



FORT BEND CENTRAL APPRAISAL DISTRICT

2801 B.F. Terry Blvd. Rosenberg, Texas 77471-5600

Phone (281) 344-8623 | www.fbcad.org

Request for Proposal (RFP) for Facilities Assessment, Feasibility Study, and Long-Term Facilities Planning for the Fort Bend Central Appraisal District

The Fort Bend Central Appraisal District, hereinafter referred to as the “District” or “Appraisal District”, is soliciting proposals from responsive and responsible firms to provide a facilities assessment, feasibility study, and long-term facilities plan. By way of this Request for Qualifications/Request for Proposals (“RFQ/RFP”), the Appraisal District will be considering proposals for the assessment of the current facilities, a feasibility study related to options for a future facility, and to provide long-term facilities master planning services from qualified consultant teams to assist the Appraisal District with the preparation of a Facilities Master Plan. It is the District’s intent that the RFQ/RFP process will enable the District to streamline the process by which Consultants are selected to perform work for the District, which should expedite the acquisition of needed services to the District.

The District anticipates awarding a contract by August 15, 2022, for an initial term not to exceed one (1) year, with an option to extend the contract with the same contractual terms and conditions for an additional one year, at the District’s sole discretion. Contract options in the period will be subject to appropriation of funds in the District’s fiscal budget and subject to contract ratification by the District’s Board of Directors.

Proposals are to be submitted on the accompanying RFP Forms in accordance with this invitation and the accompanying Instructions to Vendors. Proposals not submitted on the accompanying RFP Forms will not be considered and will be rejected.

Introduction

The District is looking to utilize the services of outside qualified consultants to provide a facility assessment, feasibility study, and long-term facilities planning services specifically to assist the District with a Facilities Master Plan to provide guidance in facilities planning and improvements for the next 20 years.

As stated above, the purpose of this RFQ/RFP is to obtain information that will enable the District to select any number of Consultants that can assist the District in connection with a variety of master planning services including, but not limited to: facilities assessment, space planning, population projections, facilities management, meeting facilitation, conceptual design, preliminary cost estimating, and cost benefit analysis for options including remodeling, changes of use, new construction, and new site acquisition.

The objective of the Request for Proposal is to assess the District's current facilities, perform a feasibility study on options for a new facility, and to then develop a Facilities Plan which will guide the District's planning and development plans over the next 20 years. The Facilities Plan shall be updated as needed or in parallel with updates to the other relevant plans. The assessment of the District's current facilities should be completed by **September 30, 2022**. The District's Facilities Plan must be completed by **December 9, 2022**. There will be a District Working Group who will be the key members working and fueling the development of the master plan. The District Working Group is composed of a members of District leadership team, the Board of Directors, staff members, and other relevant stakeholders. The Working Group and is anticipated to identify issues and evaluate alternatives, as described in this RFP.

The proposing firm must have demonstrated skill and experience to successfully assess the current facilities, perform the identified feasibility study, and to develop, compose and produce a Facilities Master Plan in a timely matter while encompassing and defining areas of interest based upon the results/direction of the FBCAD Facilities Committee.

The Fort Bend Central Appraisal District currently leases two facilities from Fort Bend County. FBCAD's primary facility is utilized for daily business operations and the administration of the appraisal district according to the requirements of the Texas Tax Code. The District's second building is adjacent to the main building and is used for hearings before the Appraisal Review Board. The square footage of these two facilities is:

FBCAD Main Building	31,400 Square Feet
Appraisal Review Board (ARB)	11,640 Square Feet
Parking Spaces	245 Parking Spaces

Note that a Response to this RFQ/RFP in no way guarantees a Consultant work in the District.

PROPOSAL INVITATION GUIDELINES

Submission and Opening of Proposals:

All proposals must be delivered in person, by United States mail or receipted overnight delivery service. Proposals received by oral, telephonic, facsimile, telegraph, or other electronic means are invalid and will not receive consideration. All documents required to be submitted as set forth in the RFP Form and in the Instructions to Vendors shall be enclosed in a sealed, opaque envelope or container.

