



REQUEST FOR QUALIFICATIONS

NAME OF COMPANY SUBMITTING RESPONSE _____

SECTION I - GENERAL INFORMATION

The enclosed **REQUEST FOR QUALIFICATIONS** (RFQ) and accompanying specifications are for your convenience. Respondents are cautioned that the Longview Purchasing Division *is the sole point of contact* for the City of Longview (the City) during this process. Any oral statement by any representative of the City, modifying or changing any conditions of this RFQ, is an expression of opinion only and confers no right upon the respondent. If additional information is needed to interpret the specifications, **written** questions will be accepted by:

City of Longview - Purchasing Division
PO Box 1952 – 300 W. Cotton (zip 75601)
Longview, TX 75606

PHONE (903) 237-1324
FAX (903) 291-5323
purchasing@longviewtexas.gov

Sealed RFQ's will be received no later than: 2:00 P.M., May 11, 2017

MARK ENVELOPE:

**RFQ NO. 1617-25 ARBORETUM AND NATURE CENTER
STRATEGIC PLAN
CITY OF LONGVIEW PURCHASING OFFICE
PO BOX 1952 – 300 W. COTTON (ZIP 75601)
LONGVIEW, TEXAS 75606**

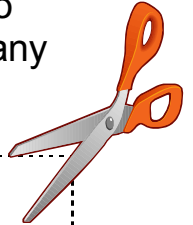
THE CITY OF LONGVIEW appreciates your time and effort in preparing a response. Please note that all responses must be received at the designated location by the deadline shown. Responses received after the deadline will not be considered for award, and shall be considered void. Opening is scheduled in Purchasing Offices at 300 W. Cotton, Longview, and Texas. You are invited to attend.

The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.



REQUEST FOR QUALIFICATIONS

Cut along the outer border and affix this label to your sealed response to identify it as a "Sealed RFQ". Be sure to include the name of the company submitting the response.



SEALED RFQ ● DO NOT OPEN

ARBORETUM AND NATURE CENTER STRATEGIC PLAN

RFQ No. 1617-25

RFQ DEADLINE: MAY 11, 2017 @ 2:00 P.M. CST

For Information Contact:

Jaye Latch
(903) 237-1324
purchasing@longviewtexas.gov

Company Name: _____

Contact Name: _____

Telephone Number: _____

RFQ must be addressed to:

Jaye Latch
Purchasing Manager
PO Box 1952
Longview, TX 75606
Or

Jaye Latch
Purchasing Manager
300 W Cotton St
Longview, TX 75601

GENERAL INFORMATION

By order of the City Manager of LONGVIEW, TEXAS, Request for Qualifications will be received for:

Longview Arboretum and Nature Center Strategic Plan

2.00 The City of Longview desires to engage a qualified and experience firm to devise an operating model for the Longview Arboretum as well as program a 20,000 sq. ft building.

2.01 IT IS UNDERSTOOD that the City of Longview, Texas (City) reserves the right to reject any or all responses for any or all services covered in this request and to waive informalities or defects in responses or to accept such response as it deems in the best interests of the City of Longview.

2.02. Responses shall be placed in a sealed envelope and appropriately signed by a person having the authority to bind the firm in a contract. The RFQ number and title shall be marked clearly on the outside as shown below. A label has been provided. Elaborate binding or binders are discouraged. ***FACSIMILE TRANSMITTALS WILL NOT BE ACCEPTED.***

2.03 SUBMISSION OF RESPONSES: The City of Longview requests one original and three (3) copies of your response, as well as an electronic copy on a flash drive or CD. Sealed responses shall be submitted to:

CITY OF LONGVIEW PURCHASING OFFICE
PO BOX 1952 – 300 W. COTTON (ZIP 75601)
LONGVIEW, TX 75606

2.04 LATE RESONSES: ALL RESPONSES MUST BE RECEIVED IN THE CITY OF LONGVIEW PURCHASING OFFICES BEFORE PUBLISHED OPENING DATE AND TIME. Responses received in the City Purchasing Office after the submission deadline will be considered void and unacceptable. The City of Longview is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the Purchasing Office will be the official time of receipt.

