

4. SUBMISSION INSTRUCTIONS

A. Submission due date and location: October 13, 2022 at 10 am.

City of Mansfield

City Secretary's Office

1200 E Broad St.

Mansfield, TX 76063

B. Any submission not prepared and received in accordance with provisions stated herein, will be considered a non-responsive submission, and any or all of the submissions may be rejected.

C. Submit one (1) original and eight (8) copies of your Qualifications along with all required forms as listed in this request. An electronic copy must also be submitted in flash drive format.

D. Formatting for your Request for Qualifications shall include the following information in the sequence and format prescribed. Each response shall be submitted as outlined in this section.

E. Any submission made should be visually appealing as it will be presented to City Council as well as the public.

Section 1: Firm Information (limit to 7 pages maximum)

a) Submittal Cover/Signature Sheet (Form #1) – respondents must complete and sign this form. The person must sign the Submittal Cover/Signature Sheet, persons authorized to bind the entity, or entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the Firm shall be accompanied by evidence of authority.

b) Submittal Checklist (Form #2) – Respondent shall complete this form which is to be used as the Table of Contents for submittal

c) General Questionnaire (Form #3)

d) Felony Conviction Notification (Form #4) must be completed to include any of the companies' principles involved in this submittal.

e) Conflict of Interest Questionnaire

Section 2: General Company History/Qualifications: (limit to 9 pages maximum)

a) A brief history of the Firm and the services routinely provided in-house on similar projects

b) An organizational chart that explains team member responsibilities

c) The resumes of all persons to be assigned to the Project with their prospective roles identified

d) List of all related awards and recognition that the key team members of the Firm have received

Section 3: Financial and Legal Status: (limit to 8 pages maximum)

a) Describe the general financial capability of the Respondent and attach a current financial statement and balance sheet.

b) List any actions taken by any regulatory agency against or involving the firms agents or employees concerning any work performed.

c) All insurance coverages that the Firm has which would apply to the work.

d) Jurisdictions and trade categories in which your organization is legally qualified to do business (*please indicate registration or license numbers*)

Section 4: Experience and References: (limit to 10 pages maximum)

a) Discussion of the Firm's experience in working with government agencies

b) List comparable (ongoing or completed) projects performed for government agencies, including references. Please lead with all projects completed in growing and increasingly diverse communities, similar to Mansfield, located within dynamic metropolitan areas. Please include the dates of these projects and timelines for completion.

For each, please provide:

i. Project name and location

ii. Year completed

iii. Public Outreach and Methods

iv. Names, addresses, and phone numbers of the owner and/or contact person tasked with daily responsibilities of project

v. Project costs and whether or not it was within the project budget

vi. Time to complete the Project, and whether or not it was completed on time and within budget

vii. The deliverables provided by your Firm

Section 5: Management and Organizational Approach: (limit to 6 pages maximum)

a) Describe your Firm's understanding of the project

b) Describe your Firm's approach to delivering the services.

c) Identify the personnel who will work on the Project.

d) Identify any subcontractors that you propose to use on this Project.

e) Describe how the successful consultant will handle quality control/quality assurance to monitor and resolve issues and check and cross-reference documents, consultant, and contractor's work.

1. **SELECTION PROCESS**

This RFQ is the first step in a two-step process for selecting a consulting firm for the Project. The RFQ delivers the information necessary to prepare and submit qualifications for consideration by the City.

A. After submission of qualifications closing date, each correctly submitted Qualification will be reviewed, evaluated, and ranked by the City, based on the following evaluation criteria:

- **Qualifications of Firm**

- Does the Firm and the individuals who would be assigned to this Project have substantial qualifications (certifications, awards, education, experience, etc.) for municipal planning specifically related to future land use planning?
- Does the offeror produce high-quality deliverables?
- Does the submittal powerfully demonstrate the consultant's ability to handle a project like the one outlined in this RFQ?

- **Experience on Similar Projects**

- Does the submittal indicate extensive related project experience, including projects of the Firm (s) and the individuals who would be assigned to this Project?
- Does the submission discuss the Firm's experience in working with government agencies?
- Does the offeror's list of comparable projects demonstrate significant experience with similar cities and planning projects and favorable outcomes for those projects?

- **Demonstrated ability to establish budgets, control costs, and meet schedules**

- Have past projects stayed on schedule?
- Have past projects typically come in on or under budget?

- **Responsiveness to the RFQ**

- Does the submittal demonstrate a clear understanding of the Project's scope and requirements?
- Did the submittal address all areas of the RFQ as laid out in the submission instructions and scope of work?

- **References**

- Have past clients expressed a willingness to work with the offeror again?
- Have past clients said that the offeror met and exceeded their expectations?

B. As a result of the evaluation process, the City may select several top-ranking firms to participate in an interview in the second step of the process.

C. After the second step, proposing firms may be evaluated to determine the Best Qualified Firm for the Project. The City may enter into negotiations with the selected Firm and execute a contract upon negotiating fees and contract terms for final approval.

