

Request for Proposal

The City of Murphy is accepting sealed Proposal for:

Old Murphy School Community Center

RFP No. 10-2-9

www.murphytx.org



**Sealed Proposal will be received
until 3:00 p.m. on Monday, March 1, 2010**

Return Proposals to:

Aimee Nemer, TRMC, CMC
City Secretary
City of Murphy
206 North Murphy Road
Murphy, Texas 75094

INSTRUCTIONS TO OFFERORS

1. The sealed envelope or package containing the completed proposal(s) should be marked legibly on the outside with the proposal number and the description of the item(s) being proposed as shown on the cover sheet of this Request for Proposal.
2. The offeror shall sign and date the proposal where provided within the RFP. The person signing the proposal must have the authority to bind the firm in a contract. Proposal which is not signed and dated in this manner may be rejected.
3. The Offeror shall submit **one (1) unbound original and five (5) bound copies of proposal documents unless stated otherwise with in the specifications**. All documents shall be received at the Office of the City Secretary, City of Murphy located at 206 North Murphy Road, Murphy, Texas 75094, by the deadline shown on the cover sheet of this Request for Proposal. Proposal received after the deadline may be rejected at the City's option. The City of Murphy is not responsible for lateness or non-delivery of mail, carrier, etc. The proposal will be date/time stamped in the Office of the City Secretary when received and this will be considered to be the official time of receipt.
4. Facsimile transmittals and electronic transmittals will not be acceptable **unless stated otherwise within the specifications**.
5. The City of Murphy, Texas, reserves the right to reject any or all Proposal as it shall deem to be in the best interests of the City of Murphy. Receipt of any proposal shall under no circumstances obligate the City of Murphy to accept the lowest dollar proposal. The award of this contract shall be made to the responsible Offeror whose proposal is determined to be the highest evaluated offer resulting from negotiation, taking into consideration the relative importance of price and the other evaluation factors set forth in the Request for Proposal.
6. Proposal cannot be altered or amended after submission deadline. Any alteration or erasure made before opening by the City must be initialed by the signer of the proposal, guaranteeing authenticity.
7. A proposal may not be withdrawn or canceled by the Offeror without the permission of the City for a period of ninety (90) days following the date designated for the receipt of Proposal, and Offeror so agrees upon submittal of his proposal.
8. The City of Murphy is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
9. All Proposals meeting the intent of this Request for Proposal will be considered for award. Offerors taking exception to the specifications, or offering substitutions, shall state these exceptions by attachment as part of the proposal. The absence of such a list shall indicate that the Offeror has not taken exceptions, and shall hold the Offeror responsible to perform in strict accordance with the specifications in this Request for Proposal. The City of Murphy reserves the right to accept any, all or none of the exception(s)/substitution(s) deemed to be in the best interest of the City.
10. Any interpretations, corrections or changes to this Request for Proposal and specifications will be made by addendum. Sole issuing authority of such addendum(s) shall be vested in the City of Murphy.
11. Proposals must comply with all applicable federal, state, county and local laws concerning these types of services.

12. The apparent silence of these specifications as to any detail or to the apparent omission of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

13. A prospective Offeror must affirmatively demonstrate Offeror's responsibility. A prospective Offeror must meet the following requirements:

- A. have adequate financial resources, or the ability to obtain such resources as required;
- B. be able to comply with the required or proposed delivery schedule;
- C. have a satisfactory record of performance;
- D. have a satisfactory record of integrity and ethics; and
- E. be otherwise qualified and eligible to receive an award.

The City of Murphy may request representation and other information sufficient to determine Offeror's ability to meet these minimum standards.

The City of Murphy is aware of the time and effort you expend in preparing and submitting Proposal to the City. Please let us know of any proposal requirements causing you difficulty in responding to our Request for Proposal. We want to facilitate your participation so that all responsible vendors can compete for the City's business.

Awards should be made approximately 4 to 6 weeks after the proposal opening date. If you have any questions concerning this Request for Proposal and specifications, please contact Kim Lenoir by email at klenoir@murphytx.org.

Request for Proposal

I. Introduction

The City of Murphy, Texas is soliciting proposals for professional planning services for the Old Murphy School Community Center Design Plan. The Old Murphy School/City Hall is located at 205 North Murphy Road, Murphy, TX. The building has not been in use by the public for four years. In November 2008, the citizens approved a \$2 million bond issue to renovate this building and develop it as a Community Center for the citizens of Murphy. In January, Texas Parks and Wildlife approved a \$750,000 matching grant to renovate and add on to the building for the community center. The Texas Historical Commission (THC) determined that the Old Murphy School building, which was constructed in 1938, is eligible for listing in the National Register of Historic Places (NRHP) under the criterion for social history and for architecture. THC will assist the City with design options to maintain the historical integrity of the building. The City wants to maintain the historical significance of the building and make it a viable community center that is desired for all the citizens of Murphy. The Design Plan will include but may not be limited to the following Project Tasks. These tasks are discussed in more detail in Section IX.