2.06 WITHDRAWAL OF RESPONSE: A response may not be withdrawn or canceled by the respondent without the permission of the city for a period of ninety (90) days following the date designated for the receipt of responses.

2.07 AWARD: The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.

2.08 ADDENDA: Any interpretations, corrections or changes to this specification will be made by addenda. Sole issuing authority of addenda shall be vested in City of Longview Purchasing Agent. Addenda can be found on the City of Longview website www.LongviewTexas.gov/Bids. Addenda can also be obtained by calling City of Longview Purchasing office at 903-237-1324. It is the responsibility of the respondent to obtain a copy of all addenda pertaining to this RFQ.

2.09 MINIMUM STANDARDS FOR RESPONSIBLE CONTRACTORS: A prospective respondents must affirmatively demonstrate responsibility and must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain resources required;
2. Be able to comply with the required or proposed delivery schedule;
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics;
5. Be otherwise qualified and eligible to receive an award.

City of Longview may request clarification or other information sufficient to determine contractor's ability to meet these minimum standards listed above. Failure to respond to such requests shall be cause for removal from consideration.

2.10 Certificate of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity prior to any signed contract and/or vote by the governing authority.

The Filing Process:

1. Prior to award by City Council, your firm will be required to log in to the Texas Ethics Commission, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and fill out the Electronic Filing Application.
2. Once submitted, the system will generate an electronic Form 1295 displaying a "Certificate Number." Your firm must print, sign and notarize Form 1295.
3. **Within seven (7) business days** from notification of pending award by the City of Longview Purchasing Department, the completed Form 1295 **must** be submitted to City of Longview.
4. Your firm will need to repeat this process and obtain a separate Form 1295 each time you enter into a new contract, renew a contract or make modification and/or amendments to a City of Longview contract.

Instructions and information are available at <https://www.ethics.state.tx.us/tec/1295-Info.htm> or you may call the Texas Ethics Commission at (512) 463-5800.

BY SUBMITTING A RESPONSE YOUR FIRM AGREES TO ADHERE TO HB 1295 REFERENCED ABOVE

Please Note: No action required until notification of potential award by the City of Longview Purchasing Department.

REQUEST FOR QUALIFICATIONS

Longview Arboretum and Nature Center

The City of Longview (the City) desires to engage a qualified and experienced firm to devise an operating model for the Longview Arboretum and Nature Center (LANC) as well as program a 20,000 sq. ft building. Any qualified firm desiring to provide the specified professional services should submit a packet with the required information to the City of Longview, P.O. Box 1952, Longview, Texas 75606, or 300 W. Cotton Street, Longview, Texas, Attn: Jaye Latch, Purchasing Manager.

Background:

The City of Longview set aside 26 acres of existing woodlands adjacent to Grace Creek and Maude Cobb for the development of an arboretum. In 2013, the Ladybird Johnson Wildflower Center developed a master plan for the proposed arboretum. The Longview Arboretum and Nature Center Committee (Committee) was formalized and established as a non-profit in 2015 to raise funds and develop the arboretum. The Committee hired MHS Planning and Design to provide design and construction administration of the arboretum. The City and the Committee entered into a Memorandum of Understanding allowing the development and use of private funds on the City-owned property.

Project Overview:

The goal of this project is to subjectively and objectively guide city staff and the Committee on where to focus resources for best return, on the best business model for achieving success, on how to manage growth to provide financial stability and customer experience, and on which issues are most important to LANC users and most affect long-term viability of the LANC. It is the purpose of this study to select and develop those ideas and initiatives that will deliver the greatest impact utilizing current and possible future resources.

