



The City of Converse
Economic Development Corporation (the "CEDC")
Publishes this

REQUEST FOR PROPOSAL ("RFP")

Community Engagement and Architectural Services: Arts & Entertainment District

Date of publication of this RFP - **May 22, 2024**

Contact Person:
Elan Vallender
Executive Director
(210) 659-9163

evallender@converseedc.com

Deadline for submission of Responses to this RFP:
10:00 AM, June 21, 2024

Responses received after the Deadline will be rejected.

CONVERSE ECONOMIC DEVELOPMENT CORPORATION REQUEST FOR PROPOSAL ("RFP")

The Converse Economic Development Corporation (the "CEDC") is seeking Responses to this RFP. Those who respond to this RFP (a "Respondent" or the "Respondents") must comply with all terms of this RFP.

1. DEADLINE

- A. Responses must be sealed, addressed, and delivered to the Executive Director on or before 10:00 AM, **June 21, 2024**. Responses must be submitted in person, by United States Mail, or by private courier to:

Executive Director, Converse Economic Development Corporation
110 W Legion Dr, Converse, Texas 78109.

- B. Respondents are required to hold their Responses firm for ninety days following the deadline in 1. A.
- C. Responses will not be accepted by oral communication, telephone, Electronic Mail, or Facsimile transmission.
- D. Envelopes containing Responses must be clearly marked:

CONVERSE ECONOMIC DEVELOPMENT CORPORATION RESPONSE COMMUNITY ENGAGEMENT and ARCHITECTURAL SERVICES: ARTS & ENTERTAINMENT DISTRICT

- E. Time is of the essence in submitting Responses.
- F. Responses submitted by a Respondent after the deadline or that are non-compliant with material aspects of this RFP will be rejected.

2. INFORMATION RELATING TO THIS RFP

Information relating to this RFP may be found on the CEDC's website, <https://chooseconverse.com/how-we-help/governance/#/> or by contacting Elan Vallender, Executive Director via Electronic Mail at evallender@converseedc.com.

3. CONTACT INFORMATION

The EDC's contact for information related to this RFP is:

Elan Vallender, Executive Director
Converse Economic Development Corporation
110 W Legion Dr. Converse, TX 78109
Voice: (210) 659-9163
Email: evallender@converseedc.com

4. RFP MEETING

- A. A virtual meeting will be held from 2:00 PM to 3:00 PM, **June 5, 2024**.
- B. Interested Parties are encouraged to attend and shall provide the Executive Director, **no later than May 31 @ 12:00p**, an email address at which they desire to receive a meeting invitation.

5. CHANGING THE RFP

- A. Changes, clarifications and/or interpretations by the CEDC regarding this RFP will be made by Addenda published on the CEDC's website.
- B. Any Respondent in doubt as to the meaning of any part of this RFP or needing additional relevant information must request an interpretation or additional relevant information from the CEDC's Executive Director. Such requests must be in writing and must be sent via Electronic Mail. (See section 7.A. Questions, Responses, and Clarification.)

6. ADDENDA

- A. At the request of the Respondent, or in the event the Executive Director deems an interpretation to be substantive, the interpretation will be published on the CEDC's website. Such addendum will be attached to the original RFP in the file and will become part of the RFP package having the same binding effect as provisions of the original RFP.
- B. It shall be Respondent(s) responsibility to ensure that they have received all Addenda in respect to this project.
- C. Respondents are to recognize, comply with, and attach a signed copy of each Addendum which must be included in their Response.
- D. Respondent(s) signature on Addenda shall be interpreted as the respondent's recognition of and compliance with official changes as

outlined by the CEDC and as such are made part of the original RFP documents.

- E. Failure of any Respondent to receive any such addendum or interpretation shall not relieve such Respondent from its terms and requirements.
- F. The CEDC has no responsibility for the failure of a Respondent to receive any addenda published on the CEDC's website or otherwise sent to Respondents.
- G. No oral explanations or interpretations provided by the CEDC will be binding upon the CEDC.

7. QUESTIONS, RESPONSES, AND CLARIFICATION

- A. Any questions from Respondents concerning the requirements or scope of work of this RFP must be directed, in writing via Electronic Mail to the CEDC's Executive Director at evallender@converseedc.com
- B. Such questions may not be submitted orally.
- C. The CEDC will make a diligent effort to provide relevant information to interested parties; however, requests for information that are deemed, in the sole judgment of the CEDC, unreasonable, untimely, or irrelevant, will not be honored.
- D. Responses by the CEDC to questions shall not be considered binding unless provided in writing by the CEDC in accordance with section 5 "CHANGING THE RFP."
- E. All questions for interpretation or additional information concerning this RFP must be submitted, via Electronic Mail, no later than **10:00 AM, June 10, 2024** and addressed to:

Executive Director email: evallender@converseedc.com

8. ALTERATIONS/AMENDMENTS ("AMENDMENTS") TO RESPONSES

- A. Responses may not be altered or amended after the deadline for submission unless an extension is granted, in writing, by the CEDC's Executive Director.
- B. Amendments may be made by a Respondent not later than the deadline for submission.
- C. Amendments by Respondents to their Responses must be

submitted in writing (according to the requirements of 6.A.) and signed by the Respondent guaranteeing authenticity.