- Interior Lay-out and renovations and additions
- Utilities
- Exterior renovations
- Maintaining historical integrity in the design

- Site Plan
- Landscape Plan

II. Schedule of Important Dates

The tentative schedule for the selection of a consultant for this project is as follows:

- Release RFP to Vendors: February 9, 2010
- Proposal Submission Deadline: March 1, 2010 @ 3:00 p.m.

III. Submittal Information

Interested consultants shall submit the RFP response by 3:00 p.m., March 1, 2010 to:

Aimee Nemer, TRMC, CMC
City Secretary
City of Murphy
206 North Murphy Road
Murphy, TX 75094
972-468-4000

No fax copies will be accepted.

All questions prior to the closing date shall be in writing and should be directed to the Kim Lenoir by e-mail to klenoir@murphytx.org. Inquiries should make reference to specific section numbers of this RFP. The City will post updates of questions and answers received at www.murphytx.org.

All expenses of proposal preparation, up to and including on-site interview are not reimbursable by the City of Murphy and are at the sole discretion of the respondent.

IV. City Background

The City of Murphy is a home rule city located in the Dallas-Fort Metroplex, in southeastern Collin County, 25 miles northeast of Dallas, 10 miles southeast of McKinney, and on the eastern border of Plano.

The estimated population of Murphy as of January 1, 2000 was 14,300. The median resident age is 33.1 years. Median household income in 2000 was \$111,458 and the median house value in 2008 was \$255,000. Murphy was rated "No. 7" Best Dallas Suburb, out of 62, by D Magazine in 2008.

V. Scope of Services

The City expects a complete Old Murphy School Community Center Design Plan. The respondent shall submit a proposed general process for the project using past experience and best practices in similar communities. The Old Murphy School

Community Center Design Plan should address in detail a plan for all steps from concept to construction documents to construction.

Interagency coordination will be required. Identification of and coordination with other affected public agencies including, but not limited to the Texas Historical Commission and Collin County will be the responsibility of the selected consultant.

Once a contract has been approved by the City Council, city personnel will be available for input, consultation, inquiry, and review of all aspects of the planning effort; but it is not envisioned that city staff will be directly responsible for any work elements other than those specifically described herein.

The City of Murphy Parks Department will act as a clearinghouse and coordinator of all requests from the Consultant to the City.

VI. Planning Approach

A response to this RFP shall include the respondent's proposed methodology and approach, including a general timeline for creating the Old Murphy School Community Center Design Plan. The City is looking forward to a planning approach that:

- Is innovative and unique to Murphy;
- Balances the interests of all parties with a stake in the future of Murphy;
- Educates the public and development community on best practices and on what comparable communities are doing;

VII. Successful Respondent Characteristics

The successful respondent to this RFP will have proven itself to have the following characteristics:

- Experience developing Community Center design plans.
- Experience in renovating historic buildings and working with THC will be helpful, but not required.
- Experience in working with Texas Parks and Wildlife Indoor &/or Outdoor grant programs will be helpful, but not required.
- A list of highly-satisfied previous clients.

VIII. Request for Proposal Response Package

Please provide the City a response that includes:

- A. A firm introduction and summary that addresses:
 1. Project management approach;
 2. Planning philosophy;
 3. Technology and resources to be used in the planning process;
 4. Proposed project schedule including a general timeline.
- B. Résumés reflecting the qualifications and experience of each member of the planning team, including any potential subcontractors. Only include qualifications

for those team members who will be assigned to the project. Specify the project manager and any team members who will be present at most staff and public meetings.

- C. Related firm experience and professional references, including:
 - 1. Narrative reports describing at least three Community Center Design plan projects completed in the last five years with reference contact information;
 - 2. One (1) copy of the final planning document produced for at least one of the Community Center Design plan projects in 1 above; and
 - 3. For the referenced projects, provide a summary of the proposed project timeline and budget and the actual project timeline and budget with reasons for increases if any.

- D. Enumeration of the firm's present work load and a schedule indicating the firm's ability to accomplish the project with its present work force. Identify the level of time commitment that the City of Murphy can expect from senior and principal staff dedicated to this project.

