

# REQUEST FOR PROPOSALS

## **San Jacinto Texas Historic District - Morgan's Point Gateway Project**

REQUEST FOR PROPOSALS (RFP) FOR A GATEWAY MONUMENT IN THE ECONOMIC ALLIANCE HOUSTON PORT REGION THAT IS CONSISTENT WITH THE SAN JACINTO TEXAS HISTORIC DISTRICT'S PROJECT STARS PROGRAM.





Chad Burke, Project Director  
908 West Main Street,  
LaPorte, Texas 77571  
E-mail: [chad@allianceportregion.com](mailto:chad@allianceportregion.com)

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The Economic Alliance Houston Port Region (Economic Alliance) invites professional design and construction firms to submit Proposals and a preliminary design for a monumental gateway sign marking the entrance to an area city. This is one of ten “Gateway” projects to be completed in the San Jacinto Texas Historic District, and is part of the Project Stars<sup>TM</sup> Master Plan within the boundaries of the Economic Alliance Houston Port Region. The purpose of the request is to obtain design and construction services for the monumental sign.

The Economic Alliance is interested in working with a firm capable of creating a design responsive to the overall context of the San Jacinto Texas Historic District, while being cognizant of the local municipal government unit perspective. The project will be constructed on a Harris County road and must adhere to all regulations pertaining to construction and fixtures within their ROWs.

On behalf of the Economic Alliance and its member jurisdictions, we welcome your response to the Request for Proposals.

Chad Burke, Project Director, Economic Alliance Houston Port Region  
Tim Tietjens, Quality of Life Task Force Member

## **INTRODUCTION**

The Economic Alliance Houston Port Region is a regional economic development entity and consortium of the area's major employers, municipalities, county government, chambers of commerce and related area development associations. In 2004, The Alliance created the Quality of Life Task Force (QOL) composed of member stakeholders for the purpose of enhancing the identity, image, and aesthetics of the region, and promoting significant points of interest and the area's quality of life amenities. The resulting effort, which is known as Project Stars, identified over thirty areas that offer opportunities for "Star Projects" which include such features as "Epic Art" displayed on the area's many liquid storage tanks, beautification of major roadway/freeway corridors, development of historic sites into interpretive parks, and Gateway Monuments for the District's cities.

## **PURPOSE**

The purpose of this RFP is to solicit information to select a design/construction firm to design and construct a gateway monument in accordance with the Project Stars Master Plan and Community Gateway project.

If you are interested in being considered for this project, please submit three (3) paper copies of your response to this RFP to the individual listed below in Questions and Inquiries.

**Due Date: 5:00 p.m. March 13, 2009**

All responses shall be in a sealed envelope clearly marked "**San Jacinto Texas Historic District Gateway Project - MP**".

## **QUESTIONS AND INQUIRIES**

Any person with questions regarding this RFP, should fax a written request for clarification to:

Contact: Chad Burke, Project Director  
Office: 908 West Main Street, LaPorte, Texas 77571  
Fax: 281-876-1112 x14  
E-mail: [chad@allianceportregion.com](mailto:chad@allianceportregion.com)

Answers will be provided to all candidates receiving RFP's as a written response. Candidates should not rely on any oral communication concerning this RFP and oral responses will have no binding effect. Candidates may not visit any site related to the project that is off-limits to the general public without the owner's permission and coordination.

## **SCOPE OF SERVICES**

1) See attached Exhibit A  
San Jacinto Texas Historic District  
Project Gateway Design

## **CONSULTANT QUALIFICATION AND SELECTION PROCESS**

This RFP solicits proposals and qualifications statements simultaneously. Factors to be considered in the selection of a proposer include overall knowledge, experience and capability as well as the selection criteria listed below. The Selection Committee will rank candidates that it considers to be most qualified to provide the listed services. The Economic Alliance will select up to three most qualified consultant teams that offer the best combination of qualifications and value based upon the selection criteria to further participate as described in the interview section below. The selection criteria for the short list will include, but not necessary be limited to, the following:

- The proposer's recent experience in working with a design development project of relatively similar scope, complexity and magnitude.
- The proposer's ability to manage the design development planning process and work within the Harris County ROW guidelines.
- The proposer's understanding of historic, environmental, and cultural resources, working within transportation corridor systems and creating a viable design that will serve to improve the quality of the built environment.
- The quality and quantity of personnel assigned to the project, including educational background, work experience and directly related recent design development experience.
- The organizational structure of the proposed consultant team.
- Recent references from clients working with similar types of projects.

