

REQUEST FOR QUALIFICATIONS

Invitation to Submit Statement of Qualifications to Perform Monitoring and Public Interaction Services Downtown

Closing Time: 2:00 PM CT, July 29th, 2019 Opening Time: 2:01 PM CT, July 29th, 2019

RFQ Opening Location: City Center Waco Offices, 801 Elm Avenue, Waco, TX 76704

For Information Contact: Mr. Jeffrey Vitarius, 254-754-8898

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- A. Map of Downtown Public Improvement District

I. Project Concept and General Information

City Center Waco is requesting statements of qualifications from firms or individuals interested in providing reporting and public interaction services downtown. It is anticipated that the firm selected to proceed (“Selected Firm”) would assist City Center Waco in narrowing a specific scope of work.

Reporting. The service provided is expected to report to City Center Waco issues related to cleanliness and safety within the Downtown Public Improvement District (PID) in a timely fashion (within two business days). Reports will include precise locations, time of report, and, if the report involves a visual component such as graffiti, a picture of the issue. Reported issues include but are not limited to:

- Incidents of graffiti
- Damaged or missing banners
- Bird issue areas
- Cracked sidewalks (in limited areas)
- Unkempt grass areas
- Excess Trash
- Panhandling
- Street, security or parking lot lights that are not functioning
- Frequently asked questions from merchants or members of the public

Customer Service. Additionally, the service provider is expected to interact with the public regularly while patrolling the PID. These interactions should be oriented towards providing excellent public service, accurate information, and a sense of hospitality to members of the public.

General Information. City Center Waco will evaluate submissions, rank applicants based on a numeric score (see section VII) and enter into negotiations with the top ranked firm(s.)

A map of the PID is included as Appendix A.

II. Definitions

The following definitions apply to this RFQ and the transaction between City Center Waco and the Selected Firm unless otherwise designated in the context. Terms, which are singular, may include multiple, where applicable and when in the best interests of City Center Waco:

“Company” or “Firm” means and refers to any submitter, whether such submitter be a corporation, company, sole proprietor, partnership, company, or any other entity legally defined or recognized under the laws of the State of Texas.

“RFQ” means and refers to this particular Request For Qualifications.

“Selected submittal” means and refers to the Statement of Qualifications submitted by the Selected Firm.

“Selected Firm” means the firm who is selected and awarded a contract for the services requested in this RFQ.

“SOQ” means Statement of Qualifications.

“Submitter” means a firm that submits a Statement of Qualifications in response to this RFQ.

III. Schedule

Issuance of the RFQ	July 8, 2019
Deadline for questions	July 22, 2019 by 5:00 pm
Receipt of the Statement of Qualifications (SOQs)	July 29, 2019 by 2:00 pm
Evaluation of the SOQs/Interviews	July 29 - August 22, 2019
Establish ranking of submitters	August 22, 2019
Attempt to negotiate contract	September 2019
Notify submitters of award recommendation	To be determined

Note: The proposed schedule of events is tentative and may be modified throughout the selection process at the discretion of City Center Waco.

IV. Contact Person

Questions concerning the RFQ must be submitted in writing on or before 5:00 pm on July 22, 2019.

Submit to: Jeffrey Vitarius, Director of Finance and Operations

Methods of submitting questions: U.S. Mail: City Center Waco 801 Elm Avenue Waco, Texas 76704

Email: jeffrey@citycenterwaco.com

Contact with someone other than Jeffrey Vitarius (or his designated representative at City Center Waco) concerning this project may be grounds for removal from consideration.

RFQ Interpretation, modification, corrections, or changes will be made by addenda issued by City Center Waco. Addenda will be made available to all that are known to have received a copy of this RFQ. Submitters shall acknowledge receipt of all addenda per the instructions to be attached to an addendum.

V. Submittal Information

To be considered, one original and two copies of the Statement of Qualifications must be received by City Center Waco by 2:00 p.m. on July 29, 2019, through electronic mail to jeffrey@citycenterwaco.com or through U.S. Mail or delivery service/personal delivery to:

City Center Waco
Attn: Jeffrey Vitarius
801 Elm Avenue
Waco, Texas 76704

All SOQs shall be sent to the attention of the Purchasing Agent and marked on the outside as follows: "RFQ Downtown Reporting." A SOQ submitted or postmarked after the submission deadline will not be opened.