Proposals should be clearly marked as follows:

SEALED PROPOSAL ENCLOSED – DO NOT OPEN IN MAILROOM FACILITIES ASSESSMENT, FEASIBILITY STUDY, AND LONG-TERM FACILITIES PLANNING

All Vendors are required to submit one (1) hard copy and one (1) digital copy of the RFP in sealed envelope(s) with proper identification no later than Thursday, August 4, 2022 at 2:00 p.m., Central Standard Time. At such time, all proposals timely received shall be publicly opened, and Vendor's name read aloud. Requests for extensions of the closing date or time will NOT be granted. Partial bids will not be accepted. RFPs arriving late will not be considered. RFPs not physically received in the CAD office by the required date and time, as evidenced by the CAD office date and time stamp, will be returned unopened provided the vendor's envelope is properly identified with the return address. If the vendor's envelope is not properly identified it will be opened to identify the vendor and/or obtain the address before it is returned.

Each Vendor shall assume full responsibility for timely delivery of their proposal to the location designated for receipt of proposals. All proposals must be delivered to the District at the following address:

Mr. Jordan T. Wise
Chief Appraiser
Fort Bend Central Appraisal District
2801 B. F. Terry Blvd.
Rosenberg, Texas 77471

All submitted responses become the property of the District after the opening date. Responses submitted shall constitute an offer for a period of 90 days, or until a selection is made by the District.

Cost Incurred by Vendor(s):

All expenses involved with the preparation and submission of RFP to the District, or any work performed in connection therewith, shall be borne by the Vendor(s). no payment will be made for any responses received, nor for any other effort required of or made by the Vendor(s) prior to commencement of work as defined by a contract executed by District. The District appreciates the time and effort required to submit a proposal. Each Vendor hereby waives to the fullest extent permitted by law all claims against the District for any expenses incurred in connection with the preparation and submission of any proposal.

Exceptions to the RFP Solicitation:

Vendor may take exceptions to any of the terms of this RFP Solicitation unless the RFP Solicitation specifically states where exceptions may not be taken. All exceptions taken must be specific, and the

Vendor must indicate clearly what alternative is being offered to allow the District a meaningful opportunity to evaluate and rank proposals, and the cost implications of the exception (if any). Where exceptions are taken, the District shall determine the acceptability of the proposed exceptions. The District, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the District may insist that the Vendor furnish the services or goods described herein or negotiate an acceptable alternative. All exceptions shall be referenced by utilizing the corresponding section, paragraph and page number in this RFP Solicitation. However, the District is under no obligation to accept any exceptions. If no exception is stated, the District will assume that the Vendor will accept all terms and conditions.

The District is receptive to any additional suggestions pertaining to products and services development, additional related capabilities, and any alternative methods for providing related services. Any exceptions to the RFP terms and conditions must be included in writing in the proposal.

Proprietary/Confidential Information:

As a political subdivision of the State of Texas, the Fort Bend Central Appraisal District is subject to the stipulations of Texas Public Information Act (Texas Government Code Chapter 552). Vendors are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Texas Public Information Act (Texas Government Code Chapter 552).

The Vendor shall not submit any information in response to this RFP Solicitation, which the Vendor considers to be a trade secret, proprietary or confidential unless the Vendor believes such information is critical to its presentation and proposal. The submission of any information to the District in connection with this RFP Solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to Vendor. In the event that the Vendor submits information to the District in violation of this restriction intentionally, and clearly identifies that information in the proposal as protected or confidential, the District shall endeavor either to protect such proprietary or confidential information only to the extent the law allows or return that information to the Vendor as quickly as possible, and if appropriate, evaluate the balance of the proposal. The underlined statement "Confidential" must precede trade secrets and confidential information that is contained in the Proposal.

Patent and Copyright Indemnification

- a) The Vendor warrants that all Deliverables furnished hereunder, including but not limited to: equipment programs, documentation, software, analyses, applications, methods, ways, processes, and the like, do not infringe upon or violate any patent, copyrights, service marks, trade secret, or any other third party proprietary rights.
- b) The Vendor shall be liable and responsible for any and all claims made against the District for infringement of patents, copyrights, service marks, trade secrets or any other third party proprietary rights, by the use or supplying of any programs, documentation, software, analyses, applications, methods, ways, processes, and the like, in the course of performance or completion of, or in any way connected with, the scope of this RFP and contract awarded as a result of this RFP solicitation or the District's continued use of the Deliverables furnished hereunder. Accordingly, the Vendor, at its own expense, including the payment of attorney's fees, shall indemnify, and hold harmless the District and defend any action brought against the District with respect to any claim, demand, cause of action, debt, or liability.

