REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES CONTRACT
INSTRUCTIONS
SPECIFICATIONS
BID SHEET(S)
FOR
ANDREW BROWN PARKS EAST AND WEST REDEVELOPMENT
PER
THE CITY OF COPPELL SPECIFICATIONS
AT
THE CITY OF COPPELL
TOWN CENTER
PURCHASING DEPARTMENT

OPENING DATE:  TUESDAY, FEBRUARY 14, 2012
10:00 A.M.
REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES CONTRACT
PARKS AND RECREATION DEPARTMENT
ANDREW BROWN PARKS EAST AND WEST REDEVELOPMENT

INTRODUCTION

The City of Coppell Parks and Recreation Department invites Multi-discipline, Landscape Architectural, Planning firms, and other qualified professionals to submit proposals to provide professional services for a preliminary design study and cost estimation of a potential redevelopment of the premiere park areas in Coppell, Texas. This effort is to result in the production of a preliminary planning document that can be used to introduce the community to the possibility of redevelopment and establish preliminary costs for inclusion in a possible future bond initiative for this project.

BACKGROUND

The City of Coppell desires to develop a study of a potential complete redevelopment of Andrew Brown Park East and Andrew Brown Park West into multi-purpose park areas, which will meet the needs of an increasingly diverse population. The purpose of the study is to give the city a means for making future decisions regarding community youth and adult sports, gathering spaces and special event venues.

The focus of this study will be coordinating with a number of existing users of these park areas and the staff who program the spaces, to arrive at a conceptual plan that has community-wide support. The end result will be a work from which the community will decide whether or not to advance a future bond referendum for this redevelopment.

OBJECTIVES

The City requests proposals from all interested firms. The City will evaluate all proposals and choose one firm to develop the study and preliminary construction cost estimation for the redevelopment of the Andrew Brown Park system. The consultant will be required to consider the following issues and how to best package these needs for an economical product.

Pre-Design Process

Site Inventory

The consultant shall undertake a basic inventory of the site creating an existing conditions analysis.

Selection and Interviewing of “Project Group”

As this project will have a lasting and important affect on the overall community, it is suggested to include decision-makers, employees and others from the community in the design process. The Project Group shall include Park Board members, youth sports representatives and general users of the park system. Proposals should include the recommended method for accomplishing this objective.
Determine Program Elements

The consultant will lead the city through the determination of the elements to be included in the finished product. This should include “focus group” input with methodology to assist the group in determining the best, most responsible direction for development.

Conceptual Development

Concept Drawings

The consultant will analyze spacial possibilities for redevelopment based on input from a variety of sources including the Project Group, for review by staff.

Concept Phase Cost Estimating

The consultant should expect to present and receive input on the project from the City Council, Project Group and staff prior to proceeding into Conceptual Cost Estimating.

The redevelopment of the Andrew Brown Parks will include the following minimum elements:

- Sports Fields (numbers to be determined)
- Parking lots
- Covered Seating Areas
- Large gathering area
- Large Special Events Area
- Continuation of Trail system
- Water Feature(s)

CONTENTS OF PROPOSAL

The Proposal shall be concise, complete, and three (3) copies will be submitted. The following will be required for the evaluation process.

1. Names and Qualifications of the Design Team which will be involved with the plan development.
2. Include appropriate state registrations.
3. A list of relevant projects and clients (include contact person and phone numbers) that may be contacted for references and verification of background.
4. Submit appropriate examples of similar work, which characterize the elements and products that may be envisioned for the project. Detail your firm’s ability to provide the final product in various computer formats.
5. Provide an outline that details the proposed steps your firm will follow to achieve the desired result and a tentative time frame for completion of the process. Indicate the areas of the
process, which will include public input, as well as how the public input will be incorporated into the process.

6. Provide a written description of your firm’s ability to undertake a project of this magnitude and give examples of what makes your firm qualified to provide this service.

METHOD OF SELECTION

Proposals will be reviewed by an evaluation team for the purpose of identifying and recommending those firms or individuals that offer, in total, the greatest demonstrated imagination and experience with this type of project. The individuals or firms recommended may also be interviewed by members of the evaluation team for the express intention of recommending a final short list of individuals or firms. City Council will make the final selection for a contract, based upon the recommendation of the evaluation team.

The proposals will be evaluated on various criteria that may include the following:

1. The context of the project and process description, along with the consultant's ability to adequately convey perceptions of this project.
2. Ability of consultant to interact with the various groups involved with this project.
3. Experience with projects of this type and diversity of the firm.
4. Quality of past projects, proposal and presentation materials to evaluation team.
5. General impression from oral presentation and public image presented during such interviews.
6. References.

DEADLINE FOR SUBMITTING PROPOSAL

All proposals shall be delivered to:

City of Coppell  
Purchasing Agent  
255 Parkway Blvd.  
Coppell, Texas 75019  
no later than 10:00 a.m. on the __14th__ day of __February__, 2012.

LATE PROPOSALS WILL BE RETURNED UNOPENED.

ADDITIONAL INFORMATION

The City will coordinate all activities of the Professional Services contract, which will result from this RFQ. The City does not guarantee the accuracy of any maps or surveys.

In the event clarification or additional information is needed contact Brad Reid, Director of Parks and Recreation at (972) 462-5100.
CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

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<td>Name of person doing business with local governmental entity.</td>
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<td>2</td>
<td>Check this box if you are filing an update to a previously filed questionnaire.</td>
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(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

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<td>Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.</td>
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<td>Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.</td>
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| 5 | **Name of local government officer with whom filer has affiliation or business relationship.** (Complete this section only if the answer to A, B, or C is YES.)  
This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.  
A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? [ ] Yes [ ] No  
B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? [ ] Yes [ ] No  
C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? [ ] Yes [ ] No  
D. Describe each affiliation or business relationship.  
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**Signature of person doing business with the governmental entity**  
**Date**
End of Proposal Request

BJR/1-1-12
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