Right to Accept or Reject. City Center Waco reserves the right to accept or reject any or all submittals as a result of this RFQ, to negotiate with all qualified sources, or to cancel in part or its entirety if found to be in the best interest of City Center Waco. The RFQ does not commit City Center Waco to award a contract or pay any costs incurred in the preparation of an SOQ in response to this RFQ.

Reservations by City Center Waco. City Center Waco expressly reserves the right to:

- Waive any defect, irregularity, or informality in any submittal or RFQ procedure;
- Extend the RFQ closing time and date;
- Reissue this RFQ in a different form or context;
- Procure any item by other allowable means;
- Waive minor deviations from specifications, conditions, terms, or provisions of the RFQ, if it is determined that waiver of the minor deviations improves or enhances City Center Waco's business interests under the RFQ; AND/OR
- Extend any contract when most advantageous to City Center Waco, as set forth in this RFQ.
- Retain all SOQs submitted and use any idea in SOQs regardless of whether a specific SOQ is selected.

VI. Statement of Qualifications

- A. **Submission of Information.** It is each submitter's sole responsibility to submit information related to the evaluation categories, and City Center Waco is under no obligation to solicit such information if it is not included with the SOQ. Failure of a submitter to submit such information may cause an adverse impact on the evaluation of the specific SOQ.
- B. **Submitter Review of RFQ.** Submitters are responsible for examining and being familiar with all terms, conditions, provisions, and instructions of the RFQ and their responses. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFQ.
- C. **Encouraging Competition.** The conditions, terms, provisions, and information of this RFQ are written to encourage maximum response to the RFQ. There is no intent to discriminate against any submitter but rather, to set a definite standard of professional quality and experience desired for this project.
- D. **No Price Information.** The selection of the Selected Firm under this RFQ shall be in accordance with Chapter 2254 of the Texas Government Code. Do not include any price information within the SOQ. SOQs containing any price information will be automatically disqualified.
- E. **Submission Contents:** The following material must be received by July 29th, 2019 for a submitting firm to be considered.
 - 1. **Title Page:** Title page showing the RFQ subject, the RFQ number, the firm's name; the name, address and telephone number of the contact person, and the date of the SOQ.
 - 2. **Table of Contents**
 - 3. **Transmittal Letter:** A signed letter of transmittal briefly stating the submitter's understanding of the work to be done, the commitment to perform the work within the time period, a statement as to why the firm believes it to be the best qualified to perform the engagement.
 - 4. **Detailed SOQ:** The detailed SOQ should follow the order set out as follows:
 - a. **General Requirements:** The purpose of the SOQ is to demonstrate the qualifications, competence and capacity of the firm to undertake this project. It must also specify a project approach that will meet the requirements in the RFQ.
 - b. **Firm Qualifications and Experience:** The submitter should state the size of the firm, the location of the office from which the work on this project is to be performed, and what experience the firm has with similar kinds of projects.
 - c. **Joint venture or consortium:** If the submitter is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal should be noted, if applicable.
 - d. **Business Operation:** If the submitter has operated under any other names within the last ten (10) years, provide those names.
 - e. **Ownership changes:** If submitter anticipates any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months, provide a description of what is

anticipated and how that could impact work on this project if awarded the contract.

5. **Additional background information on no more than 15 pages**
 - a. **Project Approach / Work Plan:** The SOQ should set forth a work plan, including an explanation of the project methodology to be followed, to perform the required services. The work plan should include at a minimum itemized tasks, resource requirements, specialized skills needed, special considerations, and possible challenges in completing the project.
 - b. **Identification of Anticipated Potential Project Problems:** The proposal should identify and describe any anticipated potential project problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Parties.
 - c. **References:** Each response should provide City Center Waco at least three (3) references that City Center Waco may contact to discuss performance on other similar work or qualifications to perform the work considered. At least one of these references must be someone that the firm or individual worked with within the last 24 months. For each reference include: project name and location; description of work; contract value of work performed by the firm or consultant and project value; name, address, and telephone number of project owner/representative who oversaw project performance; dates (month/year) contract was issued and actually completed; and contract completion terms.
- F. **Modification or Withdrawal of SOQ:** SOQs CANNOT BE ALTERED OR AMENDED AFTER THE DEADLINE PASSES TO SUBMIT A SOQ. SOQs may be modified prior to the deadline only by providing a written notice (including by fax or email) to the contact person at the address or telephone number shown herein. A SOQ may also be withdrawn by providing the same notice in person by a submitter or the submitter's authorized agent, provided the agent's identity is made known and the agent signs a receipt reflecting the SOQ is being withdrawn. HOWEVER, THE SUBMITTER WILL NOT BE ALLOWED TO RESUBMIT. This provision does not change the common law right of a submitter to withdraw a proposal due to a material mistake in the SOQ.
- G. **Authorized Signature:** A SOQ must be manually signed by a person having authority to contractually bind the submitter. Any erasures or other changes must be initialed by the person authorized to sign the SOQ or others who are able to show evidence of authority to execute or sign on behalf of the submitter.
- H. **SOQ is an Indication of Ability to Perform Requested Services:** The SOQ submitted by a firm is an indication of the ability of the firm to perform the requested services.
- I. **Agreement; Exceptions.**
 1. Submission of a SOQ indicates the submitter agrees to the terms, conditions, and other provisions contained in the RFQ, unless the submitter clearly and specifically presents in its proposal any exceptions to the terms, conditions, and other provisions contained in the RFQ.
 2. Exceptions presented in a SOQ are not to be considered incorporated into the contract between the City Center Waco and the selected submitter unless and until City Center Waco agrees to accept such exceptions.