9. WITHDRAWING/CHANGING A RESPONSE

No submitted Response may be withdrawn or amended after the deadline for submission without reasonable explanation submitted in writing to the CEDC's Executive Director, and only after approval, in writing, by the CEDC's Executive Director.

10. SELECTION

- A. Respondent(s) will be selected that, in the sole judgment of the CEDC, is/are best qualified and which will provide the best value for the CEDC.
- B. The CEDC reserves the right to:
1. Accept Responses from and enter into contracts with more than one Respondent if doing so is in the best interest of the CEDC.
 2. Refuse and reject any or all Responses;
 3. Waive any or all formalities or technicalities;
 4. Accept a Response or portions of a Response determined to be in the best interests of and most advantageous to the CEDC;
 5. Hold the responses for a period of ninety (90) days from the deadline without taking action; and
 6. Based on the committee's review (section 26), several Respondents may be short-listed for further consideration and may be required to submit supplemental information and/or a presentation to the CEDC Board of Directors on **July 9, 2024 @ 6:30pm**.
 7. The CEDC does not guarantee that a Contract (or Contracts) will be awarded as a result of the RFP. In the event that a selection is made, but a Contract is not executed, the CEDC does not guarantee that another Response will be selected.
 8. The expected date for the selection of the successful Respondent(s) is on or about **July 9, 2024**.

11. RESPONSES BELONG TO THE CEDC

All Responses submitted become the property of the CEDC.

12. DEVIATION FROM REQUIREMENTS

- A. By submitting a Response, Respondents acknowledge that they have read, understand, and agree to comply with the requirements in this RFP.
- B. Any variation from requirements of this RFP must be clearly indicated in writing, on a point-by-point basis, attached to and made a part of the Response.
- C. If no exceptions are noted, the CEDC will require that the professional services rendered by the successful Respondent be provided as specified in this RFP.

13. COMPLIANCE AND INTENT

- A. The services provided under this RFP, Response and Contract shall comply with all specifications and/or requirements as shown in this RFP and applicable law.
- B. There is no intention to disqualify any respondent who meets the requirements as shown in this RFP.
- C. Respondents with questions about compliance should consult their legal counsel.
- D. Compliance with the terms of this RFP is the responsibility of each Respondent.

14. CONTENTS AND SUBMISSION OF RESPONSE

- A. Responses shall be submitted in sealed envelopes as referenced in section 1.
- B. Responses must include:
 - 1. One (1) original document marked "ORIGINAL,"
 - 2. Five (5) identical, complete documents marked "COPY 1," "COPY 2," etc. and
 - 3. One (1) USB labeled with Respondent's name and contact information and containing electronic PDF versions of the required documents.
- C. Responses must be complete with all supporting documentation.
- D. Responses submitted by Facsimile or Electronic Mail will not be accepted.
- E. Responses must provide the Respondent's full name, address, and

- other contact information.
- F. Responses must be manually signed in blue ink.
 - G. The individual person signing the Response must clearly indicate his or her title or authority to bind his or her firm in a contract.
 - H. The Firm name and authorized signature(s) or initials must appear on each page that is responsive to information required in this RFP.
 - I. The legal form of the Respondent, whether a corporation, partnership, or sole proprietorship, shall also be indicated in the Response.
 - J. A corporation shall execute the Response by its duly authorized officer(s) in accordance with its corporate by-laws and shall also provide the state in which it is incorporated.
 - K. A partnership Respondent shall give full names and addresses of all partners and all partners shall execute the Response.
 - L. Sole Proprietors shall state in the Response the names and addresses of all persons with a vested interest therein.
 - M. The place of residence of each Respondent, or the office address in the case of a firm or company, with the name of the county and state and its telephone number, shall be given after the signature(s).
 - N. Firm staffing, Names titles, experience, and length of service of key personnel.
 - O. Statement of qualifications: Narrative or other statement by the firm of its qualifications. Provide professional licenses and certifications.
 - P. Availability: Statement of the availability of key personnel of the firm to undertake this project.
 - Q. Scope of Time: Estimation of overall scope of work/time involved with your team's proposal. A timeline to completion with stratified steps along the way for public engagement, conceptual plan crafting/vetting/public meetings, public approval process, etc.
 - R. Fees and Costs: Provide a cost estimate, including fees or hourly rates for members of the consulting team.
 - S. Project list: List of similar projects completed or currently underway by the firm and/or key personnel referenced under Availability, and
 - T. References: See section 25.

