

**CITY OF BLANCO, TEXAS
REQUEST FOR PROPOSALS
CONTRACT FOR CONSTRUCTION SERVICES**

1. REQUEST FOR PROPOSALS:

The City of Blanco, Texas, hereinafter referred to as “the City,” is soliciting Proposals from professional applicants, hereinafter referred to as “the Applicant,” which have comprehensive experience construction of a monument sign. The Applicant awarded the contract is referred to herein as “the Applicant.”

Proposals are due **at 4 p.m. on Sept 30, 2022**. Proposals will be opened by City Staff at which time they will be read aloud. Proposals received after the opening date and time will not be considered. Proposals will become public, as required by the Public Information Act, after the contract is awarded. At the discretion of the City, a short-list of applicants may be requested to make a presentation to an Evaluation Committee appointed by the Mayor and/or at a Council Meeting of the City of Blanco.

Please submit a proposal of services and statement of qualifications to:

Warren Escovy, City Administrator
City of Blanco
300 Pecan Street
Blanco, Texas 78606

Any questions on this project will be subject to response in accordance with paragraph 10 hereinbelow. The City Administrator may seek the assistance of the individuals named below in developing responses to questions:

BHPC Commissioner/Project Coordinator, Wendy Cambridge
City of Blanco Mayor, Rachel Lumpee
Executive Director, Blanco Chamber of Commerce, Libbey Aly

2. OBJECTIVES AND BACKGROUND:

After years of research and planning, the Blanco Historic Preservation Commission (BHPC), joined by the City and others, are requesting proposals for the construction of a gateway monument. The gateway monument is to reflect Blanco’s character and heritage. The gateway monument will be constructed of limestone or rock and other materials native to the Texas Hill Country, to reflect the City of Blanco’s historic character, with a painted sign stating: “Welcome to Historic Blanco Texas Founded 1885.” The proposal should include the stone structure as well as materials and labor surrounding a painted sign, and the painted sign itself. Proposals for both wood and metal signs are also preferable. Dimensions and specifications are illustrated in Attachment B.

In sum, BHPC and the City of Blanco are seeking proposals for the cost of construction and installation of one (1) sign, with an option for up to two (2) signs, and a proposed price for both options.

3. SCOPE OF SERVICES:

Construction and installation of one (1) or two (2) gateway monument sign(s) for the City of Blanco, in the design(s) featured as Attachment B. Materials as specified herein. Related consultations with BHPC and City of Blanco representatives.

4. SELECTION PROCEDURES

- A. The City will review all submissions in accordance with this solicitation. It may decide to select the best and most qualified, and/or best-priced Applicant proposal at this time or may decide to short-list selected qualified Applicants. Stated price is an important consideration but not the sole factor in selection of a single Applicant or a group of Applicants for a short-list interview.
- B. If the City decides to short-list Applicants, the short-listed Applicants will be notified in writing to participate in an interview with the City between October 1, 2022, and October 15, 2022.
- C. After evaluations are complete, the City will rank the Applicants by the total score, with the highest total score reflecting the best and most qualified Applicant, having considered each Applicants overall proposal, including its stated price. The City will enter into negotiations for compensation and other relevant issues with the Applicant deemed the overall best and most qualified.
- D. In the event the City is unable to negotiate a mutually acceptable contract with the selected Applicant, it reserves the right to terminate negotiations with the first choice and enter into negotiations with the following choice, and so on until the City enters into a contract with a qualified Applicant.

5. GENERAL REQUIREMENTS:

- A. Independent Consultant: The selected Applicant shall not be an employee or officer of the City. The Applicant and Applicant employees will function as independent contractors and acquire no rights or benefits offered to the employees of the City, its departments, or agencies.
- B. General Liability Insurance/Professional Liability: See Attachment “A” “City of Blanco Contractor Insurance Requirements.”

6. STATEMENT OF PROPOSAL SUBMISSION:

- A. Proposals must be addressed to **Warren Escovy, City Administrator, and received at the City Offices at 300 Pecan Street, Blanco, Texas 78606 at or before: 4 p.m. September 30, 2022.**

PROPOSALS RECEIVED AFTER 4 P.M. WILL BE PLACED IN THE FILE UNOPENED AND WILL NOT BE CONSIDERED. NO EXCEPTIONS. NEITHER FAXED STATEMENTS OF PROPOSAL NOR EMAILED STATEMENTS OF PROPOSALS WILL BE ACCEPTED.

