

**CITY OF DALLAS**  
**DOCUMENT 00205 - SUPPLEMENTARY INSTRUCTIONS TO PROPOSERS**

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**SUPPLEMENTARY INSTRUCTIONS TO PROPOSERS**  
**COMPETITIVE SEALED PROPOSALS**

**1.0 PURPOSE AND SCOPE**

This document provides general information about the requirements for Competitive Sealed Proposals and sets forth the selection criteria and procedures for implementation.

**1.1 CONTRACT AWARD PROCESS**

- A. The Proposer selected for award of the contract will be the Proposer whose Proposal offers the best value for the Owner based upon the selection criteria and on the ranking evaluation. The Owner is not bound to accept the lowest priced Proposal if that Proposal does not provide the best value or is not in the best interest of the Owner, as determined solely by the Owner.
- B. Proposals will be opened publicly to identify the names of the Proposers, only. Other contents of the Proposals will be afforded security sufficient to preclude disclosure of the contents prior to award.
- C. Within 45 days after the date of opening the Proposals, the Owner will evaluate and rank each Proposal with respect to the selection criteria contained in this document. The Owner reserves the right to shortlist Proposals and to reject any and all proposals based upon the selection criteria, the requirements of the Instructions to Proposers, and the requirements of these Supplementary Instructions. After opening and ranking, an award may be made on the basis of the Proposals initially submitted, without discussion, clarification or modification, or, the Owner may discuss with the highest ranked Proposer elements of the Proposer's Proposal. If the Owner determines that it is unable to reach a contract satisfactory to the Owner with the highest ranked Proposer, then the Owner will terminate discussions with that Proposer and proceed to the next Proposer in order of selection ranking until a contract is reached or the Owner has rejected all Proposals.
- D. The Owner will evaluate Proposals. The selection of the successful contractor will be based on the following **Selection Criteria** described below. All procurements shall conform to Section 271.116 of the State of Texas Local Government Code. **PRICE WILL NOT BE THE SOLE DETERMINATION FOR SELECTION:**
1. **Proposed Construction Contract Amount:** The proposal shall include the cost to construct this project. **PRICE WILL NOT BE THE SOLE FACTOR IN DETERMINING THE AWARD OF THIS PROJECT.** Under Section 271.116 of the State of Texas Local Government Code the City has the right to further negotiate this price with the firm. (Provide this information on the provided Proposal Form and include under **Tab 1** of the Notebook.)
  2. **Qualifications/Experience/References:** (Provide the following information under **Tab 2** of Notebook):
    - a. Give number of years Proposer has been in business as a construction contractor.
    - b. Give number of years Proposer has been in business under its present business name.
    - c. Give any names under which Proposer has operated.
    - d. Provide home office management staff that will be working on this project, including the percent of the person's time that will be spent on the project.
    - e. Provide field office management and supervisory staff that will be working on this project, including the percent of the person's time that will be spent on the project. Provide resumes

for each person, which include their general and specific experience on projects of a similar type to this project and references.

- f. Show experience of the firm in constructing municipal facilities.
  - g. Show experience of the firm in constructing non-municipal facilities.
  - h. Demonstrate general contracting experience with three (3) similar projects completed within the last five (5) years by providing the following:
    - Name of project
    - Date completed
    - Location of project
    - Name, address and current telephone number of owner
    - Name, address and current telephone number of architect
    - Name of important subcontractors
    - General description of project (no more than 300 words)
  - i. Provide references for projects completed within the last five (5) years and for those presently under construction, including:
    - Full name and title
    - Firm name
    - Name of the Project
    - Mailing address
    - Current telephone number
  - j. The proposal shall show the quality of construction of similar projects. This can be shown by means of letters of recommendation, project awards, etc.
  - k. The proposal shall provide documentation as to performance on previous projects. Information needs to be provided relative to adherence to schedule and change order history.
  - l. The proposal shall show records of claims incidences and litigation experiences over the past 5 years. Provide responses to the following questions (If the answer to any of the questions is yes, include details):
    - Has Proposer ever failed to complete any work it was awarded?
    - Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against Proposer or its officers?
    - Has Proposer filed any lawsuits or requested arbitration with regard to construction contracts within the last five years.
  - m. If the prime contractor is a certified M/WBE, include a copy of the certification certificate.
- 3. Subcontractor Experience:** Provide a list of proposed subcontractors, key contacts, phone numbers, street addresses, and a minimum of three project references for each. At a minimum, this information should be provided for the following trades: specialty pavements (5 years experience); landscape (5 years experience); irrigation (5 years experience); pre-manufactured aluminum canopy (5 year s experience); site lighting (5 years experience). If the subcontractor is a certified M/WBE, include the certification number. (Provide this information under **Tab 3** of the Notebook.)