- E. A detailed description of the work element or service that is proposed for each of the Project Tasks outlined below. This description should include:
 - 1. The proposed methodology that will be utilized to perform the task.
 - 2. The projected time frame necessary to accomplish each task and when, during the overall plan preparation, the task will be performed.
 - 3. The professional staff that will be directly involved with each task.

- F. The specific services to be provided will be determined through negotiation and mutual agreement between the City and the consultant. The City expressly reserves the right to perform any part of the project itself or to use outside services such as graduate students or volunteers.

IX. Project Tasks

The City of Murphy seeks a qualified firm or team to develop final design and construction documents for the Old Murphy School Community Center to include the 10,000 square foot historic building, possible new building additions, parking, and landscape plan for the 5 acre tract it is located. The Old Murphy School Community Center project will include renovations of the existing building, gymnasium, stage, lobby, meeting rooms, and office. Some additions to the building may include a new kitchen, restrooms, multipurpose recreation rooms, gymnasium, landscaping, and parking. The selected firm/team will be required to produce construction drawings and contract documents for construction of the project as depicted.

The selected architecture/engineering/landscape design firm or team will be required to develop a detailed set of plans and construction documents. Such work will include, but not be limited to (a) Drawings for incorporating the use and redesign of the current buildings exterior improvements and interior lay-out; (b) Drawings showing where site specific elements are located e.g. fences, signage, hardscapes, and landscaping; (c) A plan of building additions, if needed; (d) lay-out of interior to optimize access, security, control, energy, and efficiency including appropriate maintenance approaches for

varying zones; (e) Concrete paving, retaining walls, paved ditches & ditch inlets, etc. to improve appearance; (f) Composite drawings of all utilities and easements; (g) Recommendations for the use of environmentally friendly materials, solar power, run-off collection / rainwater harvesting where possible; (h) An irrigation design for all landscape areas; (i) A maintenance program.

The selected architecture/engineering/landscape design firm or team will be required to assist the city with construction bidding as well as construction administration.

X. Deliverables

The City expects several deliverables during the course of this project, as opposed to only one deliverable being produced in the form of a single, final document at the end of the process. Deliverables will be both digital and hard-copy in format. The content of these deliverables will be determined during contract negotiation.

XI. Miscellaneous Information

A. Information Technology. Any computer based mapping system should integrate with the City of Murphy's current system. At this time the City of Murphy utilizes ArcView 9.3. Other computer software packages in use by the City are Microsoft Windows XP Professional and Microsoft Office 2007.

B. Selection Process. From a review of the responses received, the City intends to invite several respondents to be interviewed by a Selection Committee. The Selection Committee will present its recommendation to the City Council for approval.

The contract is awarded using the method of "Best Value" bid. This method may take into consideration, in whole or part the following criteria: a) the purchase price; b) the reputation of the prospective bidder and of their goods and services; c) the quality of the prospective bidder's goods and services; d) the extent to which the goods and services meet the City's needs; e) the prospective bidder's past relationship with the City; f) the total long-term cost to the City to acquire the prospective bidder's goods and services; and g) any relevant criteria listed within the bid document specifications.

The successful bidder will be judged to provide "best value" rather than lowest price. Award criteria are established by:

- 30% Total price
- 20% Production Schedule
- 20% City's assessment of vendor's capability to perform on like properties
- 10% City's evaluation of the vendor's equipment inventory and capabilities to perform the contract as specified
- 20% City's assessment of the vendor's reputation and its goods and services

The City of Murphy reserves the right to reject any and all Proposal and to waive any irregularities or informalities.

XII. Contact Information

The following form should be completed and submitted with your proposal.

Company Name	
Address	
City, State, Zip	
Phone Number	
Fax Number	
E-mail Address	
Tax Identification Number	
Signature of Authorized Agent	
Printed Name of Authorized Agent	
Title	
Date	

XIII. Conflict of Interest Questionnaire (FORM CIQ)

The Conflict of Interest Questionnaire is a new requirement arising from the passage of House Bill 914 during the 2005 legislative session. It has been enacted as Local Government Code Chapter 176 and became effective on January 1, 2006. The law requires a vendor that wishes to conduct business or be considered for business with a city to file a "conflict of interest questionnaire." The questionnaire was created by the Texas Ethics Commission.

Please note that this questionnaire should be completed and submitted with your proposal. This is a requirement of State law. Any questions regarding the completion of the form should be directed to your attorney. Any comments or complaints about this form should be directed to your State representative. All information provided will be posted on the internet as required by law.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.

4 Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

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5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each affiliation or business relationship.

6

Signature of person doing business with the governmental entity

Date