



CITY OF PORT ARANSAS  
710 W. AVENUE A  
PORT ARANSAS, TX 78373  
TELEPHONE: (361)749-4111

REQUEST FOR PROPOSALS (RFP)

Proposal Title: Request for Lease of Dwelling (House, Condo, or Apartment) for Staff and Administrative purposes for Emergency Medical Services (EMS) of the City of Port Aransas

Proposal Closing Time: 2:00 p.m. Central Standard Time

Proposal Closing Date: January 14, 2021 2:00 p.m. Central Standard Time

Technical Proposal Opening: January 14, 2021 2:00 p.m. Central Standard Time

Council Action: January 21, 2021

Notice to Proceed: April 1, 2021

Submission of Proposal: Francisca Nixon  
City Secretary  
City of Port Aransas  
710 W. Avenue A  
Port Aransas, TX 78373

Note: Proposals will not be accepted via facsimile or e-mail

Specification questions: Darla Honea  
Director of Finance  
City of Port Aransas  
710 W. Avenue A  
Port Aransas, TX 78373  
361-749-4111

CITY OF PORT ARANSAS  
REQUEST FOR PROPOSALS

INTRODUCTION

A. Request for Proposal

The City of Port Aransas (City) requests proposals (RFP) for Lease of a Permanent Dwelling Structure for at least twelve (12) months and no more than twenty-four (24) months. This request stems from the destruction of City facilities related to Hurricane Harvey. The City seeks the most cost-effective solution to its short- and long-term needs for facilities to serve these two functions. Specifications for these facilities are provided as Exhibit B:

The objective of this Request for Proposal (RFP) is to identify a provider of a permanent dwelling (house, condo, apartment) on a leasing basis (Lessor) that can offer the highest quality service at the lowest cost to the City. This objective is similar for all goods and services placed on a competitive bidding approach by the City. Services provided will be in accordance with the Leasing Contract and attachments executed between the City and the Lessor.

B. Proposal Procedures

1. A proposer shall use the attached Proposal Form, Exhibit A, in submitting a proposal. It is required that the Proposal Form be completed in its entirety.
2. If a service requirement cannot be met by a proposer, then the term “No Proposal” should be entered on the Proposal Form for that specific requirement. In the case of a “No Proposal” remark, the proposer may offer an alternative equivalent service for the City’s consideration.
3. Services for which a proposer intends to charge a fee must have the applicable fee indicated on the Proposal Form. Any service which does not have a fee indicated on the Proposal Form will be considered free of charge in the Leasing Contract.
4. Proposer is requested to offer the “basic” proposed dwelling and is invited to add options so long as the cost of the options can be separated from the basic dwelling.
5. The proposal must be submitted in a sealed envelope bearing the title “City of Port Aransas EMS Building Proposal” along with the name and address of the proposer. The proposer shall submit one (1) copy of the completed Proposal Form and the other required information identified below and shall be directed to Francisca Nixon, City Secretary, City of Port Aransas, 710 W. Avenue A, Port Aransas, Texas 78373 no later than 2:00 p.m. on January 14, 2021.
6. A proposer may submit written questions to clarify any matters relating to this request for proposals. The proposer’s question(s) and the City’s response will be shared with all applicants that obtained an RFP.
7. Darla Honea, Director of Finance (749-4111) may be contacted for any questions concerning this RFP.
8. The City reserves the right to reject any or all proposals, to waive any non-material irregularities or informalities in any RFP, and to accept or reject any item or combination of items.
9. All costs incurred by the proposer in responding to the RFP shall be borne by the proposer.
10. Unauthorized modifications of specifications, forms or terms may render the proposal invalid.

### C. Selection process

The City will evaluate the merit of the proposals received. The sole objective of this evaluation will be to recommend the Lessor whose proposal is most responsive to the City's Dwelling needs. While the specifications of this RFP represent the minimum performance necessary for response, the City will consider additional services in the final selection process.

The following criteria will be used to evaluate the proposals submitted in response to this RFP (criteria are not listed in order of importance).

1. Meeting the legal qualifications and the terms and conditions specified in the RFP.
2. Completeness of Exhibit A, the Proposal Form.
3. Submission of the required information.
4. Ability to deliver the dwelling (s) in a timely and responsive manner.
5. Concept and proposed solutions, including responsiveness to terms and conditions, completeness, and thoroughness of plan to provide the dwelling (house, condo, apartment) lease and services described in the RFP.
6. Cost of the proposed dwelling (s) leasing services.
7. Ability of the Lessor to include cost effective maintenance of the dwelling in the leasing service agreement (functional / operational maintenance such as electrical, plumbing, HVAC, internet, and structural elements).
8. Financial condition of the proposer.
9. Incorporation of effective and innovative facility maintenance services.