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4. **Business Inclusion and Development Plan:** Provide the following: City of Dallas Business Inclusion and Development Affidavit, RFP/RFQ Contractor's Affidavit History of M/WBE Utilization Form, RFP/RFQ Contractor's Affidavit Type of Work by Prime and Subconsultant/Subcontractor Form, Affirmative Action Plan or Policy, and Ethnic Workforce Composition Report. (Provide this information under **Tab 4** of the Notebook.)
  5. **Financial Sufficiency:** Proposer is requested to submit recent Dunn and Bradstreet financial statements with this Proposal. Audited financial statements are not mandatory. Unaudited financial statements will be accepted. If Proposer's firm does, however, have audited statements, please include a copy with this Request For Information. Financial statements must show the name and address of the firm preparing financial statements and the date thereof. (Provide this information under **Tab 5** of the Notebook.)
  6. **Schedule/Time of Completion for Base Bid:** The proposal shall indicate the length of time proposed to complete the base proposal portion of this project. Provide bar chart schedule showing major construction activities. All proposers will be required, at a minimum, to meet the mandatory completion date as outlined on the Proposal Form. (Provide a proposed contract completion date on the provided Proposal Form and include the Proposal Form under Tab 1 of the Notebook. Provide the detailed schedule information under **Tab 6** of the Notebook.)
- E. Proposers should provide the following **Additional Information**. (Provide under **Tab 7** of the proposal):
1. Bid Security: In the form of a cashier's check or Bid Bond for 5% of the greatest amount bid.
  2. Surety Supplemental Information
  3. Bidder's Affidavit of Safety Record, CR No. 89-3570
  4. Conflict of Interest Questionnaire
  5. City of Dallas Environmental Record Affidavit
  6. Forms 25 and 26

**1.2 RATING**

A. RATING CATEGORY	VALUE-%
<b>1. Proposed Construction Contract Amount</b>	45%
<b>2. Qualifications/ Experience/References for Prime Firm</b>	20%
<b>3. Subcontractor Experience</b>	10%
<b>4. Business Inclusion and Development Plan</b>	15%
a. Affirmative Action Plan and/or Policy. (2 points)	
b. Documentation showing history of M/WBE utilization on 5 previous projects. (4 points)	
c. Documentation showing construction team makeup, including the anticipated participation of M/WBE firms on the project. (7 points)	
d. Signed Business Inclusion and Development Plan Affidavit which acknowledges the Prime Firm's intent to comply with the policy to meet goal for the project. (2 points)	
<b>5. Financial Sufficiency</b>	5%
<b>6. Schedule/Time of Completion</b>	5%

<b>Total</b>	100%

**1.3 PROPOSAL FORMAT**

- A. Economy of Preparation: Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer’s ability to meet the requirements for the Proposal. Elaborate bindings, colored displays, promotional materials and so forth are not desired. Emphasis should be on completeness and clarity of content. Vague and equivocal statements will be viewed unfavorably and may cause rejection of the Proposal.
  
- B. Proposal Contents / Format:
  - 1. Address all information, including Selection Criteria and Additional Information, in a tabbed Notebook titled **“Competitive Sealed Proposal for Singing Hills Recreation Center Replacement Project – Addition of Senior Center, Technology Center and Gymnasium.”** Proposers are requested to provide their proposals in vertical format in white, 1” three-ring binders with the name of the project and the proposer’s name on the front cover and edge. Submit one original and one photocopy of the proposal.
  - 2. Item 1, Proposed Construction Contract Amount, and item 6, Schedule/Time of Completion: These will be indicated on the Bid Form, Section 00410 and related Supplements. Provide the Proposal Form under **Tab 1** in the Notebook. The Proposal Form includes a time of completion summary. Under **Tab 6**, provide a more detailed description of the proposed schedule.
  - 3. Items 2 through 7: Address these items, as needed; tab and insert in the Notebook.
  
- C. Confidentiality: The Proposer may designate any portion of its Proposal, which contains trade secrets, or other proprietary data, which must remain confidential. If a Proposer includes data that is not to be disclosed to the public for any purpose or used by the Owner except for evaluation purposes, the Proposer shall:
  - 1. Mark the title page of the Proposal with the following legend: “This Proposal includes data that shall not be disclosed outside the City of Dallas, Texas and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this Proposal.”
  - 2. Mark each sheet of data it wishes to restrict with the following legend: “Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Proposal.”

Proposers should note that despite such restrictions, the disclosure of such restricted information may be required under applicable laws, including, without limitation, applicable freedom of information laws.

**1.4 ACCEPTANCE OF EVALUATION METHODOLOGY**

- A. Submission of a Proposal indicates Proposer’s acceptance of the evaluation technique and Proposer’s recognition that some subjective judgments must be made by the Owner during the evaluation.

**1.5 CITY OF DALLAS CONTACT**

- A. Any inquiries or concerns regarding the specified Competitive Sealed Proposal procedures or processes shall be directed to:
  - Attention: Vincent Ogbuehi
  - City of Dallas Park and Recreation Department
  - 1500 Marilla Street, Room 6FS
  - Dallas, Texas 75201
  - Phone: 214/671-7994
  - E-mail: [vincent.ogbuehi@dallascityhall.com](mailto:vincent.ogbuehi@dallascityhall.com)

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- B. The City specifically requests that all contact and inquiries regarding Sealed Competitive Proposal procedure or process be limited to the above named individual. **Please provide questions in writing by fax or e-mail.**

**END OF DOCUMENT**