

CITY OF BRIDGEPORT



**REQUEST FOR STATEMENTS OF
QUALIFICATIONS**

FOR

**THE PROFESSIONAL SERVICES FOR
THE DEVELOPMENT OF A
MUNICIPAL DOWNTOWN PARK.**

CITY OF BRIDGEPORT
REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR THE PROFESSIONAL
SERVICES FOR THE DEVELOPMENT OF A MUNICIPAL DOWNTOWN PARK.

The City of Bridgeport, Texas, is in Wise County and approximately 45 miles northwest of downtown Fort Worth. Bridgeport has a land area of 7.92 square miles and had a population in 2022 of 6,260 people. Hwy 114 and Hwy 380 intersect in town.

The location for this project is located at 1102 Halsell Street in the middle of our historic downtown district. The property is 0.56 acres with roadway on the west and north side of the property, alleyway to the south, and a restaurant abutting the east property line.

I. PURPOSE OF REQUEST

The City of Bridgeport, Texas, (hereinafter referred to as City) is seeking written statements of qualifications for a firm to provide professional services for the development of a municipal downtown park.

II. EXPERIENCE

Preference will be given to landscape/architectural/engineering firms having demonstrated experience in the design of projects with similar scope and complexity. Resumes shall be submitted for all members of the Project Design Team. A specific Project Manager and backup shall be named with a list of active projects for each, as well as the landscape/architectural, design, civil, electrical, mechanical, and structural engineers proposed as part of the Project Design Team.

III. SCOPE OF SERVICES

The City of Bridgeport desires to select a qualified firm capable of performing all the activities normally associated with the full development of a municipal downtown park developing plans, specifications, and cost estimating for the development and construction of the proposed park.

In 2022, the City of Bridgeport had a concept plan (attachment A) designed for this park. The selected firm will use this plan as a guide for the project.

Scope of services/Amenities for the proposed municipal park should include, but are not limited to, to the following tasks:

- Performance Stage
- Artificial Grass Event Plaza

- Water Feature
- Restroom & Storage Facility
- Playground
- Trees and Other Landscaping
- Additional Parking/Food Truck Area
- Covered Seating
- Park Lighting
- Preparation of contract documents, bidding, and construction administration services.

The design of the park is expected to contribute to the City's renovated historic downtown area. The park must include all the latest technologies in landscape architecture and innovations in the recreation/park field. The firm selected will join the City team to develop the theme for the park and conduct a series of meetings with constituents to provide input from the community in the development of the park. The firm selected will also represent the City team during the development phase as well as the project leader during the construction phase.

The deliverables for this project should include, at a minimum, conceptual plans, probable construction costs, and 100% Final Construction Documents.

Estimated Budget for Professional Services: \$200,000.

IV. STATEMENT OF QUALIFICATIONS

The following information is to be included in proposals and statements of qualifications:

- General Information
 - Name, address, website, and phone number of the firm.
 - History and background of the firm.
 - Names and titles of the officers of the firm who are directly responsible for engineering services.
 - Names, titles, and resumes of the individuals the firm will assign to the projects.
 - A description of any other services and/or expertise of the firm that would be beneficial to the City in completing the projects.
 - In the event of multiple firm involvement, describe the role of each firm, and which firm will become the prime consultant.
 - Specific information on the insurance coverage (professional liability, general commercial liability, and Worker's Compensation), and whether any claims are pending.

- References
 - References from other municipalities for which similar services have been provided for comparable projects.
- Proposed Contract
 - Copy of the Services Agreement proposed by your firm.
- Estimated Timeline
 - Please provide a general estimated timeline of project, including kickoff meeting, certain benchmarks, and completion of 100% Construction documents. Use assumption that a Service Agreement is executed by the end of March.

V. SUBMISSION DEADLINE AND INSTRUCTIONS

Copies (2) paper copies & one (1) Digital copy (thumb drive, CD, etc.) of the proposal and statement of qualifications must be submitted in a sealed envelope and clearly marked: “**RFQ for Professional Services for the development of a municipal downtown park**”. All proposals must be received by 2:00 p.m. on Thursday, February 9th, 2023. Requests for extensions of this time and date will not be granted. Firms mailing their proposals shall allow for normal mail time to ensure receipt of their proposals by the Parks and Recreation Director prior to the time and date fixed for acceptance of the proposals. Proposals or unsolicited amendments to proposals received after the acceptance date will not be considered. Proposals will be publicly accepted and logged in at the time and date specified herein.

