

**Texas Municipal League  
Intergovernmental Risk Pool**

**Facilities Management Services**

Request for Sealed Proposal 24-01

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## **Section 1: Overview**

### **1.1 Statement of Purpose**

The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) is requesting proposals from qualified firms to provide full service, comprehensive, and professional facilities management services to maintain and preserve the grounds and the building at the Texas Municipal Center (the TMC) campus located at 1821 Rutherford Lane, Austin Texas, 78754. The TMC encompasses 10 acres and a 129,576 sq. ft. three story building. The building was built in 1983 and is in good condition. The terms of the procurement are for one two-year period with the option of two one-year extensions as set forth herein. This RFP is the means for prospective service providers to submit a solution-based proposal that is cost effective and innovative. This Request for Proposal must be completed in its entirety.

### **1.2 TMLIRP Background**

The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) is a unit of local government offering workers' compensation, liability, and property coverage to Texas political subdivisions (called "Members") including municipalities, water districts, fire districts, councils of government, tax appraisal districts, fire districts, housing authorities, hospital districts and other special districts and authorities.

The mission of the TMLIRP is to offer and provide Texas municipalities and other units of local government with a stable and economic source of risk financing and loss prevention services.

TMLIRP offers four primary lines of business to Members including:

#### **Workers' Compensation**

#### **Liability**

- General Liability
- Errors & Omissions (Public Officials) Liability
- Law Enforcement Liability
- Auto Liability
- Cyber Security Liability
- Other Liability Coverages

#### **Property**

- Real and Personal Property
- Boiler & Machinery
- Auto Physical Damage
- Crime Coverage
- Other Property Coverage

#### **Cyber**

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There are approximately 2,800 local government entities that participate in the Pool for risk loss coverage. TMLIRP currently has a staff of 250 employees with departments consisting of Executive, Legal, Finance, Human Resources, Information Technology, Underwriting, Loss Prevention, Member Services, Office of Project Management, Liability/Property Claims and Workers' Compensation Claims.

### 1.3 Calendar of Events

Listed below are the important dates and times by which the actions are anticipated to be taken or completed:

CALENDAR OF EVENTS		
DATE	TIME	ACTIONS
08/22/2024		Release Request for Proposal
08/28/2024	2:00 PM CST	Virtual Pre-proposal conference via Teams (link to conference found at: <a href="http://www.tmlirp.org/who-we-are/procurement">www.tmlirp.org/who-we-are/procurement</a> )
09/03/2024	3:00 PM CST	Last day for submission of written questions.
09/06/2024		Answers to all questions provided to all interested bidders.
10/02/2024	Prior to 2:00 PM CST	RFP response due. Respondents names will be read aloud (link to opening found at: <a href="http://www.tmlirp.org/who-we-are/procurement">www.tmlirp.org/who-we-are/procurement</a> )
Week of 10/28/2024		Notification of Award

### 1.4 Contact Information

Questions related to the procurement should be emailed to:

E-mail: [purchasing@tmlirp.org](mailto:purchasing@tmlirp.org)

All questions must include "RFP No.24-01" in the subject line.

## Section 2: Request for Proposal Response Instructions

### 2.1 Inquiries and Questions

Proposer(s) shall address all questions regarding this Request for Proposal to the email address identified in Section 1.4, Contact Information. Questions shall be received no later than the time and date reflected in Section 1.3, Calendar of Events. Only e-mails are permitted. It is the responsibility of the Proposer to confirm receipt of the questions.

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Questions and answers will be posted on the Pool's website ([www.tmlirp.org](http://www.tmlirp.org)) and provided to all prospective proposers that have expressed specific interest in responding to this Request for Proposal by the date set out in Section 1.3, Calendar of Events.

## **2.2 Submission of Proposal**

The purpose of the proposal submitted is for the proposer to provide facilities management services that best meets the overall needs as set forth in the project scope described in Section 3 of this Request for Proposal. The proposal submitted should address all questions posed in the Request for Proposal.

The prospective contractor hereby certifies, by submission of a proposal in response to this Request for Proposal, acceptance of the requirements, terms and conditions of this Request for Proposal and all appendices and any addendum released hereto.

The proposal submitted by a proposer is an offer to contract with TMLIRP for the services requested in the Request for Proposal.

