



**CITY OF HELOTES  
ECONOMIC DEVELOPMENT CORPORATION  
REQUEST FOR QUALIFICATIONS**

**RFQ # EDC-01-24**

**PARKS & RECREATION MASTER PLAN  
CONSULTANT SERVICES**

**SUBMITTAL DEADLINE: MAY 9, 2024 – 4:00 PM CST**

**CITY OF HELOTES  
12951 Bandera Rd.  
Helotes, Texas 78023  
(210) 695-5964**

**CITY OF HELOTES  
REQUEST FOR QUALIFICATIONS (RFQ)**

**PARKS & RECREATION MASTER PLAN CONSULTANT SERVICES**

**1. INTRODUCTION**

The Helotes Economic Development Corporation (HEDC) are issuing this Request for Qualifications (RFQ) for the purpose of qualifying Consultants to optimize the City’s existing parks and recreation resources and assets, as well as strategically plan for the future, the City and HEDC are interested in preparing a Parks and Recreation Master Plan for the Helotes Fitness Park and Disc Golf Course. (hereinafter “Project”).

**2. REQUESTS FOR CLARIFICATION**

Requests for clarification or additional information must be submitted in writing to the Executive Director no later than **April 18, 2024 at 3:00 p.m.** No questions will be answered after this date. Timely requests will be interpreted or otherwise clarified by issuance of an addendum to the solicitation posted on the City’s and HEDC’s websites.

Glenn Goolsby, Executive Director  
12951 Bander Rd.  
Helotes, TX 78023  
[ggoolsby@helotes-tx.gov](mailto:ggoolsby@helotes-tx.gov)

All addenda issued will be posted on the City of Helotes and HEDC websites. It shall be the responsibility of the Proposer to keep track of all addenda issued for this RFP. All addenda issued will become a part of the RFP and the Proposer shall submit them within its proposal to acknowledge receipt.

All vendors are strongly encouraged to sign up for notifications by emailing [ggoolsby@helotes-tx.gov](mailto:ggoolsby@helotes-tx.gov).

**3. SUBMISSION REQUIREMENTS**

All responses shall be submitted in a sealed envelope featuring the name and address of the Proposer, RFQ # and name, and addressed to the City of Helotes, City Secretary, 12951 Bandera Rd., Helotes, Texas 78023. The submittal shall include one (1) original, and one (1) electronic copy on a flash drive. **Fax, email and electronic transmittals will not be accepted.** Submittals will be accepted until **4:00 P.M. on May 9, 2024.** Any response received after **4:00 PM, on May 9, 2024, will be automatically rejected and returned to the proposer unopened.**

The submittal must be received by staff prior to the time and date specified. Proposers assume the risk of the method of delivery chosen. The HEDC assumes no responsibility for delays caused by any delivery service. Postmarking by the due date WILL NOT substitute for actual submittal receipt by the City. A Proposer’s failure to submit its response prior to the deadline will cause the submittal to be rejected and returned unopened. Late submittals or amendments will not be opened or accepted for evaluation.

Responses must be typed on standard (8.5" X 11") paper, with each page numbered sequentially. Responses must contain a table of contents with page numbers and be arranged to correspond to terms/requirements of this RFQ in the order that those terms/requirements appear in the RFQ.

The Proposer shall sign and date each submittal in the packet that is representative of the Proposer's offer. The person signing the submittal must have the authority to bind the Proposer in a contract. Submittals received which are not signed and dated in this manner may be rejected.

Until the final award by the HEDC, the HEDC reserve the right to reject any and/or all qualifications, to waive technicalities contained in the proposal and to accept any proposal deemed most advantageous to the HEDC. HEDC also reserves the right to reject all bids and to re-advertise, or otherwise proceed when in the best interest of the HEDC.

#### **4. GENERAL TIMELINE**

Persons, entities or teams delivering qualifying Qualification Submissions will be notified by **5:00 P.M. C.S.T. on Thursday, May 23, 2024**, as to whether they have been selected as a Finalist to be interviewed.

