



Mayor

Scott Cain

Mayor Pro-Tem

Dr. Robert O. Kelly

Councilmembers

John Warren

Gayle White

Dale Sturgeon

Interim City Manager

Dan O'Leary

REQUEST FOR QUALIFICATIONS

RFQ APRIL 15, 2015

The City of Cleburne (The City) is seeking to enter into a Consulting Agreement for Program Management Services involving the Evaluation & Feasibility of an Independent League Baseball Stadium to be constructed in Cleburne, Texas. The site under consideration is approximately 75 acres located in the southeast quadrant of US Highway 67 and Nolan River Road as shown on the attached Exhibit A. It is anticipated the baseball stadium and associated parking will require 25 to 30 acres with the balance of the property being designated for retail and commercial development.

The respondents must include a combination of architectural, engineering, and financial experience commensurate with the required scope of work as outlined below.

I. Scope of Work- The consulting agreement will encompass all program management related services to the City of Cleburne (City), including, but not limited to the following:

- Formulation of a preliminary master plan for the project site to include the stadium site and associated retail, commercial, and recreation uses with emphasis on Cleburne historical aspects and the fact this site will become, over time, the entry way into Cleburne due to its location at the southern end of the Chisolm Trail Parkway.
- Provide rendered version of Preliminary Master Plan and an animated fly over of the site for use in press releases and public meetings.
- Recommendation for a specialty firm to conduct an Economic Impact Analysis for the proposed facility. Formulate the Request for Proposals and coordinate questions and information during the proposal period.



- Recommendation for a Sports Architecture Firm with experience in similar type venues to assist in finalization of the Preliminary Master Plan and produce schematic design of proposed venue.
- Assist City in formulating financial projections relative to stadium operations, hard construction costs, and ongoing maintenance costs for the facility.

II. Proposal Requirements

- Respondents shall provide a written response to this RFQ. Please limit the response to no more than twenty-five (25) type written pages. Firm expertise with similar projects will be considered, as will expertise with all respects to the Scope of Work.
- Respondents shall identify applicable relevant experience in Program Management Services of this type.
- Respondents must clearly define their approach to each of the scope items and how their proposed approach is the most appropriate for the item.
- Respondents shall provide an estimate of time to accomplish each of the scope items.
- Respondents must identify key staff that will work on the project. An organizational chart is helpful but not mandatory.
- Respondent shall provide proof of current certificate of insurance for professional liability

III. Selection Process

City staff will review the submittal of each Respondent for completeness and responsiveness to the RFQ. City staff may conduct interviews of a short list of qualified firms, at its option. Submittals shall be evaluated on the following criteria:

- Qualifications of Firm -25%
- Project understanding-approach/scope-35%
- Past performance of completed projects of similar scales, complexity, and budget. Including budget management, scheduling, contract performance, safety record, and litigation-20%



- Familiarity of Firm with Project and City -20%.

Following ranking of the statement of qualifications, the City will enter into contract negotiations with the firm deemed most qualified. If an acceptable agreement cannot be reached, negotiations will commence with the second ranked firm. The final decision on contract award will be made by the Cleburne City Council.

The City of Cleburne reserves the right to reject any and all responses to this RFQ and reissue the RFQ at their discretion.

IV. Non-Disclosure

Each Firm receiving this RFQ will sign a non-disclosure agreement and submit with qualifications. The same agreement must be executed by any sub-consultants proposed with the submittal. It is imperative any information relative to this project be kept confidential until formal announcement by the City of Cleburne. The terms of the non-disclosure agreement shall survive final contract award to the successful Respondent.

V. Submittal Date

- **All submittals are due to the City Manager's office no later than Wednesday, April 15 at 2:00 PM. City offices are located at 10 North Robinson Street, Cleburne, Texas 76033.**
- All submittals must be in the possession of the CITY MANAGER'S OFFICE at or before the date and time specified. Submittals received by mail after that time, whether postmarked prior, will not be accepted. It is the respondent's responsibility to allow sufficient time for the delivery of the response by whatever means selected by the responder.
- Please provide three (3) sets of the response to this RFQ. Spiral binding is acceptable. Please do not submit responses in three ring binder type folders.



The envelope should be marked “**Response to Program Management RFQ**” and addressed to Mr. Dan O’Leary, City Manager.

- Questions related to this RFQ should be addressed to Dan.O’leary , at 10 N. Robinson, Cleburne, TX 76033 or by emailing doleary@cleburne.net. Phone 817-240-0087

END OF REQUEST FOR QUALIFICATIONS