3. The Selected Firm must acknowledge and agree that the contract resulting from this RFQ includes the terms, conditions, and other provisions contained in the RFQ, the proposal selected (including any exceptions accepted by City Center Waco) which is acceptable to City Center Waco and is not in conflict or contravention of the RFQ, and any other documents mutually agreed upon by City Center Waco and the Selected Firm.
4. No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFQ or the resulting contract.
5. The Selected Firm shall be required to execute a contract (with the amount of the fee and negotiated scope of services to be added). City Center Waco reserves the right to make changes to the actual contract executed. Firms should review the sample contract for insurance amounts, indemnification provisions, and other terms and conditions. If there are terms or provisions in the sample contract that the firm objects to, that objection should be stated in its SOQ submission.

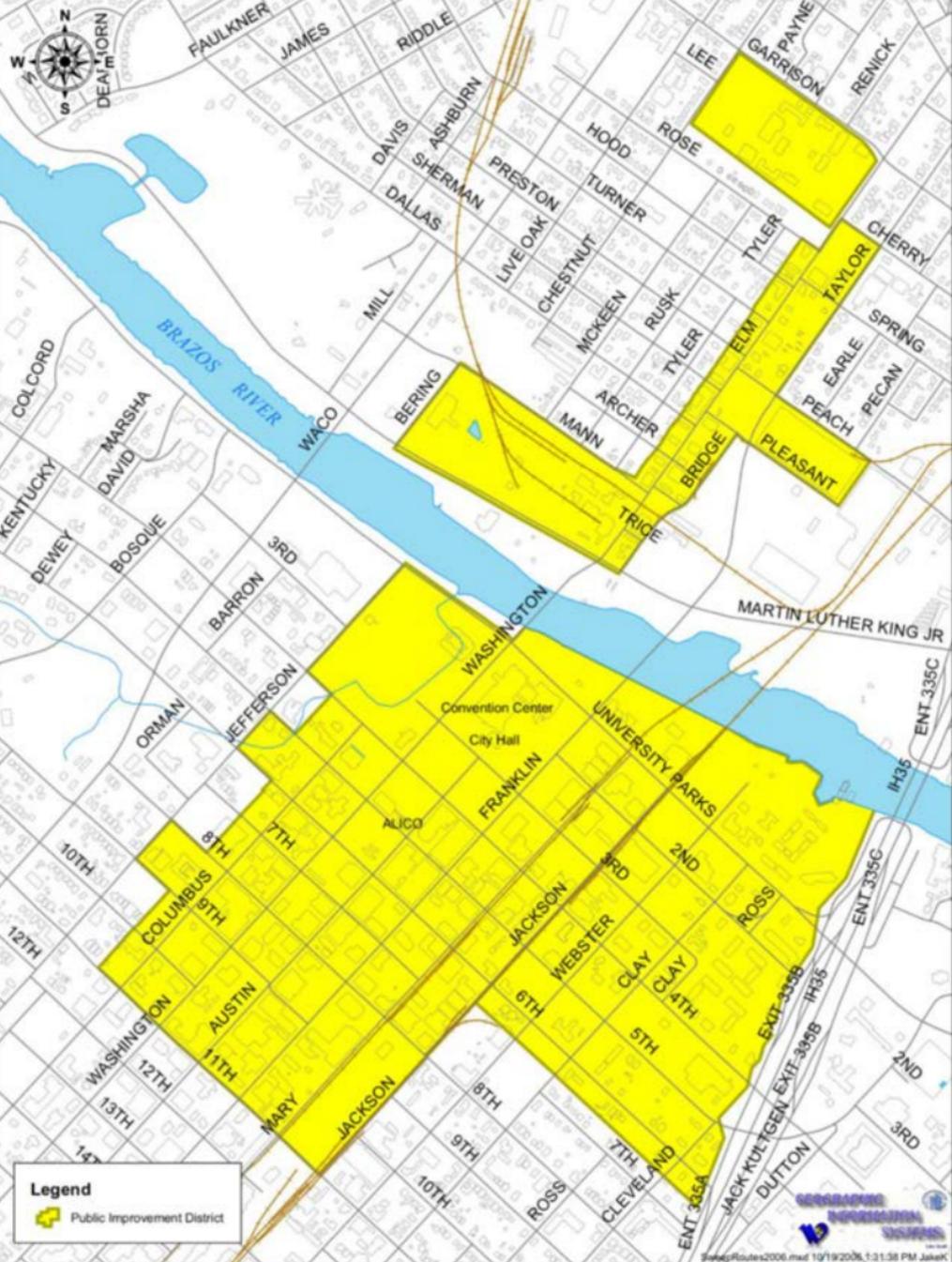
VII. Evaluation of Submittals & Award of Contract