- c) In the event any Deliverable or anything provided to the District hereunder, or portion thereof is held to constitute an infringement and its use is or may be enjoined, the Vendor shall have the obligation to, at the District's option to (i) modify, or require that the applicable subcontractor or supplier modify, the alleged infringing item(s) at its own expense, without impairing in any respect the functionality or performance of the item(s), or (ii) procure for the District, at the Vendor's expense, the rights provided under this Agreement to use the item(s).
- d) The Vendor shall be solely responsible for determining and informing the District whether a prospective supplier or subcontractor is a party to any litigation involving patent or copyright infringement, service mark, trademark, violation, or proprietary rights claims or is subject to any injunction which may prohibit it from providing any Deliverable hereunder. The Vendor shall enter into agreements with all suppliers and subcontractors at the Vendor's own risk. The District may reject any Deliverable that it believes to be the subject of any such litigation or injunction, or if, in the District's judgment, use thereof would delay the Deliverable or be unlawful.
- e) The Vendor shall not infringe any copyright, trademark, service mark, trade secrets, patent rights, or other intellectual property rights in the performance of the scope of this RFP and contract awarded.

Acceptance and/or Rejection of Proposals:

The Board of Directors of the Fort Bend Central Appraisal District may reject any and/or all proposals and waive any formalities in bidding. The Board of Directors intends to award the contract by means of competitive bidding to the responsible and responsive Vendor. In determining to whom to award the project, the Appraisal District may consider all relevant factors and circumstances that affect the District's needs and interests and which the law allows to be considered.

Inquiries:

A pre-proposal meeting will not be required for this RFP. Any inquiries from Vendors concerning this RFP shall be submitted in writing by July 26, 2022 to Krisha Langton, Chief Human Resources Officer. Inquiries may be mailed or emailed to krishalangton@fbcad.org.

General Intent:

The District is a local government agency whose primary responsibility is to appraise property within Fort Bend County. The Appraisal District is funded by City, County, Special Districts and Independent School Districts and governed by a Board of Directors. It is the District's intent to improve and enhance the services it provides to these taxing entities and the general public in an economical and cost-efficient manner.

The District's objective is to receive competitive proposals that offer the best value. The best value and selection criteria may include, but is not limited to, the purchase price, quality of goods and services, budget and financial resources, flexibility, Vendor's reputation, stability, experience, safety record, past performance(s), project design and concept, scheduling, the District's needs, compliance with the RFP, laws and rules, long term costs to the District and any other relevant factors that are deemed to be in the best interest of the Appraisal District, as well as, any other criteria schedule noted herein.

Product Ownership:

The services and products that are the subject of the RFP and Contract Document and that are to be purchased by the District will become the property of the Fort Bend Central Appraisal District. All intermediate products generated and used by the successful Vendor will become the property of the District. All rights to, title to and possession of the services and products will pass to and be held by the Fort Bend Central Appraisal District upon purchase and will be used for its appraisal processes and other

related purposes. The Vendor will have no authority, rights and title to the product(s) upon delivery to the District.

Availability of Funds:

Any agreement beyond the initial one-year term will be subject to appropriation of funds in the District's Fiscal budget and subject to contract ratification by the District's Board of Directors. The District shall be the sole judge and authority in determining the availability of funds under this Contract. The District shall keep the Vendor fully informed as to the availability of funds.

RFP Documents:

The RFP Documents for this RFP are as follows:

- a. Invitation to Vendors
- b. Instructions to Vendors
- c. RFP Forms (with attached Schedules)

INVITATION TO VENDORS

The Fort Bend Central Appraisal District invites all vendors/respondents to submit a competitive proposal for an assessment of current facilities, performance of a feasibility study for a future facility, and the development of a long-term facilities plan for the appraisal district.

Copies of the Request for Proposal may be obtained from the Administrative Office of the Fort Bend Central Appraisal District at 2801 B. F. Terry Blvd, Rosenberg, Texas 77471 or online at www.fbcad.org.

Please note that the Fort Bend Central Appraisal District must receive all proposals **no later than Thursday, August 4, 2022 at 2:00 p.m., Central Standard Time**. At which time, all proposals will be publicly opened and read aloud. Please contact our office at (281)344-3623 should you have any questions.