Should the City of Helotes Economic Development Corporation wish to pursue interviews, finalists will be interviewed the following week. If an interview is required, video conferencing may be used in lieu of an on-site meeting.

#### **5. CRITERIA**

##### **Qualification Submission**

Prior to any receipt of, request for, or consideration of any Proposal, the HEDC requests and will consider, the relative qualifications of any person, entity or team (Respondent) seeking to provide the services necessary for the review and recommendations of the City's Parks & Recreation Master Plan and other operational/performance requirements. After such consideration, the HEDC may choose to interview any Respondent or request additional information.

Each Respondent must submit a Qualifications Submission containing a complete response to each of the Questions and Requests set forth below, and fully complying with the General Requirements set out in Section 3 above, and all other applicable requirements of the RFQ. No price or cost information is to be included with a Qualifications Submission.

##### **Scope of Work**

The City of Helotes Texas and Helotes Economic Development Corporation's focus is to provide the public, both residents and visitors, with unique recreation experiences. The City's parks, open space, and recreation facilities contribute to the health of the community's residents, enhance the integrity and quality of the natural environment, and attract visitors to the community, thereby contributing to local tourism and economic development. To optimize the City's existing parks and recreation resources and assets, as well as strategically plan for the future, the HEDC is interested in preparing a Parks and Recreation Master Plan for the Helotes Fitness Park and Disc Golf Course. The master planning process is designed to ensure that the City's legacy of parks and open spaces will continue into the future and that community resources will be dedicated to programs and facilities that are desired by and will be utilized by citizens.

This Scope of Services is organized into the following tasks:

Task 1 – Project Kick-Off, Existing Conditions Inventory and Analysis

Task 2 – Review of Plans and Documents

Task 3 – Development of Supply/Demand & Demographics/Trend Analysis

Task 4 – Needs Assessment; Development of Vision, Design Guidelines and Implementation Strategy

Task 5 – Master Plan Development

**Other Considerations\Tools**

- Vision & Goals
- Measure Community Preference
- Parks & Facilities Distribution and Access
- Recreational Program Needs
- Facilities Condition & Adequacy
- Operational Analysis
- Financial and operational comparisons to benchmark cities.

**Public Involvement:**

This project shall include public involvement, with participation from the City Council, City Public Works, Helotes Economic Development, community stakeholders and park users. Tasks shall include:

- Assist HEDC staff with developing and completing a public involvement process that encourages diverse participation.
- Host (1) Town Hall meeting to solicit input.
- Attend meetings to provide project updates.

## Questions and Requests for Qualification Submission

In preparing your Qualifications Submission, answer each of the following questions and requests thoroughly. The completeness of your answers to those questions and requests will be considered in evaluating your response. Use additional pages as necessary to communicate.

- a. Are you able and willing to provide all of the services requested in this RFQ? If using a team approach, identify all members of the team.
- b. Describe the experience of your firm, and any of your team members, in delivering the requested services.
- c. Describe the experience of your firm, and any of your team members, in working on a Parks and Recreation Master Plan.
- d. Describe the experience of your firm, and any of your team members, in providing similar requested services.
- e. For each project identified in answer to the questions above, provide a contact name for that project, and provide the name of the primary point of contact of the entity for which the work was done. For each contact name, provide a current address and phone number at which they can be reached.
- f. Please answer the following for the firm:
  - i. Form of business
  - ii. If a corporation, limited partnership or limited liability – state of creation
  - iii. Identification of contact person with full contact information
  - iv. A brief biography of the key officers and their experience
- g. Identify all legal claims, threatened litigation, or demands against the Respondent (or Respondent's team members) and/or any of their respective principals/officers received within the last five years.
- h. Identify all lawsuits filed against the Respondent (or any of the Respondent's team members) and/or any of their respective principals/officers within the last five years
- i. Identify any special certifications, degrees or professional designations held by each staff member that you propose to use for the Project.
- j. Provide a brief summary of any appropriate factors about the qualifications of you or your team members, that you believe are relevant to the consideration of your (and your team member's) qualifications for this type of Project, that has not been disclosed in answer to the questions and request listed above

## 6. SELECTION CRITERIA – STEP I

### Evaluation Factors and Weighting of Those Factors For Evaluation of Qualifications Submissions

The Qualifications Submissions received from the Respondents, will be reviewed, evaluated, and ranked by the HEDC based upon the application of the following evaluation criteria and weighing factors. If a Respondent is unable to provide qualifications responsive to each of the criteria listed below, it is disqualified. NO other criteria or factors will be considered.

