

Request for Proposals



Request for Proposal for Needs Assessment, Site Selection, Design, & Cost Estimate for New Municipal Complex

City of Haslet
101 Main Street
Haslet, Texas 76052
(817) 439-5931 ext. 106
Advertised: **March 7, 2021**
March 14, 2021

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Notice to Proposers – Municipal Complex Master Plan

I. **General Information**

The City of Haslet (City) will be accepting proposals from experienced and qualified Architectural, Planning, and Design Consultants. The purpose of this Request for Proposals (RFP) is to select a consultant to develop a new Municipal Complex Master Plan. It is the intent of the City to contract for said planning and design services from a qualified consulting firm that can deliver the plan with all required elements captured.

Background

The City of Haslet is a progressive community with an estimated population of 1,920 and encompasses 12.1 square miles including its Extraterritorial Jurisdiction (ETJ). Located within the IH-35W Alliance Development Corridor and occupies a strategic location adjacent to the Fort Worth Alliance Industrial Airport. Haslet lies 20 miles north of downtown Fort Worth and given its regional position is experiencing accelerated growth. The City operates under a six-member Mayor-Council general law form of government with an appointed city administrator. The city administrator oversees the City's day-to-day operations. Haslet has 29 employees encompassing eight (8) departments which deliver services to the residents; the departments are the following: Administration, City Secretary's Office, Finance (including Municipal Court), Fire, Planning and Development, Library, Economic Development and Engineering and Public Works. More information about the community and City departments is available on the City website located at www.haslet.org

Project & Services Description

The City is looking for a planning and design team to integrate all City services needs into a complex through the creation of a master plan. The City envisions a municipal complex that serves as the center for all municipal activities taking into consideration each city department/service needs and how they each operate uniquely on their own but in conjunction with other city departments/services. The Municipal Complex Master Plan will include needs assessment, site selection, design, and preliminary cost estimation for a future project. The project will require meetings with both staff and stakeholders in multiple targeted focus group meetings.

The City's expectation is that the project will:

- Capture all needs for office, storage, programing, technology systems, conference, workroom, and operational spaces
- Identify possible sites with available land for the project; expected to be 10 to 15 acres in size
- Assess potential noise impact for locations with proximity to rail crossings
- Design an exterior project that reflects the character of the community
- Reflect attractive, modern, and flexible interior design for a multi-generational workforce
- Be consistent with the City's Comprehensive Plan and other long-range planning needs

The City is committed to flexibility in the design process to maximize the benefits to the community. The City is prepared to consider participation in a public-private partnership or incorporating an appropriate mixed-use component into the Municipal Complex.

All questions and communications, whether of a substantive nature or otherwise, regarding the Request for Proposal (RFP) must be submitted via email no later than 2:00pm on Monday, **April 12, 2021**. If the City deems it necessary, it will issue one or more written addenda in response to such questions and those addenda will be forwarded to all persons who request a bid.

Enquiries must be submitted via email to:
Wes Morrison, Planning & Development Director
wmorrison@haslet.org

The City reserves the right to waive technicalities or to accept or reject any proposal or combination of proposals based upon the City's determination of its best interest.

II. Scope of Work

The following Scope of Work is considered to be the minimum level of effort required. The Consultant is encouraged to recommend changes to the Scope of Work that will lead to a more successful project. The Scope of Work will be performed in coordination with City Staff and will engage a broad and comprehensive range of community stakeholders. In response to the RFP the Consultant shall address the following specific tasks:

Task 1 - Assessment

1. Review existing facilities and staffing levels, conduct interviews with key staff regarding future needs and community growth expectations, and review other cities with similar characteristics all to determine space and facility needs that will serve the community as growth continues to occur.

Task 2 – Site Analyses

1. Taking into consideration the information collected in Task 1, review the City’s Future Land Use Plan, Master Thoroughfare Plan and other future planning documents to determine the location(s) for the municipal complex that would best serve the community as whole.
2. Taking into consideration the information collected in Task 1, review the current list of city owned properties to determine if any city owned properties could be appropriate for such a complex.
3. Through coordination with City Staff, provide a recommendation of the best site for the location of the municipal complex.