If negotiations with the most qualified proposer are unsuccessful for any reason after selection, The Economic Alliance will terminate negotiations formally and in writing with such firm and proceed in order to negotiate with the next most qualified firm until an agreement is reached.

Responses will be assessed against evaluation criteria and a decision made. Notification of award will be done via written formal confirmation. Notification shall occur after negotiations of terms have been completed and formally accepted by the Economic Alliance.

## **RESPONSE FORMAT**

The items listed below shall be submitted with each response and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a Proposer to include all listed items may result in their response being rejected. If a Proposer partners with one or more firms as part of a collaborative team approach, then the information expected below shall be provided for all consulting firms, unless otherwise noted.

### **❖ Section 1 – Cover Letter**

Provide a cover letter indicating your team’s understanding of the requirements of this specific project. The letter must be brief and formal from the lead consultant firm of the proposer’s team that provides information regarding the team’s interest in and ability to perform the duties outlined in the RFP. A person who is authorized by the team to enter into an agreement with the Economic Alliance will sign the letter. Please include all contact information.

### **❖ Section 2 – RFP Agreement and Certification**

Sign and include the RFP Agreement and Certification section of this document. Attach and indicate any exceptions to the terms and conditions of this RFP, including the Scope of Services. Include and initial a copy of all amendments issued pertaining to this RFP.

### **❖ Section 3 – Company Background (2 pages maximum)**

1. Years in business under present name.
2. Name and address of each office location.
3. Ownership structure (Corporation / Partnership).
4. Names and titles of officers in the firm.

### **❖ Section 4 – Experience of Key Personnel on Similar Jobs for each consultant firm within the team**

1. List key personnel that will oversee and be assigned to this job.
2. Provide resumes for key personnel and project manager.

### **❖ Section 5 – References (3 pages maximum)**

Provide references from a similar or related project for which your firm has performed. Include design and completed project pictures.

### **❖ Section 6 – Conceptual Design (2 pages maximum)**

Provide a conceptual design of the Morgan’s Point Gateway, taking into account the information in Exhibit A.

### **❖ Section 7 – Cost Estimate, Contractual Conditions and Timeline (2 pages maximum)**

Provide an estimated cost of successfully completing all elements of the project, including professional fees to finalize the concept, construction documents and project construction. This section should also include the contractual terms of the contract that the company expects to be in place. Also include an estimated timeline from project start to completion.



## **COMMUNICATION**

The Alliance shall not be responsible for any verbal communication between any representative of the Economic Alliance, its jurisdictional members, or committee members and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve the proposer from any obligation with regard to their response to this invitation.

## **REIMBURSEMENTS**

There is no expressed or implied obligation for the Economic Alliance to reimburse responding firms for any expenses incurred in preparing a response to this request and the Economic Alliance will not reimburse responding firms for these expenses, nor will the Economic Alliance pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

## **DISCLOSURE**

There will be no disclosure of the contents to competing firms until the contract is awarded. A listing of firms submitting responses may, however, be made available. All responses will be kept confidential during the negotiation process. Once the contract has been awarded all responses will be open for public inspection, except for any trade secrets and confidential information, which the firm identifies to the Economic Alliance as being proprietary.

## **DEFAULT**

The Economic Alliance reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise failing to perform in accordance with the Scope of Services of this RFP.

## **INDEMNIFICATION**

The Respondent shall, defend, indemnify, and hold harmless the Economic Alliance and all members thereof, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

**INSURANCE REQUIREMENTS**

The primary consulting firm within the Proposer team shall procure and maintain, at its expense, during the term of this project, at least the following insurance, covering work performed.