Proposals must include full firm name and address and be signed by an official of the firm with the authority to bind the firm in a contract. Failure to manually sign the proposal may disqualify it.

All proposals/statements of qualifications and/or inquiries should be submitted to:

Attn: Chris Heasley
 Parks & Recreation Director
 City of Bridgeport
 900 Thompson Street
 Bridgeport, Texas 76426
 940.683.3482

VI. SELECTION PROCESS

The anticipated selection process and corresponding timetable are as follows:

February 9th, 2023	Receive and Open Proposals/Statements of Qualifications (2:00pm deadline)
February 10 th – 13 th , 2023	Review and Evaluate Proposals/ Statements of Qualifications
February 16 th – 17 th , 2023	Interviews with Firms Submitting Proposals
February 27 th , 2023	Recommendation to City Council of Most Qualified Firm
February 28 th , 2023	Notification to Firm Selected as Most Qualified and Initiation of Contract Negotiations
March 27 th , 2023	Approval of Professional Services Contract by City Council

VII. TERMS AND CONDITIONS

- The City of Bridgeport reserves the right to reject any or all proposals and statements of qualifications or to award the contract to the next most qualified firm in the event a contract is not executed with the firm selected as the most qualified within thirty (30) days after such selection. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City of Bridgeport, and shall contain, at a minimum, applicable provisions of this solicitation.
- The City of Bridgeport reserves the right to request clarification of information submitted and to request additional information of one or more respondents.
- The City of Bridgeport shall have the right, with or without cause, to terminate any agreement or contract resulting from the acceptance of a proposal by specifying the date of termination in a written notice to the firm at least thirty (30) days before the termination date. In such event, the firm shall be entitled to just and equitable compensation for any work completed in a satisfactory manner.
- Proposals and statements of qualifications will be subject to disclosure to the extent required by the Texas Open Records Act.
- During the performance of the contract, the successful firm shall agree not to discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.

- Firms submitting proposals and statements of qualifications are required by Texas Local Government Code, Chapter 176, to file a conflict of interest questionnaire (FORM CIQ), which is available online at www.ethics.state.tx.us
- The form must be filed with the City Secretary no later than seven days after the date the firm begins contract discussions or negotiations with the City, or submits an application, responds to a request for proposals or bids, correspondence, or other writing related to a potential agreement with the City. Firms must also file an updated questionnaire no later than September 1 of each year they begin such contract discussions or negotiations with the City and within seven (7) days after the date of an event that would make a filed questionnaire incomplete or inaccurate.

We, the undersigned, have read all the requirements set forth in this request for proposals/statements of qualifications, including specifications, instructions, conditions, and pertinent information regarding the proposed scope of services and applicable terms and conditions.

FIRM NAME: _____

ADDRESS: _____

ZIP

TELEPHONE: _____

Authorized Signature

Please Print or Type Authorized Signature

Title

Date

**THE CITY OF BRIDGEPORT IS EXEMPT FROM ALL SALES TAX
THIS PROPOSAL MUST BE TYPED OR FILLED OUT IN INK**

ATTACHMENT

A



HALSELL STREET

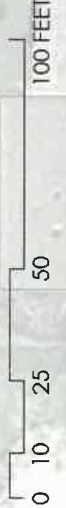
11TH STREET

LEGEND

- 1 PARALLEL PARKING
- 2 CENTRAL EVENT LAWN
- 3 BERM/PLAYMOUND/SLOPING LAWN
- 4 FRONT PORCH WITH SWINGS
- 5 COVERED SEATING
- 6 PERFORMANCE PLAZA/STAGE WITH DECORATIVE BRICK PAVERS
- 7 PAVILION
- 8 LANDMARK/INTERACTIVE WATER FEATURE
- 9 PLAY AREA
- 10 TABLE TENNIS
- 11 SEAT WALL
- 12 BENCH
- 13 FOOD TRUCK PARKING
- 14 REMOVABLE VEHICULAR BOLLARDS
- 15 SELF CLEANING RESTROOM BUILDING

NOTE:

1. PARKING LOT, PEDESTRIAN, AND AREA LIGHTING TO BE ADDED THROUGHOUT THE SITE.



1102 HALSELL STREET CONCEPT PLAN

JANUARY 2022
2220012300



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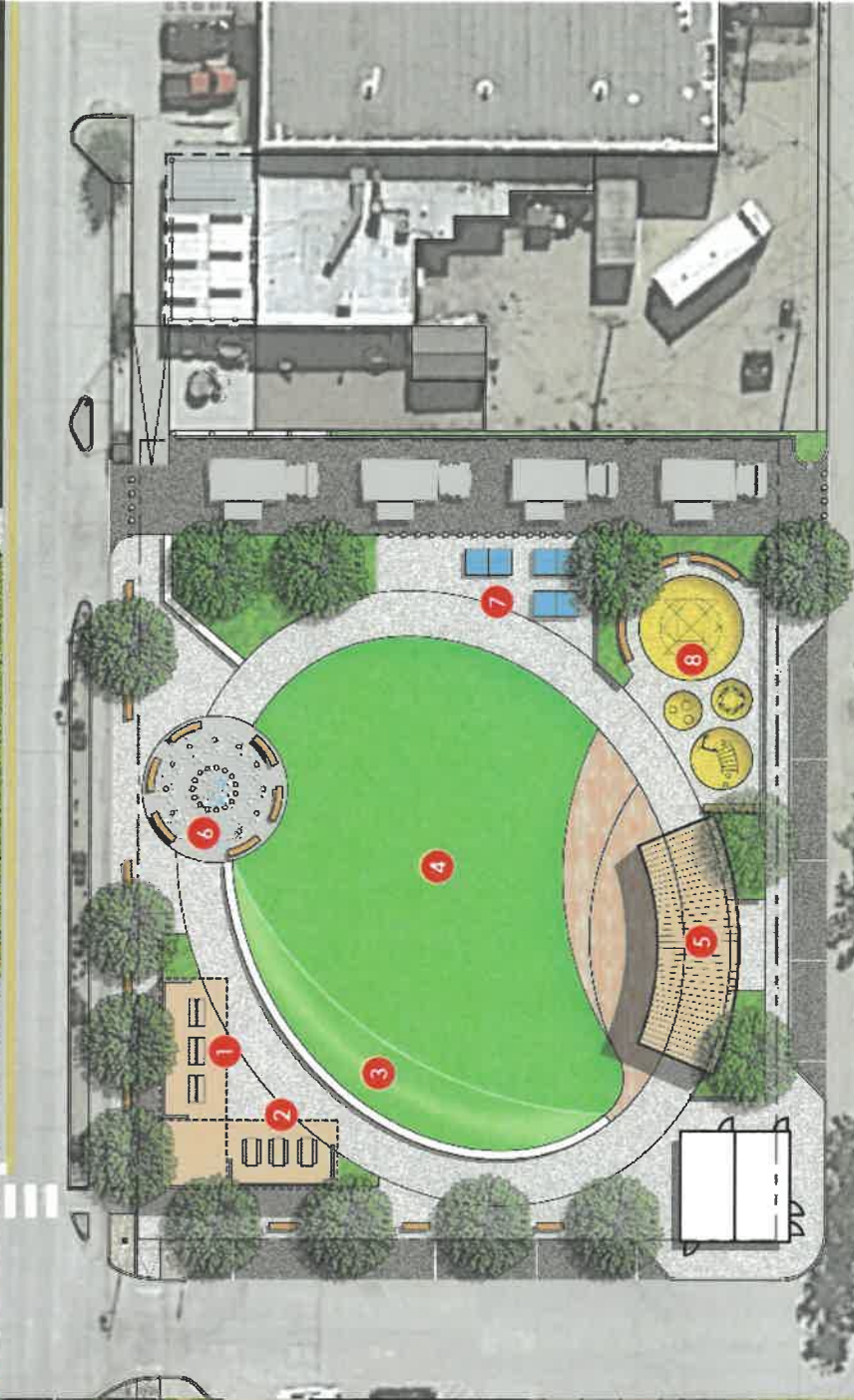
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Stantec



1102 HALSELL STREET CONCEPT PLAN

JANUARY 2022

2220312000

STANTEC CONSULTING SERVICES INC. 1000 WESTERN AVENUE SUITE 200 VANCOUVER, BC V6V 1C6 TEL: 604.681.2222