This RFP is not to be construed as a contract or commitment of any kind. If this RFP results in a contract offer by TMLIRP, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

TMLIRP reserves the right to accept or reject any or all proposals as a result of this Request for Proposal, to negotiate with any qualified proposers, or to cancel in part or its entirety the Request for Proposal if found to be in the best interest of TMLIRP. This Request for Proposal does not commit TMLIRP to award a contract, issue a purchase order, or pay any costs incurred in the preparation of a proposal in response to this Request for Proposal.

In addition, TMLIRP expressly reserves the following:

- a. waive any defect, irregularity, or informality in any proposal or proposal procedure;
- b. extend the Request for Proposal closing time and date;
- c. reissue this Request for Proposal in a different form or context;
- d. procure any item by other allowable means;
- e. waive minor deviations from specifications, conditions, terms, or provisions of the Request for Proposal, if it is determined that waiver of the minor deviations improves or enhances TMLIRP's business interests under the Request for Proposal; AND/OR
- f. award any contract when most advantageous to the TMLIRP, as set forth in this Request for Proposal.

## **2.3 Misrepresentation**

All information provided and representations made by the proposer are material and important and will be relied upon by TMLIRP in awarding the contract. Any misrepresentation will be immediate

grounds for termination of any contract related to this Request for Proposal and said proposer may not be able to participate in future Request for Proposals or other business opportunities with TMLIRP for the duration of any contract term related to this Request for Proposal, including any renewal period. TMLIRP reserves the right to carry forward proposer's response to this RFP as part of final contract.

## 2.4 Corporate Change

If proposer involved in or planning a change in control, sale, purchase, merger, bankruptcy, reorganization, or similar transaction ("Change") that will in any way alter the proposer's legal entity, structure, financial status or business operations, proposer shall submit with its proposal under Tab 1: Required Documents (see Section 4.2.2):

- A section disclosing all current entities involved in the Change, when the Change is anticipated to take place, the surviving entity, and any information related to the Change that may affect the proposal;
- Each area in proposer's proposal (All Tabs) should contain a separate section that discusses whether the Change will alter, modify, or otherwise affect the Proposer's Proposal; and
- If this is not applicable to your Proposal, Proposer should provide a statement that this section is "not applicable" behind Tab 1.

## 2.5 Evaluation and Negotiation Process

TMLIRP shall conduct a comprehensive and impartial review and evaluation of all proposals submitted in response to the Request for Proposal meeting the requirements of this Request for Proposal. TMLIRP reserves the right to request additional information to clarify a submitted proposal.

Only timely submitted proposals shall be reviewed by staff to determine if they comply with the required forms and documents submission requirements listed in the Request for Proposal. Failure to meet any of the requirements may render a proposal non-responsive and result in rejection of the entire proposal.

**Evaluation:** An Evaluation Committee has been selected to evaluate the proposals. Using the evaluation criteria specified below, TMLIRP shall evaluate and rank proposals and, at TMLIRP's sole discretion, proceed with reference checks and contract negotiations with the selected proposer.

For the purpose of reviewing and evaluating the submitted proposal, evaluation criteria have been divided into multiple sections.

The evaluation criteria are shown below:

**Table 1**

<b>Criteria</b>	<b>Possible Points</b>
Qualifications of Proposed Team	<b>20 points</b>
Experience managing Owner-occupied facilities	<b>30 Points</b>
Corporate History and Stability	<b>10 Points</b>
Reasonableness of cost of services	<b>30 Points</b>
References	<b>5 points</b>
Overall responsiveness to the RFP	<b>5 Points</b>
<b>Total</b>	<b>100 Points</b>

Finalist(s) may be selected for interview or other selection process determined by TMLIRP. Interviews are typically conducted in person at TMLIRP’s office location, by telephone or via webinar.

**Evaluation and Recommendation**

Responsive proposals to this RFP will be ranked in each of the criteria above and scored according to the rank. TMLIRP may engage outside individuals to compose an evaluation panel. Furthermore, TMLIRP reserves the right to conduct such investigations as TMLIRP considers appropriate with respect to the qualifications of each proposer or responsive proposer and any information contained in its proposal. All proposals in response to this RFP will be evaluated solely based on the criteria listed above.