15. COSTS NOT REIMBURSED

- A. The CEDC will not in any way pay any costs incurred in the preparation and submission of a Respondent's Response.
- B. All costs related to the preparation and submission of Responses shall be borne by the Respondent.

16. OFFER

- A. A Response constitutes an offer (or proposal) by the Respondent.
- B. Once a Response is submitted, the CEDC reserves the right to use any ideas, features or terms contained in the Response, regardless of whether that Respondent is selected.
- C. Submission of a Response by any Respondent shall indicate that the Respondent has accepted the conditions contained in this RFP, unless otherwise clearly and specifically noted in the Response and confirmed in writing in a Contract between the CEDC and the successful Respondent.

17. TAXES

Taxes related to services provided by Respondent are the responsibility of Respondent.

18. ASSIGNMENT

The successful Respondent shall not sell, assign, transfer, or convey any part or requirement of any Contract resulting from this RFP, in whole or in part, to a third party.

19. NO RESPONSE TO RFP

A party who has been invited by the CEDC's Executive Director to submit a Response and who declines to submit a Response is hereby asked to provide a written response to the CEDC's Executive Director indicating the reason(s).

20. COMMUNITY PROFILE

Converse is a diverse, thriving community of over 29,000 residents in eastern Bexar County, Texas. The city is in the San Antonio Metropolitan Area, which is a regional economic hub. Converse has a diverse population with 46.1% Hispanic, 28.8% White, 19.7% Black, 17.3% Two or More Races, 2.6% Asian and .6% Native American, and .4% Native Hawaiian and Other Pacific Islander. 9,653 families reside in Converse, with 2.89 persons per household. The median household

income is \$77,237 (in 2022 dollars).

21. CONSULTANT SERVICES

A. INTRODUCTION

The CEDC seeks an agreement with qualified individuals, firms or corporations to provide Community Engagement and Architectural Services to conduct two community charrettes (workshops) to gather community feedback regarding location (area and size), programming (acceptable uses/activities), and community support for a proposed Arts and Entertainment District located generally near the intersection of FM 1976 and Hilltop in Converse, Texas. Respondents must provide a detailed scope of work, a project timeline, and a total Budget.

B. PROJECT BACKGROUND

The vision is for a vibrant, community-oriented arts and entertainment district offering diverse experiences, fostering connections, and becoming a destination for residents and visitors that would integrate with the existing community fabric.

C. PROJECT SCOPE

Two charrettes will engage the community in developing and shaping the vision and concept for an Arts and Entertainment District. The specific scope of services includes:

1. Charrette #1: Vision & Ideation

- a) Develop an engaging community workshop format to facilitate brainstorming and idea generation.
- b) Gather input from a diverse range of community stakeholders, including residents, businesses, and community organizations.
- c) Identify desired geographic boundaries, experiences, amenities, and overall character for the district.
- d) Develop initial design concepts based on community input.

2. Charrette #2: Feedback & Refinement

- a) Develop an engaging community workshop to present refined design concepts based on Charrette 1 feedback.

- b) Facilitate group discussions and solicit further feedback on the proposed concepts.
- c) Identify areas of consensus and potential areas for further exploration.
- d) Develop a summary report capturing key themes, community priorities, and recommendations for the next steps.

3. Deliverables

- a) Provide a timeline for the project.
- b) **Charrette 1:**
 - i. Provide and execute a community stakeholder marketing & invitation plan and associated materials.
 - ii. Provide PowerPoint, exhibits, and any other necessary materials for public involvement.
 - iii. A summary report outlining key findings and initial design concepts.
- c) **Charrette 2:**
 - i. Provide and execute a community Stakeholder marketing & invitation plan and associated materials.
 - ii. Provide PowerPoint and exhibits for public involvement incorporating community feedback from Charrette 1.
 - iii. A final report summarizing community input, refined design concepts, and recommendations.
 - iv. Final street level conceptual renderings.
 - v. Final conceptual site map showing proposed uses and linkages.

4. Presentations:

The Proposer shall present the final report and conceptual designs/renderings to the Converse Economic Development Corporation Board and to Converse City Council in separate meetings. The consultant shall:

- i. Provide PowerPoint and exhibits for public presentation to elected/appointed officials.
- ii. Produce all materials for public presentations.
- iii. Provide digital, web ready drafts of the conceptual site and street level renderings. Produce final copies for distribution to the CEDC Board of Directors and City Council.
- iv. Provide the CEDC with a reproducible hard and digital copy of the final report. Digital documents and maps shall be easily editable and provided in the following file formats: Text and maps must be provided in Adobe PDF. Text must also be provided in Microsoft Word format.