The District anticipates awarding a contract by August 15, 2022, for an initial term not to exceed one (1) year, with an option to extend the contract with the same contractual terms and conditions for an additional one year, at the District's sole discretion. Contract options in the period will be subject to appropriation of funds in the District's fiscal budget and subject to contract ratification by the District's Board of Directors.

Proposals are to be submitted on the accompanying RFP Forms in accordance with this invitation and the accompanying Instructions to Vendors. Proposals not submitted on the accompanying RFP Forms will not be considered and will be rejected.

Thank you for your attention and consideration in this matter.

INSTRUCTIONS TO VENDORS

RFP Documents:

The RFP documents shall include the Invitation, Instructions to Vendors, the RFP Form (including all Schedules thereto), the Contract documents (as defined herein) and any other sample documents and contract forms referred to herein. The Contract documents shall consist of the agreement between the District and the successful Vendor, in a form acceptable to the District, to include the RFP requirements and all Addenda issued with respect to any of the RFP documents prior to the execution of the Contract.

Interpretation of Changes:

Each Vendor shall carefully study and compare the RFP Documents with one another, and promptly report to the District any suspected errors, inconsistencies or ambiguities. Vendors may only request clarification or interpretation of RFP Documents in writing and such request must be received by the District no later than July 26, 2022.

IN NO EVENT SHALL REQUESTS FOR SUBSTITUTIONS BE ACCEPTED OR CONSIDERED BY THE DISTRICT PRIOR TO THE AWARD OF THE CONTRACT. THE DISTRICT MAY ACCEPT OR REJECT ANY REQUEST FOR SUBSTITUTION ON ITS SOLE DISCRETION.

Interpretations, corrections, and/or changes of or to the Proposal Documents will be made by written Addendum issued by the District. Any interpretations, corrections or changes of or to the RFP Documents made in any other manner will not be binding upon the District, and Vendor may not rely thereon. Addenda will be mailed, faxed, or emailed to all persons known by the District to have received a complete set of RFP Documents, and will be mailed to each Vendor at the address furnished by such Vendor to the District for such purposes. In addition, copies of Addenda will be made available for inspection at the District's office. No Addenda will be issued later than five (5) days prior to the last date for submission of proposals, except an Addendum withdrawing the request for proposal or which includes postponement of the date for receipt of proposals. Failure of a Vendor to receive any such Addenda shall not relieve the Vendor from any obligation under its proposal as submitted. All Addenda that are issued shall become a part of the Contract Documents.

Proposal Forms:

Proposals shall be submitted on the prescribed form included in the RFP Documents. All blanks on the RFP Form shall be completed, in ink or typewritten, with sums expressed in both words and figures. In case of discrepancy between the words and the figures, the amount written in words shall govern. All requested alternates shall be proposed, and if no change in the base proposal is required, the phrase "No Change" shall be inserted in the appropriate location. Each copy of the RFP Form shall include the legal name of the Vendor and shall indicate whether the Vendor is a sole proprietor, partnership, corporation or other legal entity. Each copy of the RFP Form shall be signed by the person or persons legally authorized to bind the Vendor. A proposal by a corporation or other entity shall include the state of incorporation or organization of the Vendor, evidence of registration to do business in Texas and reasonable evidence of the authority of the person signing the proposal to bind the corporation or other entity. Each Vendor shall complete, execute and deliver (as applicable) with its proposal, as part of the RFP Form included with the Proposal Documents, the following:

- **Financial Statements**
Financial statements of the Vendor for the previous two (2) calendar (or fiscal) years ended, and current monthly income and expense statements for the fiscal year to date, certified by the Vendor to be true and correct, to be attached to the RFP Form as **Schedule 1**.
- **Financial Interests**
Vendors will certify to the District any known financial interest in excess of \$2,500.00 of any member of the Board of Directors or District's staff as identified on **Schedule 2** of the attached RFP Form.
- **References**
At least three (3) references from business organizations to whom the Vendor has contracted and provided similar services within the last three (3) years, similar to the type specified herein. The references shall include the company name, address, contact person, telephone, facsimile number and email address, and a description of the scope, type and dollar amount of the services provided. It shall be attached to the RFP Form as **Schedule 3**.
- **Statements from Insurers**
All Vendors shall furnish to the District a statement from their insurers that if awarded, the District will be provided with certificates evidencing all the required insurance types and levels, none of which shall be cancelled, altered or renewed until after 30 days advance written notice is received by the Chief Appraiser of the District or until the completion of this awarded contract. It shall be attached to the RFP Form as **Schedule 5**. The required insurance will be:
 - a. Worker's Compensation
 - b. Liability insurance of not less than \$10,000,000 per occurrence and \$25,000,000 aggregate, naming the District as a co-insured. (Please Note – If a respondent is unable to acquire insurance at this level, please provide the amount of insurance the respondent is able to obtain. The level of insurance may be subject to further discussions and negotiations as a part of the contract negotiation process.)
 - c. Automobile liability insurance meeting state minimums
- **Vendor's and Subcontractor's Background Questionnaire**
A background questionnaire must be completed for the primary Vendor and each subcontractor. It shall be attached to the RFP Form as **Schedule 4**.
- **Personnel Reports and Resumes**
 - a. **Subcontractors:** List of services that will be subcontracted and facilities or equipment that will be leased with their location noted. Vendor questionnaire is required for all subcontractors in addition to resumes of any subcontractor personnel to be used in the project.
 - b. **Vendor's Employees:** List individuals that will be involved with this project, include their professional expertise and experience.

Vendor will specify the **Project Manager**, with his/her individual professional expertise and experience and contact information.
 - c. **Organizational Chart:** Vendor's organizational chart. Personnel reports and resumes shall be attached to the RFP Form as **Schedule 6**.

- **Payment Terms**

All Vendors shall furnish a statement describing all payment with this proposal. It shall be attached to the RFP Form as **Schedule 7**.

The above items are required by the District to adequately evaluate the Vendor's qualifications. Failure of the Vendor to deliver any such items with its proposal shall constitute a basis for rejection of the proposal by the District.

SUBMISSION OF PROPOSALS

All proposals must be delivered in person, by United States mail or receipted overnight delivery service. **Proposals received by oral, telephonic, facsimile, telegraph, or other electronic means are invalid and will not receive consideration.** The underlined statement “Confidential” must precede trade secrets and confidential information that is contained in the Proposal. All documents required to be submitted as set forth in the RFP Form and in the Instructions to Vendors shall be enclosed in a sealed, opaque envelope or container.

Proposals should be clearly marked as follows:

***SEALED PROPOSAL ENCLOSED – DO NOT OPEN IN MAILROOM
FACILITIES ASSESSMENT, FEASIBILITY STUDY, and LONG-TERM FACILITIES PLANNING***

Proposals must be delivered to the District at the following address:

Mr. Jordan T. Wise
Chief Appraiser
Fort Bend Central Appraisal District
2801 B. F. Terry Blvd.
Rosenberg, Texas 77471

Proposals must be received by the District by 2:00 p.m., Central Standard Time, on Thursday, August 4, 2022. At such time, all proposals timely received shall be publicly opened, and Vendor’s name read aloud. Each Vendor shall assume full responsibility for the timely delivery of its proposal to the location designated for receipt of proposals.

The District is not responsible for delays caused by any mail, package, or courier service, including the U.S. Mail, or caused by any other occurrence. **Please be advised that the District, in exercise of its discretion, may not accept proposals received after the scheduled time and date noted in this RFP solicitation.**

By submitting a proposal, the Vendor warrants and represents to the District that (i) the Vendor has prior experience on contracts of the same or similar type, nature, and class as this RFP; (ii) the Vendor has read and understands the RFP Documents and the Contract Documents; (iii) the proposal is made in accordance with the RFP Documents, and (iv) the Vendor has satisfied itself as to the nature of the Services and the character, quality, quantities, materials and difficulties to be encountered; the kind and extent of equipment and other facilities needed for the performance of the Services; the general and local conditions and other items which may in any way affect the performance of the Services; and the Vendor has correlated the Vendor’s observations with the requirements of the Contract Documents. The Vendor understands and accepts the difficulties and costs associated with the Services and the potential delays, disruptions in the Services and costs associated therewith and has included such considerations in its delivery schedule and the proposal amount.