TMLIRP reserves the right to seek clarifications and request any information deemed necessary for evaluation of proposals.

**Negotiations:** Proposer(s) advancing through the Request for Proposal Evaluation phase may enter the Negotiation phase. This phase may include an invitation to a selected proposer or proposers to participate in contract negotiations.

**Section 3: Contractor Responsibilities and Scope of Services**

**3.1 Contractor Responsibilities**

The selected Contractor will be required to provide full-service professional facilities management services necessary to operate and maintain the facility in a manner of similar quality projects. Facility shall be maintained in a clean, safe, operable, and attractive condition consistent to similar projects in the area.

Reference Attachment A “Scope of Services” for additional Responsibilities.

**3.2 Response Submittal Content**

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**Limit response to 10 pages. Information should be concise and appropriately complete.**

1. Provide general information of your company (Name, Address, Contact Person, Contact Person's Email, Contact Person's Phone Number), including a brief background and history.
2. Representative facility examples (3 minimum), including size, services provided, and team members associated with the management.
3. Management team organization structure.
  - a. Include full or half page resumes for main point of contact and their immediate supervisor.
  - b. Provide your proposed approach to staffing the facility (on-site team member(s), % of time devoted to the project, etc.)
4. Provide contact names and phone numbers of at least three clients you wish to use as references.
5. Describe why your firm is the best fit for TMLIRP.
6. Describe your company's financial stability.
7. Closing Statement
8. Sample Monthly Report (included as a separate attachment – not counted against page limit).
9. Terms and Conditions (include as a separate attachment – not counted against page limit).
10. Items in Section 4.2 below (include as a separate attachment – not counted against page limit).

**Section 4: Submission of Proposal Instructions**

Proposals shall be submitted electronically in accordance with the following:

**4.1 Submission of Proposals**

Proposals and changes thereto shall be submitted electronically and shall be submitted to [purchasing@tmlirp.org](mailto:purchasing@tmlirp.org). The solicitation number, services being proposed, and the date and hour of the proposal closing shall be typed in the subject line of the email.

**4.1.1** Electronic submissions shall be submitted in PDF format.

**4.1.2** Electronic submissions shall be in accordance with the deadline set forth in the solicitation document. Any submissions received after the deadline will not be considered. The time of the email will serve as the receipt timestamp.

**4.1.3** Facsimile proposals will not be accepted.

**4.1.4** Proposals shall be returned in enough time to be received prior to the proposal closing date and time.

**4.1.5** Proposals received after the stated proposal closing time and date will not be considered for award.

**4.1.6** Receipt of an addendum or amendment must be acknowledged by signing and returning the addendum/amendment with the proposal or under separate cover prior to the time set for the proposal closing.**4.1.7** All proposals submitted shall be signed by an officer of the proposer duly authorized to bind the firm to the proposal.



## 4.2 Required Documents

Proposer should provide the following documents:

**4.2.1** Provide Proposed Fee Schedule that includes the items noted in **Attachment B**

**4.2.2** Completed Conflict of Interest Questionnaire (Form CIQ). AS REQUIRED UNDER CHAPTER 176, TEXAS LOCAL GOVERNMENT CODE, PROPOSERS SUBMITTING A PROPOSAL SHALL ALSO COMPLETE AND SUBMIT WITH THE PROPOSAL A CONFLICT-OF-INTEREST QUESTIONNAIRE. (A blank Form CIQ can be found after the last page of this Request for Proposal).

**4.2.3** Corporate Change (see section 2.4, Corporate Change, for details).

**4.2.4** Assurance. All respondents MUST include the assurance provided on the last page of this Request for Proposal in their proposal and provide an original signature.

**4.2.5** Disclose any contractual or business relationships between the Proposer and its officers and any current TMLIRP employee or Board member.

## Section 5: Disclosure

Proposer acknowledges that any and all information provided to TMLIRP may be subject to disclosure under the Texas Public Information Act, Chapter 552, Texas Government Code. If TMLIRP receives a request for information for materials provided by the proposer which the proposer deems to be proprietary, TMLIRP will request a decision from the Texas Attorney General on whether such information should be released. TMLIRP will also notify proposer of the request for an Attorney General decision. Proposer may submit, in writing, to the Texas Attorney General its reasons why the information should be withheld. TMLIRP may, but is not required to, submit its reasons why the information should be withheld or released. Details of this procedure are set forth in Section 552.305, Texas Government Code.