7. CONFLICT OF INTEREST:

A statement indicating the Applicant has no conflict of interest with the City of Blanco including any past or present employees or past or present elected officials of the City. **THE CIQ FORM MUST BE SUMMITTED WITH THE STATEMENT OF QUALIFICATIONS. THE FORM IS AVAILABLE HERE: [HTTPS://WWW.ETHICS.STATE.TX.US/FORMS/CIQ.PDF](https://www.ethics.state.tx.us/forms/ciq.pdf).**

NO EMPLOYEE, OFFICER, OR AGENT OF THE CITY THAT HAS ANY INTEREST IN ANY VENDOR SHALL PARTICIPATE IN THE SELECTION OF THE VENDOR. THE SELECTED VENDOR SHALL COMPLETE AN AFFIDAVIT REGARDING PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL (TEXAS GOVERNMENT CODE CHAPTER 2270). THE SELECTED VENDOR MUST ALSO FILL OUT FORM 1295, AS REQUIRED BY THE TEXAS ETHICS COMMISSION, AND SUBMIT IT TO THE CITY. THE FORM MAY BE FOUND HERE:

[HTTPS://WWW.ETHICS.STATE.TX.US/WHATSNEW/ELF INFO FORM1295.HTM](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

8. AWARD:

The City reserves the right to reject any or all Applicants.

9. WRITTEN AGREEMENT:

The successful Applicant will be required to negotiate a written agreement with the City with provisions meeting the requirements in state and federal law.

10. REQUESTS FOR CLARIFICATION:

Should this solicitation fail to contain sufficient information in order for interested Applicants to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the solicitation are not clear or are contradictory, any interested Applicant may in writing request clarification from the City Administrator, **no later than September 20, 2022**. The interested Applicant shall email a copy of the written clarification request to City Administrator, Warren Escovy, at cityadmin@cityofblancotx.gov. Written requests from interested firms and written responses by the City will be provided to all Applicants.

11. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM:

The successful Applicant must agree to abide by regulations pertaining to Equal Employment as set forth in all applicable local, state, and federal regulations, to include not discriminating because of race, color, religion, sex, age, disability, or national origin and will agree to act appropriately to employ minority and women-owned businesses. A copy of all noted regulations can be obtained from the City of Blanco. Also, the City will make every reasonable effort to ensure that all are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

12. ADDITIONAL INFORMATION:

Contact with persons other than the City Administrator, Mayor, BHPC Commissioner, or the Executive Director of the Blanco Chamber of Commerce could disqualify an applicant.

13. COST OF DEVELOPING STATEMENTS OF PROPOSAL:

All costs related to the preparation of the PROPOSAL and any related activities are the sole responsibility of the Applicants. The City assumes no liability for any costs incurred by the Applicants throughout the entire selection process.

ATTACHEMENT “A”

CITY OF BLANCO CONTRACTOR INSURANCE REQUIREMENTS

Applicant providing goods, materials and services for the City of Blanco shall, during the term of the contract with the City of Blanco or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City of Blanco as additional named insured as to all applicable coverage.
2. Provide for at least thirty (30) days prior written notice to the City of Blanco for cancellation, non-renewal, or material change of the insurance.
3. Provide for a waiver of subrogation against the City of Blanco for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

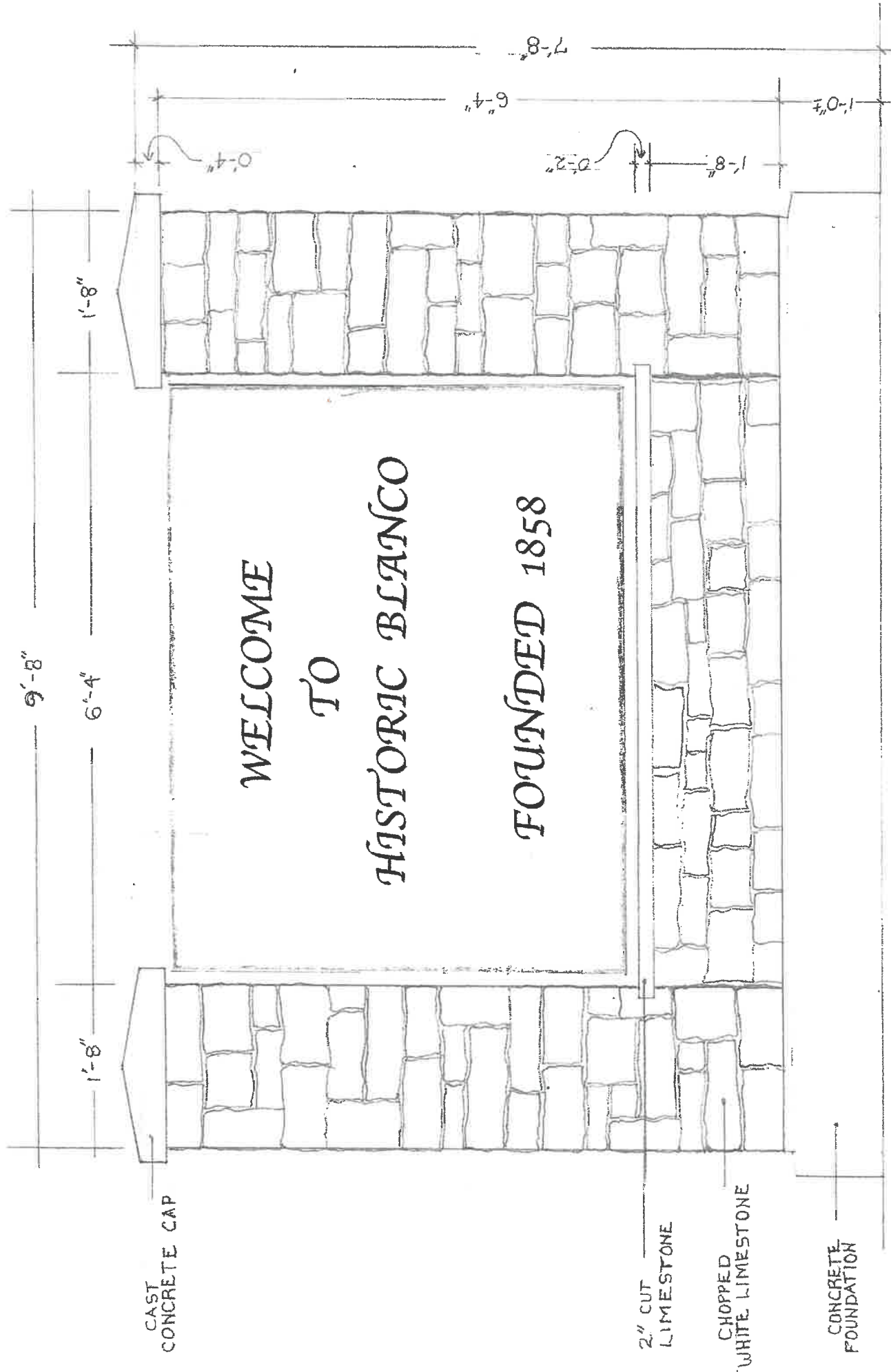
Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact in Texas and rated at least “A” by AM Best or other equivalent rating service.