22. QUALIFICATIONS

Respondents must:

- A. Be a firm, corporation, individual or partnership normally engaged in provision of professional services described herein;
- B. Have at least 5 years of experience in the requested tasks.
- C. Be specific in describing Respondent's expertise as it relates to this RFP.

23. OTHER RESPONSE REQUIREMENTS

- A. Respondents must submit concise, clear Responses.
- B. Responses of excessive length and/or complexity are discouraged and may be rejected.
- C. Each Response must provide, but not necessarily be limited to, the information required below and elsewhere in this RFP.

24. GENERAL INFORMATION

- A. Description of your firm's history, types of services provided, number of employees and year in existence.
- B. Description of the project team, with the responsibilities of each member, and their backgrounds.

25. REFERENCES

- A. Respondents must provide the names of references for which Respondents have engaged in work similar to the work required in this RFP.
- B. Reference information must include:
 - 1. Contact information including name(s), titles, addresses, phone, and email addresses;
 - 2. A description of work performed; and
 - 3. Dates work performed.
- C. References will be contacted.

26. EVALUATION PROCESS, CRITERIA AND SCORING

- A. A Respondent will be selected who provides goods or services at the best value for the CEDC.
- B. After the deadline for receipt of Responses, a committee composed of employees selected by the Executive Director will review and evaluate all Responses utilizing the evaluation criteria noted below.
- C. In determining the best value for the CEDC, the committee will consider the following criteria and assign weights (points).
 - 1. Experience in providing services to the CEDC or other government entities and success in performing these services. (0-20).
 - 2. Capability to perform all of the services required by this RFP, including personnel capability and current workload. (0-20).
 - 3. Key personnel's professional background, certifications and experience in providing required services. (0-20).
 - 4. Reputation for personal and professional integrity and credentials. (0- 20).
 - 5. Cost and deviations, if any, from this RFP, the extent to which the proposed services meet the CEDC's needs and any other

relevant criteria specifically listed in this RFP. (0-20).

27. EQUAL EMPLOYMENT OPPORTUNITY

Respondent agrees that it will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

28. LOBBYING PROHIBITED

- A. During the period between RFP submission date and the selection of the successful Respondent, Respondents, including their agents and representatives, shall not directly discuss or promote their RFP with any member of the Converse Economic Development Corporation Board or CEDC staff except in the course of CEDC-sponsored inquiries, briefings, interviews, or presentations.
- B. Violation of this provision shall result in the rejection of the Respondent's RFP.

29. RIGHT TO REFUSE/REJECT RFPs

The CEDC reserves the right to refuse and reject any or all Responses, and to waive any or all formalities or technicalities, and to make selections deemed to be in the best interests of CEDC.

30. CONFIDENTIAL INFORMATION

- A. Any information deemed to be confidential by a Respondent should be clearly marked on pages where such information is contained.
- B. The CEDC cannot guarantee that it will not be required to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by a Respondent may not be confidential under Texas Law, or pursuant to a Court order.

31. CONFIDENTIALITY OF INFORMATION AND SECURITY

Should the successful Respondent be awarded a Contract and become the holder of, and have access to, confidential information, (in the process of fulfilling its responsibilities in connection with the contract), the successful Respondent agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the United States and the State of Texas, ordinances and regulations

of the City of Converse, and any regulations relating to privacy and confidentiality.

32. MATHEMATICAL ERRORS

If mathematical errors exist in any Response, unit prices shall govern.

33. PERSONNEL

- A. The successful Respondent shall ensure that the work being performed in response to this RFP and an executed Contract shall be performed by competent and qualified personnel.
- B. Such personnel must be licensed or certified, as required, within the State of Texas.

34. CONTRACT

- A. The successful Respondent will be notified in writing via Electronic Mail message of selection.
- B. The successful Respondent will have ten (10) calendar days after being sent such notification to execute a Contract acceptable to CEDC and deliver it to the CEDC's Executive Director.

35. SUBMITTAL REVIEW TENTATIVE SCHEDULE

- A. RFQ is Released: May 22, 2024
- B. Pre-proposal meeting: June 5, 2024
- C. Proposals Submitted to the CEDC by: June 21, 2024
- D. Initial Evaluation of Proposals: week of June 24, 2024
- E. Committee Review of Consultant(s) and Request for Contract(s): week of July 1, 2024
- F. CEDC Board Review and Consideration of committee selected Consultant(s) & Associated Contract(s): July 9, 2024
- G. Upon selection by the Board, the Consultant will be contacted to finalize the contract.