1. Respondent and Team's Experience	20%
2. Respondent and Teams Technical Competence	20%
3. Respondent and Team's Capability to Perform	35%
4. Respondent and Teams' Past Performance	25%

Only the information included in the Responses to the Request for Qualifications will be used to rank and select the Finalists who will be offered the opportunity to interview. It is highly recommended that Responses to the Request for Qualifications provide information on work performed on projects of similar size and scope.

The HEDC may select up to five qualified Respondents to interview.

## 7. INTERVIEWS – STEP II

The HEDC may, at its option, request an interview with Finalists. The Interviews of the Finalists will be evaluated and ranked by the HEDC based upon the application of the following evaluation criteria and weighing factors:

### Evaluation Factors and Weighting of Those Factors For Evaluation of Proposals for the Project

**Group A** – The following factors will be given a total weight of 40%

1. Respondent and Team's Experience
2. Respondent and Team's Technical Competence
3. Respondent and Team's Past Performance on Similar Projects
4. The Professional Reputation of the Respondent and its Team Members based on References Provided on Similar Sized Projects
5. The Quality of Services Provided by the Respondent and its Team on Similar Projects

**Group B** – The following factors will be given a total weight of 30%

6. Finalists Capability to Keep Project within Budget
7. Feasibility of Implementing Project as Proposed and Presented
8. Ability of Respondent to meet schedules and estimated time of completion
9. The extent to which the Respondent's Submission complies with the requirements of the RFQ
10. The Respondent's experience providing similar services for this scope of work.

**Group C** – The following factors will be given a weight of 30%

11. The extent to which the Finalist meets the HEDC’s needs
12. Ability of the Respondent to identify areas of concern within the City’s Parks System and to develop an additional scope of work to assist in correcting those areas.
13. Guarantees made by Finalist to achieve reasonable results.

The HEDC shall select the Finalist based upon the determination of the Proposal offering the **best value** for the HEDC on the basis of the evaluation criteria and weighting factors set out in this RFQ and Interview Process.

The HEDC shall first attempt to negotiate a contract with the selected Finalist. If the HEDC is unable to negotiate a satisfactory contract with the selected Finalist, the HEDC shall formally, and in writing, end negotiations with the selected Finalist. The HEDC shall then proceed to negotiate with the next Finalist in the order of the Interview evaluation ranking until a contract is reached or negotiations with all ranked Finalists end.

## **8. OTHER CONSIDERATIONS**

The agreement to be negotiated will not become effective until the HEDC and its counsel have approved the agreement, and it has been approved and its execution authorized by the Helotes City Council.

HEDC does not assume, and hereby specifically disclaims, any responsibility or obligation of any nature, to any of the persons or entities responding to this RFQ and will make no payment or reimbursement of any cost, fee, or other expenditure whatsoever associated with the preparation or submission of a Qualification Submission.

The contracts awarded will be governed by the laws of the State of Texas, and is (are) deemed payable and performable in Bexar County, Texas. The venue for all disputes shall lie in Bexar County, Texas.

To the extent not covered heretofore in these specifications, responses will be evaluated for compliance with the contract requirements of Texas law, including, but not limited to, those set out in Section 351 of the Texas Local Government Code.

In addition to all rights provided by law, the HEDC:

- a. reserves the right to reject any or all Submissions
- b. reserves the right to reject any Finalist after interviews are completed
- c. may, at its sole discretion, waive technical mistakes, informalities, or irregularities in any Submissions received
- d. reserves the right to select the Finalist which, in its discretion, is determined to provide the best value to the HEDC and which it believes to serve its best interests in accordance with all applicable laws, including but not limited to Texas Government Code Section 2267.