Modification and Withdrawal of Proposal:

Prior to the last date specified for submission of proposals, a proposal may be modified or withdrawn by notice to the District at the place designated for receipt of proposals. Such notice shall be in writing and executed by the Vendor in letter or memorandum form, by U.S. mail, by facsimile, telegram, or other similar electronic means. If by facsimile, telegram or other similar electronic means, written confirmation executed by the Vendor shall be mailed and postmarked or personally delivered on or before the stated time set for receipt of proposals. Any modification shall be worded so as not to reveal the amount of the original proposal. Any proposal withdrawn may be resubmitted within the time designated for the submission of proposals. Except as expressly provided herein, no proposal may be modified, withdrawn, or cancelled by a Vendor for a period of 90 days after the last date specified for receipt of proposals.

Acceptance and/or Rejection of Proposals:

The District may request from a Vendor a written interpretation of any term or statement in RFP that is or appears unclear or subject to more than one interpretation and may act upon such written interpretation. The Vendor shall provide a written response within five (5) working days. The District shall have the right to reject all proposals; to reject a proposal not accompanied by the required Proposal Documents; to reject a proposal which is in any way incomplete, irregular or nonconforming; or to reject a proposal which may otherwise be legally rejected for any reason. The District may waive any formality in any proposal to the fullest extent permitted by applicable law. The District shall have the right to accept alternates in any order or combination.

Unless the District rejects all proposals, the District intends to award the Contract by means of competitive bidding to the responsible and responsive Vendor. The District may consider all relevant factors and circumstances which the law allows to be considered in determining to whom to award the project.

Each Vendor shall furnish to the District all such information and data reasonably requested by the District to help it in determining the Vendor's qualifications. A decision regarding determination of the successful Vendor(s) will be made by the District as soon as practical.

Award of Contract:

Time is of the essence, and the award of the Contract to the successful Vendor is expressly conditioned upon (i) Vendor's execution and delivery of the Contract Documents within five (5) calendar days after the successful Vendor is notified of the acceptance of its proposal, and (ii) the Vendor's timely fulfillment of any and all other conditions expressly set forth in the Contract Documents. Should the Vendor fail to timely execute and deliver the Contract Documents, or fail to timely fulfill any other conditions of the RFP requirements, to the Contract Documents and the commencement of the Services, the District may, at its option and discretion, rescind the award and thereafter award the Contract to another Vendor or Vendors, or may reject all proposals. There will be no contractual obligation on the part of the District to any Vendor, nor will and Vendor have any property interest or other right in the Contract or Services being proposed, unless and until the Contract Documents are unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the Vendor have either been so fulfilled by the Vendor or waived in writing by the District.

Please note that in the event that any terms in Vendor's contract conflict with the RFP terms, the RFP terms will supersede, and reference to RFP will be incorporated into the language of the executed contract.

SCOPE OF WORK

The overall scope of this job is to select one vendor that will provide an assessment of the facilities currently used by the Fort Bend Central Appraisal District and the Appraisal Review Board of Fort Bend County. The vendor will also perform a feasibility on potential options and costs associated with a future facility. Additionally, the vendor will complete a Long-Term Facilities Plan for the Appraisal District. More detailed information on the scope of the work follows:

Professional services to provide an assessment of the Appraisal District’s current facilities, perform a feasibility study, and a long-term facilities plan.

Facilities Assessment

- Review existing District data, documents, and facilities plan(s)
- Coordinate with District Working Group and schedule kick-off meeting
- Collect and review population projections, service needs projections, and associated items
 - Use referenced data for analysis for future facilities needs
- Assessment and plan should show present and future building capacities, operational and maintenance costs, and future building(s) needs
 - To address the short-term needs of the District regarding immediate space issues as well as the long-term needs based on current facility capacity ratings.

Feasibility Study

- Setting aside the District’s current facility, identify the size and type of facility needed to accommodate growth and legally-mandated functions at the following intervals of time:
 - 5 Years
 - 10 Years
 - 15 Years
 - 20 Years
- Identify options for current site to meet the above-referenced intervals of time
- Identify off-site options to meet the above-referenced intervals of time
- Feasibility options that must be considered include:
 - Staying in current location, adding new building(s)
 - Continuing current lease agreement
 - Extending current lease agreement
 - Amending current lease agreement to a “lease to own” agreement
 - Outright purchase of property and financing of construction
 - Financing of construction, then outright purchase of property
 - New location(s)
 - Multi-location facilities (hub-and-spoke)
 - Purchase
 - Lease
 - Long-term lease of existing space (with and without extensive build-out)
 - Purchase of existing building and associated build-out
 - Purchase of land and construction of new building(s)
- Identify and project all costs associated with the recommended facility additions, improvements, and consolidations.
- Study must include cost analysis for each proposal
- Create evaluation instrument for analysis of facilities options