- A. **General Procedure:** The submitted SOQs will be initially reviewed and evaluated by City Center Waco staff. Each SOQ should be submitted as completely and accurately as possible. City Center Waco reserves the right to request additional information or clarifications, oral discussions, or presentations in support of the submitted SOQ. City Center Waco also reserves the right to allow corrections of errors or omissions.
- B. **Evaluation Criteria:** The evaluation of SOQs will be conducted in stages. Firms satisfying the first stage criteria will move to the second stage to have their SOQs evaluated for technical qualifications. A point formula will be used during the review and evaluation process by City Center Waco to score SOQs. The following represent the principal selection criteria.
 1. **First Stage**
 - a. The firm identifies personnel possessing the qualifications necessary to perform the desired work in the State of Texas.
 - b. The firm has no conflict of interest with regard to any other work performed by the firm for any of the Parties.
 - c. The firm adheres to the instructions in this RFQ on preparing and submitting the SOQ.
 - d. An investigation of references may be conducted.
 2. **Second Stage (Maximum Points - 100)**
 - a. Expertise and Experience (Maximum Points - 10)
 - i. The competence and qualifications of the individual who will be directly responsible for the proposed work based upon education and experience pertinent to the work considered.
 - ii. Technical adequacy of the personnel and sub-consultants to be utilized for the proposed work based upon education and experience pertinent to the work considered.
 - iii. Demonstrated experience of the prime firm based upon previous work similar to that of the type considered.
 - iv. Demonstrated experience and knowledge of local real estate.

- v. Demonstrated commitment of the prime firm to their continued involvement in project success throughout the entire period of the project life.
- vi. Prime firm's history of accuracy of cost estimates and ability to perform within budget constraints.
- vii. Prime firm's history of performing work within a specified schedule.
- b. **Capabilities** (Maximum Points - 90) - Adequacy of project methodology.
 - i. Quality of the proposed work plan, including method and staff resources planned.
 - ii. Identification of anticipated potential project problems
 - iii. Project schedule

C. Final Selection

1. The scoring of the SOQs by City Center Waco staff will be presented to its Board of Directors.
 - a. The Board of Directors may elect to schedule oral presentation and interviews with the top rated firms.
 - b. If presentations and interviews are conducted, the relative importance of the evaluation criteria shall be: 35% for the presentation; 35% for the submission (second stage scoring); and 30% for performance during question and answer portion of interview.
 2. Based on all information and review, including oral presentation and interviews (if conducted), the City Center Waco Board of Directors will approve a final ranking of applicants.
 3. City Center Waco shall then seek to negotiate the contract with the firm ranked first. If agreement cannot be reached, efforts to negotiate the contract will then proceed with the firm ranked second. This process will be followed until a satisfactory contract can be negotiated or a determination is made to not execute a contract.
 4. The final contract must be awarded and approved by the City Center Waco Board.
- D. After award of contract(s), the firm's principal contact will remain Jeffrey Vitarius; he will coordinate the assistance to be provided by City Center Waco to the firm.



Legend

 Public Improvement District