Certificate of Insurance: Certificates of Insurance evidencing all the required insurance coverages shall be submitted with the Applicant’s submission. Copies of any modifications, amendments, renewals, or terminations of any coverage shall be promptly submitted to the City. If the contract is extended by the City of Blanco, certificates of insurance evidencing all the required insurance coverages shall also be provided to the City prior to the date the contract is extended.

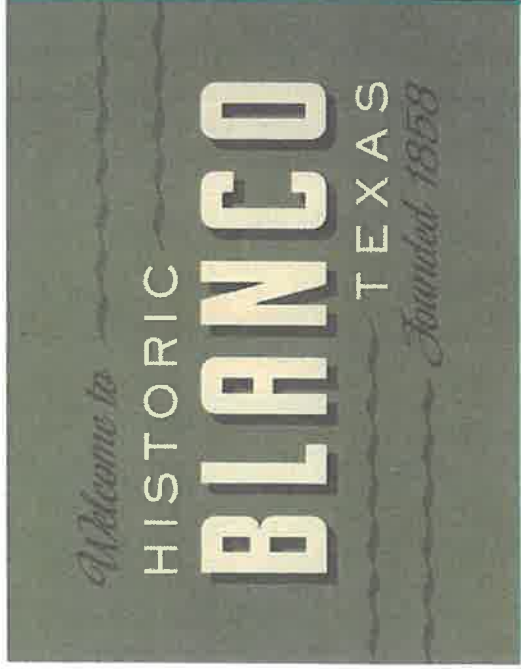
Type and Amount of Insurance:

- Statutory Workers Compensation insurance as required by state law.
- Commercial General Liability minimum limits of \$500,000 per occurrence for bodily injury, personal injury, and property damage.
- Automobile Liability with a minimum of \$500,000 combined single limit.
- Professional Services Professional Liability Insurance with a minimum of \$1 million dollars per occurrence and \$1 million dollars aggregate.

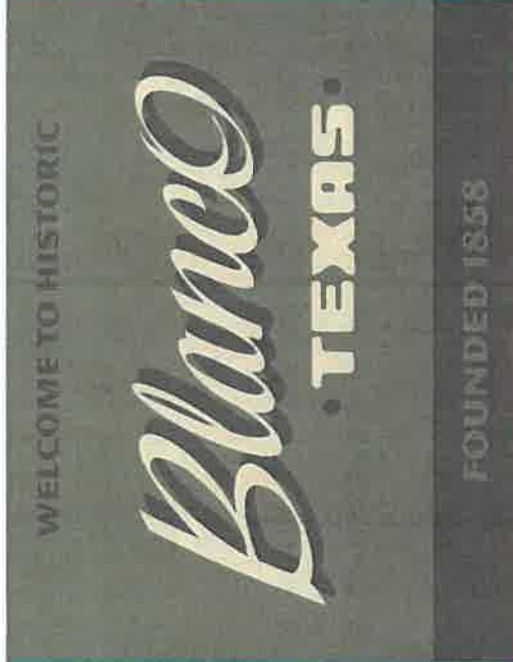
Attachment B



A



B



C



D



E



F

