall contain the original, in ink, by a person having authority to bind the vendor in a contract.
- B. **Qualifications**
Briefly introduce your firm, providing a summary of the administration, structure, organization and staffing of your firm
Identify the project manager and each individual who will work as part of this engagement. Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications and licenses, etc. This includes identifying any proposed subcontractors.
- C. **Experience**
List comparable projects for federal, state, or local governments, whether ongoing or completed, including references. Please include, at a minimum, details for each Texas project listed in III.C.1. For each, please provide:
- a. Project name and location
 - b. Year completed
 - c. Short description and project
 - d. Names, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project.
 - e. Names, addresses, and telephone numbers of clients.
- D. **Project Methodology**
The strategies and methods by which the work is performed must be included in the submittal and detailed sufficiently to allow the city to determine compatibility of the approach to the city's overall goals.

E. References

Include names and telephone numbers of persons whom the City can contact for references regarding the firm’s past performance on similar projects.

PART V: SELECTION PROCESS

The contract shall be awarded to the responsible candidate whose proposals are determined to be the most advantageous to the city considering the relative importance of evaluation factors included in the request for proposals.

The firm selected shall be required to assume responsibility for all services offered regardless of whether they are produced "in-house" or performed under a joint venture or sub-contract. The firm selected will be the sole point of contact with regard to this project.

Friendswood will use an Evaluation Panel to evaluate the submittals and interviews. The responses received will be part of the selection process. The preferred firm then will negotiate with the City on fee and contract conditions. If, in the opinion of the City, a reasonable fee cannot be achieved with the firm of choice, negotiations will proceed with the second choice firm until a mutually agreed contract can be negotiated. The City may choose to award to more than one firm or individual if it is in the best interest of the City.

Certified Minority Owned Business Enterprises (MBE), Women Owned Business Enterprises (WBE), and Historically Underutilized Businesses (HUB) are encouraged to submit proposals.

PART VI: EVALUATION CRITERIA

5.1 The Respondents shall be ranked on the following criteria:

| Dept | Reviewer | Qualifications | Experience on Similar Projects | Project Methodology | References | Totals |
|------|-----------------------------|----------------|--------------------------------|---------------------|------------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Total Points | 0 | 0 | 0 | 0 | |
| | Weight | 30% | 30% | 30% | 10% | |
| | Weighted Total | 0 | 0 | 0 | 0 | 0 |
| | Conversion to Points | 0 | 0 | 0 | 0 | 0 |

The criteria used to evaluate the RFP will include, but not be limited to, the following (items listed below are not listed in order of importance):

- **Qualifications.** Qualifications of individual or firm in executing similar projects, qualifications related to collaborating with partners. (30 points)
- **Experience on Similar Projects** (emphasis on last 10 years). Related project experience, including work in Texas, as well as completed and ongoing projects of the firm and the individuals who would be assigned to this project. (30 points)
- **Project Methodology.** This criterion would include personnel, resources, and methodologies commonly used by the individual or firm that may be applicable to the project categories. (30 points)
- **References. (10 points)**
- **In the event of a tie, interviews will be used as a tie-breaker.**

PART VII: SUBMITTAL PROCESS

Please submit one (1) marked original, along with one (1) electronic copy on flash drive or CD by RFP opening time of 2:00 PM on [INSERT DAY], [INSERT MONTH] [INSERT DATE], [INSERT YEAR]. Flash drive or CD must contain only one (1) file in PDF format and must match written response identically. Proposals shall be submitted to the address shown below. Submittal shall be signed, in ink, by a person having authority to bind the vendor in a contract. Submittals that are limited to 25 pages (excluding resumes or sample documents) or less are preferred.

The City of Friendswood
City Secretary's Office
910 South Friendswood Drive
Friendswood, TX 77546
Monday - Thursday: 8:00 AM to 5:30 PM
Friday: 8:00 AM to 5:00 PM

Bids sent via courier must be sealed in a separate envelope inside of the mailer. External envelope must be marked: RFP #[RFP #].

To enable the City to efficiently evaluate the responses, it is IMPORTANT that respondents follow the required format in preparing their responses.

Each copy of the response shall be bound using a semi-permanent binding method, to ensure that pages are not lost. Pages shall be no larger than letter-size (8.5" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Each section (defined below) shall be separated by a tabbed divider. Text shall be no smaller than 10 point. Margins shall be no smaller than 1 inch. Elaborate covers, binding, dividers, etc., are not required.

PART VIII: SUBMITTAL PROCESS

- A. No Gratuities – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Friendswood for the purposes of influencing this selection. Any attempt by the respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. All Information True – Respondents represents and warrants to the City that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process shall be excluded.
- C. Interviews – If the City, as a result of the initial evaluation of the submittals, develops a “short list”, respondents will be notified in writing of their status in the selection process. Respondents who are “short-listed” may expect and anticipate in a subsequent interview which will most likely focus not only on the respondent’s program approach but also on an appraisal of the people who would be directly involved in the Project.
- D. Inquiries – Do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. Cost of Responses – The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. Contract Negotiations – This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the Project, the City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.
- G. No Obligation – The City reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) reject any or all respondents submitting responses, should it be deemed in Friendswood’s best interest; or (4) cancel the entire process.
- H. Insurance – The respondent shall have the appropriate liability insurance written by an insurer to transact insurance in the State of Texas.

END OF DOCUMENT

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