D. Final approval of a selected respondent is subject to the action of the Mansfield City Council.

CITY OF MANSFIELD

FORM 1: SUBMITTAL COVER / SIGNATURE SHEET

ISSUE DATE: DATE

DATE OF CLOSING: DATE

TIME OF CLOSING: TIME *Late submittals will not be accepted*

SUBMIT TO:

City of Mansfield

City Secretary's Office

1200 E Broad St.

Mansfield, TX 76063

Request for Qualification Title:

Future Land Use Plan for Mansfield Texas

RFQ# 2022-41-02-01

Future Land Use Plan

READ AND SIGN BELOW. UNSIGNED COVER SHEETS WILL NOT BE ACCEPTED.

Legal Name of Firm:

Address:

City:

State: Zip Code:

Contact Person:

Office Phone: Alternate Phone:

E-Mail: Fax Number:

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, the information contained in this submittal reflects data regarding my organization/firm accurately, work to be performed, and estimates of planned/delivered services. By signing this cover sheet, the undersigned agrees that, if awarded a contract in response to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Submittal and during the Solicitation process.

The undersigned certifies that they are authorized to bind the organization. All provisions in Respondent's submittal shall remain valid for 120 days following the deadline date for submissions or, if Respondent is awarded a contract, throughout the entire term of the contract.

Signature of Authorized Individual

Typed Name of Authorized Individual

Date Typed

Title of Authorized Individual

FORM 2: SUBMITTAL CHECKLIST AND TABLE OF

CONTENTS

The materials and information listed on this checklist shall be submitted as part of the submittal. Failure to submit any of the requested materials or provide adequate explanation may eliminate the submission from consideration.

Materials shall be included in the submittal in the order outlined on the checklist. Identify the corresponding page numbers in the space provided.

Page

No.

Form

No.

Form Title

Form 1

Submittal Cover/Signature Sheet

Form 2

Submittal Checklist (Table of Contents)

Form 3

General Questionnaire

Form 4

Felony Conviction Notification

CIQ

Conflict of Interest Form – **must be filled out entirely and signed**

Section 2 – General Company History/Qualifications

Section 3 – Financial and Legal Status

Section 4 – Experience and References

Section 5 – Management and Organizational Approach

FORM 3: GENERAL QUESTIONNAIRE

1. **Respondent Information:** Provide the following information regarding the Respondent. (NOTE: Co-Respondents are two or more entities proposing as a team with each signing the contract if awarded. Subcontractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in Item 1 for each Co-Respondent by attaching additional pages to this form.

Respondent Name:

(NOTE: Give exact legal name as it will appear on the contract if awarded)

Principal Address:

City:

State: Zip Code:

Telephone #: Fax No:

E-mail address:

Number of years business has been involved in construction at its current capacity:

List here any other names under which Respondent has operated within the last ten years *(add space as needed)*

2. **Business Structure:** Indicate the business structure of the Respondent Individual or Sole Proprietorship. If selected, list Assumed Name, if any:

Partnership

Corporation If selected, indicate one: For-Profit Nonprofit

Also, indicate one: Domestic Foreign Other

If checked list business structure:

3. **Ownership:** Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes No

Is the Respondent authorized and licensed to do business in Texas?

Yes No If "Yes", list authorizations/licenses

Where is the Respondent's corporate headquarters located?

Does the Respondent have an office located in the DFW Metroplex?

Yes No

If "Yes", respond to **a.** and **b.**

a. How long has the Respondent conducted business from its local office? Years Months

b. State the number of full-time employees located at the local office:

4. **Firm's Availability:** When can the firm start work?

Are there any concurrent commitments that would impede progress on this project, i.e., other jobs?

Yes No If yes, describe:

5. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes No

If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period for such debarment or suspension.

6. **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes No

If "Yes," state the name of the bonding company, date, amount of bond, and reason for such cancellation or forfeiture.

7. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes No

If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities, and assets.

8. LITIGATION DISCLOSURE: Failure to disclose, fully and truthfully, the information required by this Litigation Disclosure may result in the disqualification of your bid/proposal from consideration or termination of the contract once awarded.

A. Have you or any member of your Firm or Team to be assigned to this Project ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes No

B. Have you or any member of your Firm or Team been terminated (for cause or otherwise) from any work being performed for the City of Mansfield or any other Federal, State or Local Government, or Private Entity?

Yes No

C. Have you or any member of your Firm or Team been involved in any claim or litigation with the City of Mansfield or any other Federal, State, or Local Government or Private Entity during the last ten (10) years?

Yes No

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and outcome of the information, indictment, conviction, termination, claim, or litigation, as applicable. Any such information should be provided on a separate page and submitted with your bid/proposal as an Attachment.

FORM 4: FELONY CONVICTION NOTIFICATION

Note: The Statement of Affirmation must be notarized

STATEMENT OF AFFIRMATION

"The undersigned affirms that he/she is duly authorized to provide this information by the person(s) or business entity proposing, and the information provided below concerning felony convictions has been personally and thoroughly reviewed, and verified, and is, therefore, current, true and accurate to the best of my knowledge."

PLEASE CHECK a, b, or c

- a. firm is a publicly held corporation; therefore, this reporting requirement is not applicable
- b. Firm is not owned or operated by anyone who has been convicted of a felony
- c. Firm is owned or operated by the following individual(s) who has/have been convicted of a felony (*fill in next 2 blanks below*)

Name of Felon(s)

Details of Conviction(s)

SIGN BELOW

Offeror's Name

Position/Title

Offeror's Signature

Date

Subscribed and sworn to me on this day of, 2022

Notary Public

My Commission expires on