Neither this document, nor the advertisement of the Notice of the RFQ is an offer. Any exhibits attached hereto are incorporated herein for all purposes.

Respondents shall, as a part of the selection process, address and identify how they intend to deliver the Scope of Work identified in Section #2.

It is the expressed intent of the HEDC that each Submission and Interview be:

- a. comprehensive
- b. prepared in good faith

Selection and acceptance of Finalist is expressly conditioned upon approval of all documents by counsel for the HEDC. Acceptance of any Submission and following interview is not acquiescence or agreement with any term or condition set forth in the submitted documents included in, or referenced by, the Submission or follow-up Interview.



**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor or other person doing business with local governmental entity**

**FORM CIQ**

**This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE USE ONLY**

Date Received

**1. Name of person who has a business relationship with local governmental entity.**

**2.  Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3. Name of local government officer with whom filer has employment or business relationship.**

\_\_\_\_\_

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?  
 Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?  
 Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?  
 Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

**4.**

\_\_\_\_\_  
 Signature of person doing business with the governmental entity

\_\_\_\_\_  
 Date

Adopted 06-29-2007

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED**

# Appendix C - House Bill 89 Verification

Pursuant to Sections 2270.001, 2270.002, 808.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" has the meaning assigned by Section 808.001, except that the term does not include a sole proprietorship.
3. Section only applies to a contract that is between a governmental entity and a company with 10 or more full-time employees; and has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

I, \_\_\_\_\_ (Person name), the undersigned representative of (Company or

Business Name) \_\_\_\_\_ (hereinafter referred to as Company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

- a. Does not boycott Israel currently; and
- b. Will not boycott Israel during the term of the contract the above-named Company, business or individual with the City of Helotes, Texas.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ §

On this day, BEFORE ME, the undersigned, personally appeared \_\_\_\_\_, the \_\_\_\_\_ of Company, and personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual executed the instrument for purposes and consideration therein expressed. GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_ day of \_\_\_\_\_, 20\_\_.

[SEAL]

\_\_\_\_\_  
NOTARY PUBLIC in and for the  
State of \_\_\_\_\_

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED**

## Appendix D – Nepotism Statement

**FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE CITY ADMINISTRATOR  
DEEMING YOUR BID OR PROPOSAL  
“NON-RESPONSIVE.”**

The Bidder or Proposer or any officer, if the Bidder or Proposer is other than an individual, shall state whether Bidder or Proposer has a relationship, either by blood or marriage, with any official or employee of the City of Helotes by completing the following:

If the Bidder or Proposer is an individual:

\_\_\_\_\_ I am not related by blood or marriage to any official or employee of the  
City of Helotes

\_\_\_\_\_ I am related by blood or marriage to the following official(s) or employee(s)  
of the City of Helotes

Name and title of City Official

Or employee: \_\_\_\_\_

Relationship: \_\_\_\_\_

If the Bidder or Proposer is **NOT** an individual:

\_\_\_\_\_ The officers of the company submitting this bid or proposal are not related by  
blood or marriage to any official or employee of the City of Helotes.

\_\_\_\_\_ The officers of the company submitting this bid are related by blood or marriage to the  
following official(s) or employee(s) of the City of Helotes.

Name and title of officer: \_\_\_\_\_

Employee and title of City Official or Employee: \_\_\_\_\_

Relationship: \_\_\_\_\_

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED**

## Appendix E – Non-Collusion Statement

THE UNDERSIGNED AFFIRM THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT, THAT THIS COMPANY, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID IN COLLUSION WITH ANY OTHER BIDDER, AND THAT THE CONTENTS OF THIS BID AS TO PRICES, TERMS OR CONDITIONS OF SAID BID HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHERPERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID.

VENDOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

---

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

BIDDER (SIGNATURE) \_\_\_\_\_

BIDDER (PRINTED NAME) \_\_\_\_\_

POSITION WITH COMPANY \_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL  
AUTHORIZING THIS BID \_\_\_\_\_

COMPANY OFFICIAL  
(PRINTED NAME) \_\_\_\_\_

OFFICIAL POSITION \_\_\_\_\_

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED**