THE CITY OF EDINBURG

REQUEST FOR PROPOSALS

The City of Edinburg is soliciting sealed proposals to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

Proposals will be received until **3:00 p.m. Central Time**, on **Monday, November 18, 2013**, shortly thereafter all submitted proposal will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any proposal received after the closing time will not be accepted and will be returned to the proposer unopened. It is the responsibility of the proposer to see that any proposal submitted shall have sufficient time to be received by the City Secretary's Office prior to the proposal opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the proposals. Proposals will not be accepted by telephone or facsimile machine. All proposals must bear original signatures and figures. The Proposal shall be for:

RFP NO. 2014-004
RACE TIMING & RESULTS

Bidders receiving a "NOTICE TO BIDDERS" and/or "REQUEST FOR PROPOSALS" notice in the mail or reading same in the newspaper are advised that the bidding documents can be downloaded from the City of Edinburg web page address: www.cityofedinburg.com, or may obtain copies of same by contacting the office of:

LORENA FUENTES, PURCHASING AGENT, LOCATED AT 415 W. UNIVERSITY DRIVE, Edinburg, TX 78541 by calling (956) 388-8972 or by e-mailing your request to the following e-mail address: lfuentes@cityofedinburg.com

If you have any questions or require additional information regarding this proposal, please contact Mr. Mark Lozano, Recreation Manager, at (956) 381-5631.

Hand-delivering Proposals: 415 West University Drive,
c/o City Secretary Department (1st Floor)

If using Land Courier (i.e., FedEx, UPS): City of Edinburg
c/o City Secretary
415 West University Drive
Edinburg, Texas 78541

If Mailing Proposals: City of Edinburg
c/o City Secretary
P.O. Box 1079
Edinburg, TX 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all proposals and to waive any or all formalities or technicalities and to accept the proposal deemed most advantageous to the City, and hold the proposals for a period of **60** days without taking action.

Proposals must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the proposal envelope with corresponding proposal number and title.

CITY OF EDINBURG
REQUEST FOR PROPOSALS

The City of Edinburg Department of Community Services Parks & Recreation is seeking proposals from qualified local or area Companies/Firms for Race timing and results of the 32nd Annual All America City 10k Run/Walk to take place on February 1, 2014 in Edinburg, Texas.

Race Timing firms interested in submitting a proposal are asked to submit the following information:

Background on firm such as but not limited to:

- Qualifications
- Length of time in business
- Any additional information services that firm provides with this proposal

The evaluation of Firm's qualifications and capabilities shall include but not be limited to such factors as: experience; capabilities; past record; past performance; adequacy of personnel; ability of professional personnel; willingness and ability to meet time and budget requirements; recent, current and projected workload; location; approach to the project; ability to furnish the required services; volume of work previously awarded to each firm submitting qualifications; and such other factors as may be determined by the Parks Selection Committee to be applicable to the particular requirements of the project for which the services have been requested.

SCOPE OF SERVICES:

1.) Provide race timing and race results. Race results of top runners must be provided within two hours of the start of race.
2.) Provide starting and finish line structures that can display event sponsors on structures.
3.) Provide up to 3,500 to 4,000 race numbers for event.
4.) Provide two sided clock at finish line.
5.) Provide safety pins for race numbers.
6.) Create web site design for event and set up on-line registration.
7.) Design entry form for event.
8.) Method(s) of timing system.
9.) Provide how soon results can be posted on City of Edinburg's web site.
10.) Include number of staff and list of duties and responsibilities of each

Vendor must note their arrival and departure date.

PROPOSAL EVALUATION PROCESS AND CRITERIA:

EVALUATION PROCESS

The evaluation of Firm's qualifications and capabilities shall include but not be limited to such factors as: experience; capabilities; past record; past performance; adequacy of personnel; ability of professional personnel; willingness and ability to meet time and budget requirements; recent, current and projected workload; location; approach to the project; ability to furnish the required services; volume of work previously awarded to each firm submitting qualifications; and such other factors as may be determined by the Parks Selection Committee to be applicable to the particular requirements of the project for which the services have been requested.

Written proposals will be evaluated and rated by The Evaluation Committee's. Proposals receiving the highest ratings may be scheduled for an interview with the Evaluation Committee. Ratings will be based on the Proposer's' experience providing similar services for another city of the size and complexity of the City of Edinburg; reasonableness of proposed fee schedule and basis for periodic adjustment; ability to provide appropriate levels of staffing support and service to and coordination with the Parks Department's Administrative Staff; ability to provide clear and timely results and reports to regarding aggregate data.

A. The Evaluation Committee may also contact references to help verify the Proposers' ability to perform the scope of services outlined herein.

B. Based on the results of the evaluation of written proposals, interviews and references, the Evaluation Committee will make its recommendation to Mayor and City Council.

C. Contract negotiations will commence with the selected Proposer.

D. The Evaluation committee reserves the right to:
   1. Request a consultant submitting an application to clarify its contents or to supply any additional material deemed necessary to assist in the selection process.
   2. Negotiate the program scope, materials, and costs with the selected consultant. If a contract cannot be negotiated with the selected consultant, The City may cease negotiations and reserves the rights to have the Evaluation committee re-evaluate the next highest ranked Proposer if an agreement cannot be reached with the highest ranked Proposer.
   3. Modify or alter any of the requirements herein and identify additional tasks to be accomplished prior to executing a formal contractual agreement.
   4. Select the Proposer with the best project approach and ability to meet The Evaluation committee's program needs regardless of cost.
   5. Visit a Proposer's office or clinic facilities to meet with respondent's staff.
   6. Reject any or all applications at any time without penalty.
   7. Retain all original data and working papers generated during this RFP process.

RFP - EVALUATION **The evaluation system consists of a 100 percentage point system. The RFP will be ranked after evaluation. The submittal evaluation will be based on the following criteria.**

EVALUATION
For the Proposer selection, written proposals will be scored using the following criteria:

Item	Points
Cost Proposal	60
Proposer Qualifications, Expertise, Experience and References	20
Proposed Method of Performance	20

Should you have any questions or require additional information, do not hesitate to contact Mr. Ramiro Moreno, Recreation Superintendent, at (956) 381-5631.