Long-Term Facilities Plan

- Using the Feasibility Study as a reference, create a Long-Term Facilities Plan for the organization to meet the needs of the public and its legally required mandates.
- Plan should have reference points for the next 5, 10, 15, and 20 years.
- Plan contents should include:
 - Provide a per square foot estimate for the proposed facilities.
 - Provide the ongoing cost operationally to maintain, sustain and support the facilities.
- Guide long range decision-making on facilities management, including acquisition, rehabilitation and/or construction of new facilities
- Present proposals for possible partnerships or agreements with major or public or private development projects
- Present proposals for other potential funding sources for proposed new facilities
- Create and provide graphics including charts, exhibits, maps and plans of all sites, District properties, and proposed new facilities.

Updates

Vendors should describe how they plan to keep FBCAD updated on the status of the project, including interviews, analysis, and delivery of findings.

Delivery

Initial delivery of assessment, analysis, supporting data and documentation, and any other deliverable file should be submitted to the appraisal district electronically, via flash drive and/or FTP site. The facilities assessment, feasibility study, and long-term facilities plan shall be delivered before December 9, 2022. The Vendor shall provide if there are any limitations to the deliverables. The Vendor shall also provide a listing of penalties for failure to meet the contracted agreement dates.

RFP Response Form(s) for Fort Bend Central Appraisal District

RESPONSE TO ALL BLANKS AND REQUIRED DOCUMENTATION IS MANDATORY
**Invitation to Provide Proposal for Facilities Assessment, Feasibility Study,
 and Long-Term Facilities Planning**

Vendor Name	
Contact Person	
Address	
City, State, Zip	
Office Number	
Fax Number	
Email Address	

Submit to: **Mr. Jordan T. Wise**
Chief Appraiser
Fort Bend Central Appraisal District
2801 B. F. Terry Blvd.
Rosenberg, Texas 77471

For: **Facilities Assessment, Feasibility Study, and Long-Term Facilities Planning**

The Vendor named herein ("Vendor"), in compliance with the Invitation to Vendors and Instructions to Vendors for Fort Bend Central Appraisal District, Rosenberg, Texas ("District"), having carefully examined the Contract Documents (as such term is defined in the Instructions to Vendors), hereby offers to enter into a contract to provide **Facilities Assessment, Feasibility Study, and Long-Term Facilities Solutions** ("Services"), within the time set forth herein, and at the prices stated herein. The Vendor fully understands the intent and purpose of the Contract Documents and the conditions of bidding as set forth herein and in the Invitation to Vendors and the Instructions to Vendors. The Vendor hereby covenants and agrees that claims for additional compensation or extensions of time because of Vendor's failure to familiarize itself with the Contract Documents or any condition, which might affect the performance of the Services, will not be allowed.

Base Proposal Amount: The Vendor agrees to provide the Products and Services as described in the Contract Documents, for the amounts and within the timeframe itemized below (collectively, the "Proposal Amount"). ***The Proposal Amount includes all costs in connection with the Products and Services to be performed by Vendor. Please be advised that the District is a state government agency and is not subject to State Sales Tax.***

TOTAL PROPOSED AMOUNT FOR ALL ITEMS BELOW: _____

Delivery Date

Time is of the essence. Vendor must establish project completion dates as shown in the RFP Schedule in **Schedule 8**. The Vendor shall establish their timelines for completion of the project and submit same with the proposal.

Representations

By execution and submission of this proposal, the Vendor hereby represents and warrants to the District as follows:

- (a) The Vendor has prior experience on contracts of the same or similar type, nature and class as the Services for the Project.
- (b) The Vendor has read and understands the RFP Documents and the Contract Documents, and this Proposal is made in accordance with the RFP Documents.
- (c) The Vendor has satisfied itself as to the nature of the Services and the character, quality, quantities, materials and difficulties to be encountered; the kind and extent of equipment and other facilities needed for the performance of the Services; the general and local conditions and other items which may in any way affect the performance of the Services; and the Vendor has correlated the Vendor's observations with the requirements of the Contract Documents. The Vendor understands and accepts the difficulties and costs associated with the Services and the potential delays, a disruption in the Services and costs associated therewith and has included such considerations in its work schedule and the Proposed Amount.
- (d) The Vendor's financial statements for the most recent two (2) calendar or fiscal years ended and current monthly income and expense statements for the fiscal year to date, attached hereto as **Schedule 1**, are true and complete in all respects and reflect the true financial condition of the Vendor.
- (e) Vendor has no knowledge of any financial interest in excess of \$2,500.00 in the Vendor or the Services contemplated hereunder by any of the Directors or District's staff members identified in **Schedule 2** hereto.