### D. Contract Terms

1. The selected Lessor will provide the required permanent Dwelling for a twelve (12) month term beginning April 1, 2021, with up to two (2) six (6) month renewal options for a period not to exceed a total of 24-months (two years).
2. The Leasing Contract will be awarded to the vendor whose proposal conforms to the RFP and is most advantageous and cost effective to the City. The City of Port Aransas Contract is expected to be awarded at a City of Port Aransas City Council meeting to be held on January 21, 2021 at the City of Port Aransas Council Chambers located at, 710 W. Avenue A, Port Aransas, TX 78373.
3. The following additional agreements will be executed between the designated Lessor and the City to be effective on April 1, 2021 or later.
  - a. *Facility Leasing and Services Agreement*
  - b. *Maintenance Agreement*
  - c. *Agreement pertaining to Insurance and other Liabilities*

Additional contracts and agreements relating to the normal operations may be required during the term of the Leasing Contract. All supplemental contracts and agreements to the Leasing

Contract must be approved as to both form and content by the City Manager and the City Attorney. All supplemental contracts and agreements will be attachments to the Leasing Agreement.

4. If a Lessor does not show the capacity to provide the Permanent Dwelling (house, condo, apartment) within twenty-one (21) calendar days after being notified of selection, the City *may* give notice to the Lessor of the City's intent to select the next most qualified proposing Lessor or call for new proposals, whichever the City deems most appropriate. The permanent dwelling needs to be available for lease April 1, 2021.
5. Following conclusion of the 12-month lease term, the City shall provide sixty (60) days prior written notice of its intent to terminate the lease. The Lessor shall provide the City one hundred eight (180) days prior written notice of its intent to terminate any agreement. A decision to terminate the leasing contract may not be a result of an offering of a lower price from another lessor during the contract period.

## SECTION II – LEASING SERVICES TO BE PROVIDED

A. Leasing services to be provided are listed on Exhibit A, the Proposal Form. The following identifies and discusses the services to be provided:

1. Permanent Dwelling to house the City of Port Aransas EMS staff and administrative operations for a period of twelve (12) to twenty-four (24) months. The purpose of the leasing agreement is to provide permanent dwelling(s) (house, condo, apartment) for the City's EMS operations for staff dormitory and administrative purposes. The City realizes that a house may not be ADA compliant and as the EMS operations are a call for service operation, this facility will not be a walk-up treatment facility, nor is EMS open to the public. If someone needs medical attention on a walk-up basis, they must report to the City Police facility for attention and EMS will be called.
2. Maintenance of the facility should be included in the leasing service agreement (functional / operational maintenance such as electrical, plumbing, HVAC, internet, and structural elements)

B. Fees for Services Provided

1. Best price guarantee: The awarded Lessor agrees to provide the lowest pricing available and the pricing shall remain so throughout the duration of the contract.
2. Price increase: Lessor will notify the City immediately should it become necessary or proper during the term of this contract to make any change in design or any alterations that will increase expense. Price increases must be approved by the City, and no payment for additional materials or services, beyond the amount stipulated in the contract, shall be paid without prior approval. All price increases must be supported by documentation, or a formal cost justification letter.
3. Price reduction and adjustment: Price reduction may be offered at any time during the contract period and shall become effective upon notice of acceptance from the City. For example, the City will consider a twelve (12)-month contractual price with a different price for the following six (6) month lease.

## SECTION III – REQUIRED INFORMATION

The following document must be submitted with the completed Proposal Form by the proposer:

Illustrations of proposed Dwelling (s), such as floor plans and general design features.

## SECTION IV – SUBMISSION OF PROPOSALS

All proposals submitted pursuant to this request for Lease of Permanent Dwelling (House, Condo, Apartment) for Staff and Administrative purposes for Emergency Medical Services (EMS) of the City of Port Aransas

Francisca Nixon  
City Secretary  
City of Port Aransas  
710 W. Avenue A  
Port Aransas, TX 78373

Deadline for submission is 2:00 p.m. (CST), Thursday, January 14, 2021. Proposals received after that time will not be considered and will be returned to the proposer unopened.

Other requirements are listed below:

- A. One (1) copy of the proposal shall be submitted.
- B. All information requested of the proposer by the RFP shall be provided. Failure to do so may disqualify the proposal.
- C. All information shall be entered in ink or typewritten.
- D. Proposal shall be signed by an authorized representative of the company.
- E. Proposals may be submitted in a sealed envelope or box to the address shown above.
- F. Proposals may be submitted in person, by U.S. Mail, Special Delivery, or courier service. No facsimile or e-mail proposals will be accepted
- G. All exceptions to any point of the RFP must be clearly shown. It is suggested that exceptions be made as a separate section within the proposal for clarity.

## SECTION VI – PROPOSER’S RESPONSIBILITY

Proposers should carefully examine the entire RFP and any addenda thereto, and any related materials and dates referenced in the RFP. Proposers shall become fully aware of the nature and location of the work. All proposers are responsible for the cost to produce their proposal. All proposers are responsible for their proposal’s content, timeliness of submission and withdrawal.

