

# **REQUEST FOR PROPOSALS**

## **HISTORIC CITY HALL**

### **ROCKDALE, TEXAS**



**JULY 20, 2020**

## TABLE OF CONTENTS

GENERAL.....	2
DEFINITIONS .....	3
NOTICE TO PROPOSERS .....	3
TERMS and CONDITIONS .....	5
BACKGROUND and CURRENT CIRCUMSTANCES .....	7
SUBMISSION REQUIREMENTS .....	8
EVALUATION and SELECTION PROCESS .....	9
CERTIFICATION and ACKNOWLEDGEMENT .....	11

## I. GENERAL

### A. PURPOSE:

The City of Rockdale, Texas is seeking to sell, with deed restrictions, city-owned real estate located at 140 W. Cameron Avenue, also known as the Old City Hall. The City's goal is the restoration of this historic structure subject to the Secretary of the Interior Standards for the building's exterior, as detailed in the 2018 Architexas Old Rockdale City Hall report.

An option for additional purchase space for the facility may include the City-owned lot at 240 N. Burleson (legal description: Original Town Rockdale, Block 6, Lots 10-13).

This project is eligible for Federal and State Tax Credits. The City will receive proposals to purchase the property under conditions in this request.

### B. LEGAL DESCRIPTION OF PROPERTY:

Original Town Rockdale, Block 6, Lot 9, all of, and Lot 8, W 10 feet of.

### C. TERMS:

The proposals shall contain all the terms, expectations and conditions set out in this RFP and, at a minimum, include the following information regarding the proposed use of the building and the redevelopment plan:

1. Proposed purchase price, with separate allocation for the lots at 240 N. Burleson, if desired;
2. Proposed improvements and budget, including any additional redevelopment proposed;
3. Redevelopment schedule (if applicable);
4. Previous experience in renovation or redevelopment projects;
5. Proposed financing and financial capacity to complete the project; and
6. Any terms, expectations, or conditions requested by the Proposer.

While price is a consideration, it is the goal of the City of Rockdale to award the Property to the individual, group or corporation which provides the best overall proposal for development of this location, and best meets the goals of Rockdale Municipal Development District's Downtown Master Plan. Proposer must submit a business plan detailing the intended use of this site, including a timeline, with response. The business plan will be considered as a part of the evaluation of offers received.

The City intends to enter into an agreement with the respondent whose proposal is deemed most advantageous to the City. The City may conduct discussions with any or all Proposers. These discussions may include, but are not limited to: requests for additional information, interviews, modifications or revisions to the original Request for Proposal as allowed by law.

## II. DEFINITIONS

### A. DEFINITIONS

In order to simplify the language throughout this Request for Proposal, the following definitions shall apply:

**City of Rockdale** – Same as City

**City Council** – The elected officials of the City of Rockdale, Texas, who are given the authority to exercise such powers and jurisdiction of all City business as conferred by the State Constitution, Laws and the City’s Home Rule Charter.

**Contract** – An agreement between the City and the successful Proposer for purchase of the Property.

**City** – The government of the City of Rockdale, Texas

**Proposer** – Respondents to this Request for Proposal

**RFP** – Request for Proposal

## III. NOTICE TO PROPOSERS

### A. NOTICE

Sealed proposals are due by 4:00 p.m. CST on August 27, 2020, after which time all qualified proposals will be acknowledged at 505 W. Cameron Ave., Rockdale, Texas 76567. Proposals received after the specified deadline will be returned unopened.

5 printed copies (1 original and 4 photocopies) plus 1 digital copy (CD/DVD/thumb drive) of proposals must be provided.