Scope of Work and Services Required:

The City seeks a firm or qualified professional organization to perform the following services, including, but not limited to:

- A. Review and Assess the Master Plan
 - a. Evaluate the Master Plan, formulate a list of issues and concerns to be considered.
 - b. Discuss its initial findings with the City and Committee separately.
 - c. Prepare written assessments of the review and discussions.
- B. Define LANC's Mission and Strategic Strengths:
 - a. Discuss the LANC's current mission and revise as needed to assure a powerful statement of why the LANC exists.
 - b. Define the LANC's vision, describing what the LANC will accomplish during a mutually agreed upon time frame.
 - c. Work with LANC Stakeholders to articulate specific core values, describing the standards by which the LANC operates and what it values most.

- C. Analysis of the LANC Existing Strategic Position:
- a. Discuss issues identified during review of the Master Plan and determine relevance of proposals to current conditions in the LANC and the City of Longview and any major planning concerns not included in that Master Plan. As full master planning and cost estimating studies are not within the scope of this Study, Consultant shall make recommendations at the strategic level for general guidance only.
 - b. Develop business model of the LANC in order to be effective in moving the LANC forward in a competitive fundraising, educational, and tourism environment. Make recommendations to achieve goals of strategic and master plans and assure fiscal soundness and relevance of public services in the future. Results from this analysis should inform the financial strategy and other strategies, goals, and objectives identified in the study, as appropriate.
- D. Prepare a Financial Analysis and Study that:
- a. Describes the LANC's current financial situation, especially trends and their implications for future growth and stability.
 - b. Projects possible future funding.
 - c. Projects future costs.
 - d. Analyzes financial implications of the Master Plan, and strategic plan recommendations.
 - e. Develops short-term and long-term strategies for financial stability and sustainability, including, but not limited to, potential revenue generation and cost containment.
- E. Benchmarking Analysis with Peer Arboretums.
- a. Consultant shall perform a benchmarking analysis of Peer Arboretums and include such analysis as part of the supporting documents for the Study.
 - b. Peer Arboretums shall be defined as those with:
 - i. Operations of similar size and scope or with other characteristics of operational or organizational interest to the Study;
 - ii. Similar communities relative to population and demographics or that have characteristics that are otherwise relevant; or
 - iii. Governance of similar type (municipal, county, or regional government, etc.) currently or previous to a recent (15 years or less) reorganization.
 - c. Analysis shall include at a minimum:
 - i. Revenue sources
 - ii. Anticipated expenses per season
 - iii. Attendance expected
 - iv. Hours of operation
 - v. Number of employees
 - vi. Number and type of programs, activities, and events
- F. Provide spatial analysis on renovating a 20,000 sq. ft. building for maximum efficiency and revenue generation.
- a. The Committee has a contract to purchase the property and building adjacent to the LANC.
 - i. Identify the space requirements for the LANC operations to include restrooms, gift shop, educational areas, conference rooms, offices

- and storage.
 - ii. Identify the space requirements for the Recreation Division of the Parks and Recreation Department.
 - iii. Present options for layout of the building.
- G. Provide additional professional services as required for the successful completion of the project.

Submittal Format:

All submittals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the submittal format must address all of the required components in order.

The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure that all submittals receive the same orderly review.

All submittals must include the following components:

<u>Section</u>	<u>Topic</u>
1	Cover Letter
2	Firm Profile
3	Project Services
4	Project Team
5	Related Experience and References
6	Proposed Schedule
7	Additional Information

Submittal Components:

A. **Cover Letter:** Provide a one or two page cover letter. Include the original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal.

The cover letter should provide the following:

- A brief statement of the firm’s understanding of the project
- The name, title, phone number, fax number, e-mail address and street address of the person in the firm’s organization who will respond to questions about the submittal
- Highlights of the firm’s qualifications and ability to perform the project services

B. **Firm Profile:** Provide the following information about your firm:

- The firm’s name, e-mail address, business address, phone number and fax number
- Types of services and products offered

- Number of years in business
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the firm's background, demonstrating longevity and financial stability

C. Project Services: In this section, which is intended to be the heart of the submittal, describe the respondent's expertise with the methods necessary to perform the project services.