	<b><u>COVERAGE</u></b>	<b><u>LIMITS</u></b>
A.	Worker’s Compensation	- As required by Texas Law
B.	Employer’s Liability	- \$ 500,000 each occurrence
C.	Public Liability (Bodily injury)	- \$1,000,000 combined single limit
D.	Public Liability (Property damage)	- \$1,000,000 combined single limit
E.	Automobile Liability (Bodily injury)	- \$ 200,000 each person
F.	Automobile Liability (Property damage)	- \$ 50,000 each occurrence

The Proposer agrees to furnish insurance certificates, showing the Proposer’s compliance with this section.

**INDEPENDENT CONTRACTOR RELATIONSHIP**

The Proposer is and shall perform these services as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither the Proposer nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the Economic Alliance.

The consultant team selected by this Request for Proposals will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the Economic Alliance, any local or regional governmental agency, the State of Texas, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

**EQUAL EMPLOYMENT OPPORTUNITY**

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

**RFP AGREEMENT AND CERTIFICATION**

**The Undersigned Agrees That:**

The individual signing this document certifies that he/she is a legal agent/respondent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.
- B. Prices/rates in this response to this RFP have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices/rates in this response to this RFP have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- D. No attempt has been made nor will be to induce any other person or firm to submit a response to this RFP for the purpose of restricting competition.
- E. The individual signing this document certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.
- F. Proposer shall **initial** each applicable item below to certify acknowledgement.

\_\_\_\_\_ Initial to indicate the required response submittals are enclosed.

\_\_\_\_\_ Initial to acknowledge receipt of addendum and/or amendment (if applicable).

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Name of Authorized Agent – Printed)

\_\_\_\_\_  
(Street Address / P.O. Box)

\_\_\_\_\_  
(Authorized Agent Signature)

\_\_\_\_\_  
(City / State / Zip Code)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email)

Exhibit A

*San Jacinto Texas Historic District  
Project Gateway Design*

**Scope of Services**

The scope services of this project include; a conceptual design of the gateway, the professional fees to finalize the concept, construction documents of the agreed upon final design and construction of the gateway.

**Elements to be considered in project design**

Morgan's Point Gateway Description

Project Stars is an initiative by the Economic Alliance, Houston Port Region to establish a positive identity of for eastern Harris County through a broad communications program highlighting the historical significance of this areas' rich historical heritage complemented by development of extensive quality of life enhancement projects including, beautification, green space and related amenities. The Economic Alliance is a consortium of the area's major employers, municipalities, county government, chambers of commerce and related area development associations. Project Stars is a component of the Alliance's broader program of economic development, which includes initiatives in expansion of job opportunities, safety and security, health care, clean environment, education as well as Project Stars which addresses enhancement the area's image, aesthetics and quality of life amenities. Project Stars is being planned and developed under the Alliance's Quality of Life Task Force.

Within the Project Stars program are ten (10) community Gateways that will be constructed. The Gateways must adhere to three objectives; 1) They must be located on public land, 2) They must be constructed near the city's main entrancing corridor, and 3) They must be complimentary and consistent with the Economic Alliance Project Stars Master Plan elements.

The site selected for this project is the esplanade of Barbours Cut Boulevard near the entrance to the City of Morgan's Point (between N Lobit and N Wilson). All proposed construction should be within compliance and regulations set forth by Harris County in Section 13 – Landscaping and Monumentation of the REGULATIONS OF HARRIS COUNTY, TEXAS FOR THE APPROVAL AND ACCEPTANCE OF INFRASTRUCTURE, ([http://www.eng.hctx.net/permits/pdf/subdivision\\_regs.pdf](http://www.eng.hctx.net/permits/pdf/subdivision_regs.pdf)).

The Gateway project will include vinyl artwork designed by Native Sun Productions. The costs of the artwork and installation onto the monument will need to be included in the cost estimate submitted with this proposal. The following graphic provides an example in theme only of the proposed Gateway. Please utilize all resources and creativity to create a unique monument that reflects the Project Stars theme while capturing the artwork chosen by the City of Morgan's Point.