Vendor Name: _____

Printed Name of Authorized Signer: _____

Title of Authorized Signer: _____

Authorized Signature: _____

Date: _____

SCHEDULES

The following Schedules are attached to this RFP Form and incorporated herein:

- Schedule 1: Financial Statements (Attach Financial Statements)
- Schedule 2: Financial Interest Disclosure Statement
- Schedule 3: References
- Schedule 4: Vendor's & Subcontractor's Questionnaire
- Schedule 5: Statement from Insurers (Attach Statement from Insurer)
- Schedule 6: Personnel Reports and Resumes (Attach Reports & Resumes)
- Schedule 7: Payment Terms
- Schedule 8: RFP Timeline and Project Delivery Dates

Schedule 1: Financial Statements

(Attach Financial Statements)

Schedule 2: Financial Interest Disclosure Statement

Vendors will acknowledge any financial interest in excess of \$2,500.00 of the following list of Fort Bend Central Appraisal District Directors and District staff members:

Jordan T. Wise
Chief Appraiser

Irene Klein
Deputy Chief Appraiser (Appraisal Services)

Tara Strine
Deputy Chief Appraiser (Support Services)

Jim Kij
Board Chairman

Paul Stamatis
Board Vice-Chairman

Michael Rozell
Board Secretary

Pamiel Gaskin
Board Financial Officer

Darren Flynt
Board Member

Carmen Turner
Non-Voting Board Member

Schedule 3: References

Company Name	
Contact Person	
Address	
City, State, Zip	
Telephone Number	
Email Address	
Description of Contract (including size and type of service and dollar amount)	
Company Name	
Contact Person	
Address	
City, State, Zip	
Telephone Number	
Email Address	
Description of Contract (including size and type of service and dollar amount)	
Company Name	
Contact Person	
Address	
City, State, Zip	
Telephone Number	
Email Address	
Description of Contract (including size and type of service and dollar amount)	

Schedule 4: Vendor's and Subcontractor's Questionnaire

(Note: Make Copies for each Subcontractor for this Project)

Name of Business	
Year Established	
If Subcontractor, type of service:	
Business Officer	
Telephone Number	
Email Address	
Sales Representative	
Telephone Number	
Email Address	
Project Manager	
Telephone Number	
Email Address	
Type of Business (corporation, partnership, sole proprietorship, other legal entity)	
If incorporated, where:	
Subsidiary of what company:	
Brief history of business:	
Total Number of Employees	
Gross revenue for 2021	
Has your business/organization been a party in any litigation in the past 6 years?	
If so, list cause number, style and county where the suit is/was pending. Please give a brief explanation of the issues and outcome of the suit.	
Business Home Office Address:	
List Branch Office Locations:	

Schedule 5: Statement from Insurers

(Attach Statement from Insurers)

Schedule 6: Personnel Reports and Resumes

(Attach Reports & Resumes)

Schedule 7: Payment Terms

(Attach Payment Information)

Schedule 8: Timeline of RFP and Project Delivery Dates

Date	Function
July 8, 2022	Post RFP on District Website
July 12, 2022	First Newspaper Publication of RFP
July 19, 2022	Second Newspaper Publication of RFP
July 26, 2022	Deadline for Receipt of Inquiries
August 4, 2022	Deadline for Submission of Proposals <i>Proposals Must Be Delivered to the District on or before 2:00 p.m. Central Standard Time</i>
August 15, 2022	Board of Directors Consideration of Award of Contract
August 31, 2022	Contract Negotiation and Execution by Chief Appraiser (anticipated date)
September 1, 2022	Anticipated Start Date of Project
September 30, 2022	Completion date of District's current facility assessment
December 9, 2022	Completion of District's Feasibility Study and Long-Term Facilities Plan

Vendor's Timeline:

Project	Delivery Date
Facilities Assessment	
Feasibility Study	
Long-Term Facilities Plan	