EXHIBIT A  
CITY OF PORT ARANSAS  
PROPOSAL FORM

LEASE OF PERMANENT DWELLING (HOUSE, CONDO, APARTMENT)  
FOR STAFF AND ADMINISTRATIVE PURPOSES FOR EMERGENCY MEDICAL SERVICES (EMS) OF  
THE CITY OF PORT ARANSAS

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

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Official Submitting: \_\_\_\_\_

Title of Official: \_\_\_\_\_

Instructions

Please respond in the following sections.

A. Products/Pricing

1. Describe and provide drawings or floor plan printouts (pictures) of the Permanent Dwelling.
2. Describe pricing for Permanent Dwelling and Services proposed
  - a. Maintenance of the facility (functional / operational maintenance such as electrical, plumbing, HVAC, internet, and structural elements).
3. Other proposed services.
4. Describe payment methods.
5. Other factors relevant to this section as submitted by the proposer

B. Performance Capability

1. Describe capability to provide dwelling and services in a responsive and timely manner.
2. Describe proposer's capacity to meet on-site service and warranty needs in a timely manner.
3. Describe customer service/problem resolution.
4. Other factors relevant to this section as submitted by the proposer.

CITY OF PORT ARANSAS  
SPECIFICATIONS FOR PERMANENT DWELLING  
EXHIBIT B

ADDITIONAL SPECIFICATIONS FOR THE LEASE OF THE PERMANENT DWELLING (HOUSE,  
CONDO, APARTMENT)  
FOR STAFF AND ADMINISTRATIVE PURPOSES FOR EMERGENCY MEDICAL SERVICES (EMS) OF  
THE CITY OF PORT ARANSAS

Section A. ALL Dwelling (s)

1. Dwelling may **NOT** be in a R1 Zoning District
2. A dwelling with a minimum of four bedrooms is required with sleeping facilities for a minimum of six.
3. A minimum of three (3) parking spaces is required, with access to electrical power (electrical plugs to be provided by the city), and on street parking in the immediate vicinity.
4. A full kitchen facility is required.
5. A washer and dryer are required.
6. All facilities must be climate controlled.
7. Fire Alarm system is required

Section B. OPTIONAL SERVICES AND FUNCTIONALITY

1. This section enables bidders to propose additional services, such as service agreements, and additional functionality of the permanent dwelling not requested in the specifications. These should be separated from the primary bid and priced separately as optional costs.

SIGNATURE OF ENTIRE PROPOSAL AND SUBMITTALS

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_

Signature

Title

---

Print or Type Name

ADDRESS: \_\_\_\_\_

Street Address and/or P.O. Box Number

---

City

State

Zip Code

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

RETURN ENTIRE RFP PACKAGE AND ALL DOCUMENTATION REQUIRED  
BY THIS REQUEST FOR PROPOSAL

PROPOSAL AFFADAVIT

AUTHORIZED OFFICER: All pages in proposal containing statements, letters, etc., shall be signed by a duly authorized officer of the company, whose signature is binding on this proposal.

The undersigned offers and agrees to furnish all the services stated in the accompanying proposal. The period of acceptance of this proposal will be ninety (90) calendar days from the date of the proposal closing, unless otherwise indicated by proposer.

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

BEFORE ME, the undersigned authority , a Notary Public in and for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, who after being by me duly sworn, did depose and say:

“I, \_\_\_\_\_ am a duly authorized officer or/agent for  
(name)

\_\_\_\_\_ and have been duly authorized to execute the  
(name of firm)

foregoing proposal on behalf of the said: \_\_\_\_\_

I hereby certify that the foregoing proposal has not been prepared in collusion with any other proposer or other person or persons engaged in the same line of business prior to the official receipt of this proposal. Further, I certify that the proposer is not now, nor has been for the past six (6) months, directly or indirectly concerning in any pool or agreement or combination, to control the price of services/items offered, or to influence any person or persons to offer or not to offer thereon.

Name and address of Proposer: \_\_\_\_\_

\_\_\_\_\_

BY: (print name) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Signature) (Title)

SUBSCRIBED AND SWORN to before me by the above named \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_

**RETURN THIS AFFIDAVIT AS PART OF PROPOSAL**

Request for Lease of Permanent Dwelling (House, Condo, Apartment) for the Staff and Administrative purposes for Emergency Medical Services (EMS) of the City of Port Aransas

RFP Evaluation Scoring Sheet

Proposals will be evaluated on “best value” (Most advantageous to the city) based on the evaluation criteria as stated below.

*Evaluation*

Criteria	Possible Points	Points Awarded
Ability to provide the permanent dwelling(s) required	5	
Ability of proposer to maintain functional systems of the building during the term of the lease	10	
Relevant experience in providing similar dwellings	10	
Ability of proposer to provide the dwelling (s) meeting or exceeding RFP guidelines	30	
Pricing	20	
Location of the dwelling (House, Condo, Apartment)	20	
Innovative Response – ability to provide creative Responses to meet the City’s unique needs	5	
Total Possible Points	100	