**Sealed proposals shall be clearly marked with the title “Historic City Hall Purchase” and addressed to the City of Rockdale – City Manager’s Office. Proposals shall be delivered using one of the following:**

**Hand-deliver to:**  
505 W. Cameron Ave.  
Rockdale, TX 76567

**Ship to (FedEx, UPS, DHL, etc.):**  
505 W. Cameron Ave.  
Rockdale, TX 76567

**NOTE: Procurement opportunities are posted on the City of Rockdale’s website and can be downloaded from:**

[www.rockdalecityhall.com](http://www.rockdalecityhall.com)

[www.rockdalemdd.org](http://www.rockdalemdd.org)

You may receive notice of proposals for the City of Rockdale from a variety of channels. Approved methods of dissemination include: City of Rockdale website or the City of Rockdale City Manager’s Office. The receipt of solicitations through any other means may result in the

receipt of incomplete specifications or addenda which could ultimately render your proposal response non-compliant. City of Rockdale accepts no responsibility for the receipt of notifications for solicitations through any other source.

**B. QUESTIONS AND INQUIRIES**

Questions and inquiries about this solicitation shall be submitted in writing via email to the following point of contact:

Barbara Holly, City Manager  
[bholly@rockdalecityhall.com](mailto:bholly@rockdalecityhall.com)

The deadline for written questions is August 13, 2020 at 4:00 PM CST. This deadline has been established in order to provide adequate time for City staff to prepare responses to questions from Proposers to the best of their ability in advance of the Pre-Proposal Conference meeting.

Proposers shall not attempt to contact City Council members, City staff or Management directly during the pre-proposal or post-proposal period. The City intends to respond to all appropriate questions or concerns; however, the City reserves the right to decline to respond to any question or concern.

**SCHEDULE OF IMPORTANT DATES**

The City will generally comply with the following schedule for the selection process, subject to changes necessary to ensure fairness and to accommodate unanticipated events:

Release RFP	July 20, 2020
Pre-Proposal Open House/Tour (Subject to social distancing, mask wearing, and future mandates from the Governor)	August 3, 2020, 2:00 PM CST
Deadline for Questions and Inquiries	August 13, 2020, 4:00 PM CST
Proposals Closing Date and Time	August 27, 2020, 4:00 PM CST
City's Review of Proposals	August 27-Sept. 7, 2020
Earliest Award by City	September 14, 2020
Anticipated Execution of Lease or Sale Agreement	September 21, 2020

**C. PRE-PROPOSAL CONFERENCE AND BUILDING TOUR**

A Pre-Proposal Conference and Building Tour will be conducted at 140 W. Cameron beginning at 2:00 PM CST on August 3, 2020. The meeting is not mandatory. Any questions and answers addressed during the conference meeting will be issued in an addendum and posted on the City's website.

#### **D. PROTEST PROCEDURES**

1. Bidders are advised that protests of specifications, terms, conditions or any other aspect of this solicitation, must be made three (3) days prior to the proposal due date. Protest of specifications and solicitation terms and conditions made after the due date and time will not be considered by the City Manager.
2. Protest of award must be made immediately, and in no event later than five (5) days after the aggrieved party knows, or should have known, the facts giving rise thereto. All protests must include the following information:
  - The name, address and telephone number of the protestor;
  - The signature of the protestor or protestor's representative;
  - The solicitation or contract number;
  - A detailed statement of the legal and/or factual ground of the protest;
  - The form of relief/result requested.
3. Protests shall be mailed to the City Manager, P.O. Box 586, Rockdale, TX 76567-0586. Award will be made in the best interest of the City.

### **IV. TERMS and CONDITIONS**

#### **A. DISCLOSURE**

At the due date and time, there will be no disclosure of contents of any Proposal to competing Proposers, and all Proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the Firm identifies as proprietary, all Proposals will be open for public inspection after the contract award.

#### **B. DISCLOSURE OF INTERESTED PARTIES**

Compliance with §2252.908 Texas Government Code/Disclosure of Interested Parties is required for this Contract. The City cannot enter into this Contract until a copy of Form 1295 is submitted.

The process as implemented by the Texas Ethics Commission ("TEC") is as follows:

1. The disclosure of interested parties must be performed using the Texas Ethics Commission's electronic filing application, using the identification number 20-008, listing each interested party of which the business entity is aware on Form 1295, obtaining a certification of filing number for this form from the TEC, and printing a copy of it to submit to the City.
2. The copy of Form 1295 submitted to the City must be notarized and contain the unique certification number from the TEC. The form must be filed with the City pursuant to §2252.908 Texas Government Code, "at the time the business entity submits the signed contract" to the City.

3. The City, in turn, will submit a copy of the disclosure form to the TEC not later than the 30<sup>th</sup> day after the date the City receives the disclosure of interested parties from the business entity.

**C. MANAGEMENT**

Should there be a change in management after the due date and time, but before a contract is awarded, Proposers must notify the City immediately. This may result in further evaluation. Should a change in management occur after the contract is awarded, the contract may be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract. Any resulting contract is nontransferable by either party.

**D. PERSONAL INTEREST**

No officer, employee, independent consultant or elected official of the City who is involved in the development, evaluation or decision-making process of this Solicitation shall have a financial interest, direct or indirect, in the resulting Agreement. Any willful violation of this Paragraph shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. In the event a member of the governing body or an appointed board or commission of the City belongs to a cooperative association, the City may purchase services from the association only if no member of the governing body, board or commission will receive pecuniary benefit from the purchase, other than as reflected as an increase in dividends distributed generally to members of the association. Any violation of this provision with the knowledge, expressed or implied, by the Proposer shall render the Agreement voidable by the City. Nevertheless, the City may obtain the services under the Agreement if a conflict of interest affidavit is filed and the Council member recuses his/herself.

**E. PRIORITY OF DOCUMENTS**

In the event there are inconsistencies between the RFP terms and conditions, scope of work or Agreement terms and conditions contained herein, the latter will take precedence.

**F. RECEIPT OF PROPOSALS**

Proposal(s) must be received by the City Manager prior to the time and date specified. The mere fact that the Proposal was dispatched will not be considered; the Proposer must ensure that the Proposal is actually delivered. The time Proposals are received shall be determined by the time written on the received stamp by City Hall staff.

**G. REIMBURSEMENTS**

There is no express or implied obligation for the City of Rockdale to reimburse responding Proposers for any expenses incurred in preparing Proposals in response to this RFP and the City of Rockdale will not reimburse firms for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

**H. REPRESENTATIONS AND RESPONSIBILITIES**

By submitting a Proposal in response to this RFP, Proposer represents that it has carefully read and understands all elements of this RFP; has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress or performance of the work; and has full knowledge of the scope, nature, quality and quantity of services to be performed.

By submitting a proposal in response to this RFP, the Proposer represents that it has not relied exclusively upon any technical details in place or under consideration for implementation by the City, but has supplemented this information through due diligence research and that the Proposer sufficiently understands the issues relative to the indicated requirements.

The failure or omission of Proposer to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site of other details shall in no way relieve any Proposer from any obligation with respect to its proposal or to the contract.

**I. SPECIAL CONDITIONS**

The Proposer will certify that no debts are owed to the City. If there are debts owed to the City or if there are any outstanding disputes, the Proposer will delineate that information thereon. The Proposer will disclose the list of properties that he/she owns within the City.

Any exceptions to these special conditions must be noted in the response. Failure to note any exceptions will be acknowledgement that the terms and conditions are accepted without modifications.

**J. VENUE**

Any contract awarded as a result of this RFP shall be governed by and construed in accordance with the laws of the State of Texas, and is fully performable in Rockdale, Texas, and venue for any action related to this contract will be Milam County, Texas.

**K. WITHDRAWAL OF PROPOSALS**

A proposal may be modified or withdrawn by the Proposer any time prior to the time and date set for the receipt of proposals in accordance with the following guidelines.

1. Proposer shall notify the City Manager in writing of its intention to withdraw a previously submitted proposal.
2. If a change in the proposal is requested, the modification must be worded by the Proposer as to not reveal the original amount of the proposal.
3. Proposals withdrawn and modified must be resubmitted to the City Manager no later than the time and date set for the receipt of proposals.
4. No proposal can be withdrawn after the time set for the receipt of proposals and for a minimum of ninety (90) days thereafter.

**V. BACKGROUND and CURRENT CIRCUMSTANCES**

**A. CITY OF ROCKDALE**

Rockdale is a Home Rule Charter City and operates under a Council-Manager form of government. A mayor (elected at large) and six (6) council members (elected from single

member districts) serve staggered, three-year terms. Rockdale is located on Highway 79, west of Highway 77. Rockdale was founded in 1874 as a railroad townsite, in Milam County. Today, Rockdale has an estimated population of 5,643 within the city limits, with an estimated population of 8,000 within the extra-territorial jurisdiction (ETJ).

Rockdale's and Rockdale Municipal Development District's economic development initiatives to expand jobs and tax base have been with a careful focus on attracting businesses that will complement the City's character, preserving historical value and its oldest treasure, while promoting it as a most desirable place to live and work.

MDD's Downtown Master Plan can be found at:  
[www.rockdalemdd.org/downtown-master-plan](http://www.rockdalemdd.org/downtown-master-plan)

## VI. SUBMISSION REQUIREMENTS

The City Manager will not accept oral proposals or proposals received by email, telephone or FAX machine. Proposals must be prepared simply and economically, providing a straightforward, concise description of Proposer's ability to meet all requirements and specifications of this RFP. Emphasis should be focused on completeness, clarity of content and responsiveness to all requirements and specifications of this RFP.

The proposal must be submitted in hard copy. Proposer shall submit one (1) original and four (4) copies of the entire proposal, plus one (1) digital copy (on CD, DVD or thumb drive).

The City of Rockdale requires comprehensive responses to every section within this RFP. To facilitate the review of the responses, Proposers shall follow the described format. The intent of the proposal format is to expedite review and evaluation. It is not the intent to constrain Proposers with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review.

### **TAB A PROPOSER BACKGROUND AND INTRODUCTION**

Briefly describe the business organization being represented (i.e. individual, investment partnership, corporation), including the number of years in business.

### **TAB B PROJECT EXPERIENCE AND QUALIFICATIONS**

Describe the individual, corporation and/or development team's previous experience in renovation or redevelopment projects, with an emphasis towards the preservation, rehabilitation, restoration, and reconstruction of historic properties. Describe at least three (3) projects that are complementary in nature to this project. References for each project should be included (preferably other City, town or local governments in Texas that the Proposer has provided prior work).

### **TAB C PROPERTY USE CONSIDERATIONS/BUSINESS PLAN**

1. Provide a narrative description of your proposed plan to redevelop/utilize the property. Include any plans for remodeling or additional space being added and projections on how the use meets the goals of a viable/sustainable downtown.

Renderings are not required, but may be included in this section if available. Include any anticipated parking impacts.

2. Clearly acknowledge your understanding of the current zoning of the property (Commercial-Central Area [CA]) and any special conditions that may need to be satisfied for your planned use.
3. Redevelopment Schedule – Provide plans and ideas for completing this project in an effective and timely manner that does not negatively impact surrounding properties. Provide a construction schedule, if construction is being proposed.
4. Identify any additional information or approvals that will be needed to complete the plans for redevelopment/reuse of the property.
5. Provide anticipated sub-lease rates, if applicable.
6. Indicate interest in/inclusion of the option for additional purchase space for the facility.

**TAB D FINANCING AND CAPACITY TO COMPLETE PROJECT**

1. Provide evidence of financial capacity to complete the project. This may include financial statements, which may be marked “confidential and proprietary”.
2. Include any bank or other financing required to complete the project.

**TAB E PURCHASE OFFER/PRICE**

1. Provide amount of purchase offer price.

**TAB F COMMENTS AND CHANGE REQUESTS TO SPECIAL CONDITIONS AND OTHER TERMS/PROVISIONS IN THE RFP**

1. Describe any terms, expectations, or conditions requested in the proposal submission. Proposers should read and understand all terms and conditions contained herein. Exceptions, comments and change requests to the requirements of the RFP should be taken at the time that the proposals are submitted and NOT during the Contract Award process.

**TAB G CERTIFICATION AND ACKNOWLEDGEMENT PAGE**

The City will make available all inspection reports that it has on the property. Nevertheless, the City makes no representations as to its physical condition or as to its potential use. It is being sold “As Is” as it pertains to its physical condition and it will be purchased in a form as approved by the City’s legal representative. If other agreements are proposed, they will also be reviewed and will be subject to modification and approval by the City’s legal representative prior to acceptance by the City Council.

**VII. EVALUATION and SELECTION PROCESS**

The City has attempted to provide a comprehensive statement of requirements through this RFP. Written proposals must present Proposer’s understanding of the property being purchased and the plans for future use of the property. Proposers are asked to be specific in presenting their qualifications and their business plan that indicates the intended use of the site, including a timeline. Proposals must be as thorough and detailed as possible so that the City may properly evaluate capabilities to develop the property.

While purchase price is a consideration, it is the goal of the City of Rockdale to sell the property to the individual, group or corporation which provides the best overall proposal for development of this location.

The City intends to enter into an agreement with the respondent whose proposal is deemed most advantageous to the City. The City may conduct discussions with any or all Proposers. These discussions may include, but are not limited to: requests for additional information, interviews, modifications or revisions to the original RFP as allowed by law.

### **FINALIST INTERVIEWS AND/OR PRESENTATIONS**

Proposers reasonably subject to being selected based on the criteria set forth in the RFP may be given an opportunity to make a presentation and/or interview with the Selection Committee. Following any presentation and/or interviews, proposals will be ranked in order of preference and contract negotiations will begin with the top ranked Proposer. Should the negotiations with the highest ranked Proposer fail to yield a contract, or if the Proposer is unable to execute the City's contract, negotiations will be formally ended and then commence with the second highest ranked Proposer. However, the City may, in its sole discretion, negotiate and award a contract without presentations or interviews, based solely on information supplied in the proposal responses.

By submission of a proposal, Proposer acknowledges acceptance of the evaluation process and all other terms and conditions set forth in this RFP. Further, Proposers acknowledge that subjective judgements must be made by the City during this process.

The City makes no guarantees or representations that any award will be made and reserves the right to cancel this solicitation for any reason, including:

- Reject any and all proposals received as a result of this RFP.
- Waive or decline to waive any informality and any irregularities in any proposal or responses received.
- Negotiate changes.
- Select Proposer(s) it deems to be the best overall Proposer to fulfill the needs of the City. Proposer(s) with the highest purchase price will not necessarily be selected, since a number of criteria other than price are also important in the determination of the most acceptable proposal(s).
- Terminate the RFP process.

**VIII. CERTIFICATION and ACKNOWLEDGEMENT**

The undersigned, as an authorized agent of the Proposer, hereby certifies:

- ( ) The Proposer is in receipt of \_\_\_\_\_ addenda.
- ( ) The Proposer is familiar with all instructions, terms and conditions, and specifications stated in this RFP, including the following:
  - ( ) The Proposer understands there is a pre-proposal conference and building tour scheduled to begin on August 3, 2020, 2:00 PM CST at the property (140 W. Cameron). Attendance is not mandatory; however, it is highly encouraged to attend the meeting/tour.
- ( ) The proposal has been arrived at independently and submitted without collusion with any other Proposer, City staff or City contractor, and the contents of the proposal have not been communicated by the Proposer or, to the Proposer’s best knowledge and belief, by any one of its employees or agents to any person not an employee or agent of the Proposer, and will not be communicated to any person prior to the City’s final action on this RFP by City Council. Nothing in this paragraph shall be construed to prevent or preclude two or more companies or persons from joining together to submit a proposal.
- ( ) The building is being purchased “As Is” as it pertains to its physical condition, and it will be purchased in a form as approved by the City’s legal representative. If other agreements are proposed, they will also be reviewed and will be subject to modification and approval by the City’s legal representative prior to acceptance by the City Council.
- ( ) The offers, terms and conditions of the proposal will remain valid and effective and may be relied upon by the City for a period of ninety (90) days following the Proposal Closing Date and Time as identified in this RFP or addenda.

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_

Typed Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Bid Address: \_\_\_\_\_  
P.O. Box or Street City State Zip

Other Address: \_\_\_\_\_  
P.O. Box or Street City State Zip

Remit Address: \_\_\_\_\_  
P.O. Box or Street City State Zip

Federal Tax ID No.: \_\_\_\_\_ DUNS No.: \_\_\_\_\_

Date: \_\_\_\_\_