D. Project Team: Start this section by introducing the designated project manager and the project team. Include a project team organization chart. Then, for each key person that you would assign to the project, include a one or two page resume that includes a summary of relevant professional qualifications, relevant project experience, education, and professional registration. **Only submit resumes for individuals that will actually be assigned to the project. Include what percentage of time each person will spend on the project. When a firm has been selected, the City will expect those individuals to be assigned to the project.**

E. Related Experiences and References: For up to 3 relevant projects, include a one or two page project description that demonstrates capabilities in the project services, experience with similar cities, and/or local project experience within the past two years. Include the name of the organization and the name of the person there to contact for a reference.

F. Proposed Schedule: Include a brief schedule for the completion of the project services of your submittal. Include the proposed start and end dates and intermediate delivery dates. Describe your projected resource availability for the anticipated duration of the project.

G. Additional Information: At your discretion, include additional information that supports your submittal. However, the additional information section should be used carefully; this section of the submittal should not constitute a significant portion of your submission.

Evaluation of Submittals and Selection Criteria:

The City of Longview intends to select a firm that demonstrates, in the City's opinion, the highest degree of technical merit, expertise and RFQ response. With that firm, the City of Longview will negotiate the technical aspects of the scope of work, deliverables, schedule and fee.

However, if a negotiated agreement cannot be reached, the City of Longview may open negotiations with the firm that demonstrates the next highest degree of technical merit.

Response to this RFQ will be evaluated in accordance with:

A. Compliance with Instructions: The submittal will be evaluated for general compliance with instruction issued in the RFQ. A noncompliance with significant

instruction may be grounds for dismissal.

B. Quality Control: The submittal will be evaluated on the quality-control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.

C. Staff Qualifications: The submittal will be evaluated on the basis of the firm's demonstration of staff qualifications.

D. Experience with Similar Projects: The submittal will be evaluated on the basis of project experience that is a similar nature and complexity for cities that are similar size and type to the City of Longview

E. Schedule and Availability: The project schedule and resource availability will be evaluated in the choice of a firm, although the City of Longview understands that the actual beginning and completion dates are subject to the "notice to proceed."

Submission Instructions:

Faxed transmittals will not be considered.

Label the outside of the sealed package as follows:

**LONGVIEW ARBORETUM AND NATURE CENTER STRATEGIC PLAN RFQ No.
1617-25**

Please use provided label.

Deadline: Submittals must be received at the location stated above no later than 2:00 p.m. on May 11, 2017. Submittals received after the deadline will not be accepted.

Presentations: Any and/or all respondents may be invited to make a presentation. If so, the City of Longview will notify the respondents of the date and time of the presentation.

All costs incurred by the respondent in the presentations will be the responsibility of the respondent. After any such presentations or demonstrations, submittals may be evaluated again.

Submittal Acceptance and Rejection: The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal; and to make the award in any manner deemed in the best interest of the City of Longview.

Questions: All questions shall be submitted in writing to: Jaye Latch, City of Longview Purchasing Department, P.O. Box 1952, Longview, TX 75606, jlatch@longviewtexas.gov, (903) 237-1324.

ATTACHMENT I

NOTICE TO ALL CITY VENDORS AND ALL POTENTIAL CITY VENDORS:

On May 23, 2005, the Texas Senate passed House Bill 914, adding Chapter 176 to the Local Government Code, and imposing new disclosure and reporting obligations on vendors and potential vendors to local governmental entities beginning on January 1, 2006. Failure to abide by these new statutory requirements can result in possible criminal penalties. The City of Longview is requiring you to complete the attached Conflict of Interest Questionnaire (CIQ) Form, prepared by the Texas Ethics Commission, at the direction of the legislature and strongly recommends you become familiar with House Bill 914.

The City of Longview will not provide any further interpretation or information regarding these new requirements; however, you may contact the Texas Ethics Commission at

<http://www.ethics.state.tx.us/> or at 1-512-463-5800.

Please remit the CIQ form with your response.

Thank you.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

_____ Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Signature of vendor doing business with the governmental entity Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.