Task 3 – Conceptual Complex Design

1. Utilizing information gathered from Task 1 and the site selected in Task 2, develop a conceptual design for the municipal complex that provides a layout of a complex to that best meets the needs of the organization in a functional and cost efficient manner. Taking into consideration each of the individual municipal departments and their unique function.
2. Conceptual plan shall include a site plan indicating building footprint and massing within the municipal complex, renderings illustrating the general architectural style and approach, and basic interior layouts.

Task 4 – Cost Estimation

1. Provide preliminary cost estimates based on the conceptual design, needed infrastructure improvements, and if needed project land cost.
2. Cost estimates shall be based on recent project bid figures from similar projects and national estimating guides using local cost adjustment factors.

A final document will be prepared including information from each of the task identified above and submitted to City Council for approval.

III. Submissions

Proposals will be evaluated based on all information provided. To evaluate capabilities for completing the work as outlined in this RFP, each proposal should provide detailed responses to each of the following requirements listed below:

1. Letter of Interest:
 - Shall consist of an executive summary of the proposal and include the firm name, address, and contact information.
2. Firm Organization & History:
 - Provide a history of the firm including type of ownership, number of years in operation, size of the firm and an overview of services provided.
3. Project Team:
 - Identify key personnel proposed for this project and include resumes of those personnel and their experience on comparable projects.
4. Project Understanding:
 - Provide a detailed and clear understanding of the Scope of Work and define approach for managing the project and accomplishing milestones and deliverables. Include a preliminary schedule for completing each task and deliverables provided with those task. List any resources that you expect the City of Haslet to provide that have not been previously described.
5. Experience:
 - Provide a listing of references and qualifying work, including firm/agency name, project name, location, brief description of services, dates those services were provided and customer contact information.

To be considered, the submittal of the proposal shall include one (1) electronic versions in pdf format on a USB drive and five (5) bound copies. The proposal shall be presented in a sealed package, addressed as indicated below, by 2:00pm, Monday, April 12, 2021 and on that date and at that time, the names of the respondents will be read aloud and recorded.

Wes Morrison, Planning & Development Director
Municipal Complex Master Plan
City of Haslet Department of Planning & Development
101 Main Street
Haslet, Texas 76052

IV. Selection Process

A committee comprised of City staff will review each proposal and select or decline to select the consulting firm utilizing a qualification-based selection process. Critical factors in this selection will include:

- Quality of response submission. Incomplete proposals will not be considered.
- Description of approach to the services, which includes an understanding of the project, risks, challenges, strategy, and proposed methodology that will be employed to complete the project.
- Experience and demonstrated expertise in performing projects of a similar scope for similarly sized communities. The City prefers references and samples for work performed for municipal or other governmental entities.
- Professional qualifications and backgrounds of the responding firms and principal assigned staff.
- The consultants staffing, readiness to undertake the required services, ability to execute an acceptable written contract, and capabilities to complete the scope of work.
- Client references.

Interviews may be conducted with one or more responsible entities that have submitted proposals in order to clarify certain elements of such information.

Fees will not be considered in the initial selection criteria during the initial selection process.

At the City's discretion, it will seek to negotiate a fair and reasonable scope of work and fee with the highest ranked proposing firm. If the aforesaid negotiation does not result in an agreement, the City shall terminate those negotiations and may in its sole discretion, select the next most qualified firm with whom the City will negotiate. If those second-round negotiations fail, the City in its sole discretion, may enter into negotiations and continue with succeeding firms until an agreement has been reached.

The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. The City reserves the right to accept the proposal it deems is in the best interests of the City after all proposals have been examined and evaluated. Nothing in this Request shall obligate the city and consultant shall be binding or enforceable unless it has been reduced to writing and executed by duly authorized officers of each part to any such contract.