## Section 6: Assurance

**SIGNING PROPOSALS:** All proposals must be signed by an officer of the proposer's firm duly authorized to bind the audit firm to the proposal submitted. All requirements of this proposal must be completed and included in the response submitted to the Pool. Late proposals will not be accepted. Failure to properly sign the proposal and include all properly completed pages as required in this request may result in the rejection of the proposal.

A final agreement will be negotiated with the proposer selected.

The award of the agreement by the TMLIRP Board of Trustees to the proposer shall not be deemed a rejection of any other proposals properly submitted until an agreement has been properly executed by

the awarded proposer. If the awarded firm and TMLIRP fail to successfully reach an agreement, TMLIRP may award the services to another proposer.

**We propose to perform the Facilities Management Services in accordance with the RFP as set forth in the attached proposed fee schedule (Attachment B).**

The Information in this Proposal is true and correct, and the Officer Signing Below is Duly Authorized to bind the proposer to such Proposal.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_

Name of Official: \_\_\_\_\_

Title of Officer: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name & Address of Proposer:

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

# ATTACHMENT A

## **SCOPE OF SERVICES**

The selected Contractor will be required to provide full-service professional facilities management services necessary to operate and maintain the facility in a manner of similar quality projects including the need for immediate response to maintenance requests in the case of emergencies. Facility shall be maintained in a clean, safe, operable, and attractive condition consistent to similar projects in the area. TMLIRP shall be responsible for all reasonable costs, expenses, and disbursements for the Services, provided they align with the Agreement and an agreed upon Operating or Capital Expenditure Budget.

The Services include but are not limited to the following:

- Conduct and supervise all repairs, alterations, and decorations for the facility.
- Conduct and supervise all preventive maintenance for all mechanical, electrical, and plumbing systems.
- Conduct and supervise all janitorial and cleaning work, window washing, façade maintenance, and landscaping.
- Conduct and supervise annual inspections including any fire and life safety inspections and elevator inspections.
- Arrange on behalf of TMLIRP any Service Contracts necessary for the Scope of Services. The Contractor shall not enter into any contract or obligation for services that are not included in the Approved Operating or Capital Budget without the prior written approval of TMLIRP.
  - TMLIRP requires the Contractor to collect three bids, following appropriate guidelines and with the help of TMLIRP's purchasing department, for any Service Contracts.
    - Past expenses and current vendors TMLIRP utilizes will be shared with the successful respondent.
- Contractor will prepare and submit for approval an Operating budget for the management and operation of the facility and a proposed Capital Improvement budget not later than September 30<sup>th</sup> of the preceding year.
- Contractor will maintain separate books and records for the property and maintain copies of records and reports.
- Contractor will prepare and send monthly reports to TMLIRP no later than 15 days after the end of the previous month.
- Contractor will utilize and maintain bank accounts created by TMLIRP for approved operating expenses. Contractor will facilitate a monthly draw process with the Owner to pay any Capital expenses.

# ATTACHMENT B

## PROPOSED FEE SCHEDULE

### To be provided by proposer

Include in your fee schedule the following:

- Construction management fee for Capital Expenditures, and the threshold amount at which this fee will be charged. For example: Capital Expenditure Projects over \$XX in value will be subject to an XX% fee.
- A full list of Reimbursements and their estimated fees or means for calculation.
  - This includes any fees pertaining to technology, administrative, employee recognition, education, marketing services, etc.
- Lump Sum Monthly Management Fee
- List of employees/positions, their salaries and percentage of time to be charged to the operating budget. It is assumed these salaries will be in addition to the Management Fee unless stated otherwise.
- Any ramp-up fees.
  - TMLIRP requires the Contractor to submit its initial Operating and Capital Expenditure budget within ninety (90) calendar days of contract execution.
    - If there are one-time setup fees or additional staff needed for this effort, please list them in a “ramp-up” fee section with sufficient details for a layman to interpret their intended need or use.
      - **Any “ramp-up” fees shall be defined as a lump sum dollar amount and not as an allowance or budget.**